



Employment and Assistance Appeal Tribunal
of the Province of British Columbia

Governance Tools

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INTRODUCTION

The Employment and Assistance Appeal Tribunal (the Tribunal) is established under the authority of the *Employment and Assistance Act* to provide an independent and impartial appeal process that is community based and delivers timely and fair decisions reviewing specified decisions of the Ministry of Housing and Social Development regarding income and disability assistance and, for the child care subsidy program, with specified decisions of the Ministry of Children and Family Development.

“Fair procedures, equitable treatment, and responsiveness to the public are the cornerstones of a system of administrative tribunals built according to the Rule of Law”

The Honourable Madam Justice Beverly McLachlin



Good governance builds public trust by setting high standards and, at the same time, providing transparency. The Tribunal has developed a number of tools to assist with building a culture of excellence within the Tribunal in carrying out its mission – providing an independent and impartial appeal process that is community based and delivers timely and fair decisions.

MEMBER QUALIFICATIONS

Describes the key skills and abilities for effective performance as a member, clarifying the requirements of the position, as well as describing circumstances that are assumed to create a conflict of interest. These qualifications are used when advertising appointment vacancies and for recommending applicants for appointment.

COMPUTER BASED TRAINING MODULE

Allows members to acquire, and demonstrate that they have acquired, the necessary knowledge and skills.

CODE OF CONDUCT

Identifies standards of ethical and professional conduct expected of a member. The Code is based on the fundamental principle of a fair hearing and recognizes the requirement of independence in adjudicative decision making. It clarifies the conduct and expectations of members and identifies the competencies required for effective performance.

MEMBER COMPETENCIES

Describes the key skills, abilities and behaviours required of members for effective performance. A competency can be defined as a learned skill which can be assessed through observation of performance. Each competency has one or more performance indicators – a specific action that can be observed as evidence that the competence is demonstrated. Competencies foster a culture of excellence and an understanding by members of the needs of the Tribunal.

COMPETENCY BASED LEARNING AND DEVELOPMENT TOOL

Clarifies panel member and panel chair responsibilities. It will be used to analyze current competencies in order to develop various learning and development programs and to provide objective information on member competency for reappointment purposes.

LEARNING AND DEVELOPMENT ACTION PLAN

For ongoing development of members' skills relative to the work performed on behalf of the Tribunal.

