

INFORMATION FOR PANEL CHAIRS – PUBLIC HEARING

You may find the following information useful when chairing a panel. The information that follows explains to the chair the procedure that should be adopted at panel hearings.

It is the responsibility of the HPC hearing officer to announce the case. They will announce the name, registration number and details of the registrant concerned

Chairman –My name is..... and I am the chair of this panel. Please address me as..... And please use the same form of address for everyone here today.

I will now introduce the panel.

The other parties present are the legal assessor – who I will now ask to explain what their role is here today

Legal Assessor

Chairman: Also present is [name of solicitor] who will present the case on behalf of the Council.

If the registrant is represented

[Name of Registrant], the procedure will be that[Council's Solicitor] will begin by presenting the case for the Council, which may include calling witnesses in support. You will be able to cross examine any witnesses that are called. In other words to put questions to them about what they have said – and the Council's Solicitor may ask them some further, clarifying questions by way of re-examination. It will be for the Council to prove its case.

At the conclusion of Council's case against you, you will be invited to put your case to the panel and call witnesses in support. Any witnesses called by you may be cross examined by Council's solicitors and you may then re-examine them

You will then have an opportunity to put your case and call witnesses in support. Council's solicitors will then be able to cross-examine your witness, and you may re-examine them. Once the case has been heard Council's solicitor will make a statement and then you will have the last word. Is that all clear?

At the close of the case, the panel will retire to deliberate on whether the case is well founded. We will then return to announce our decision

Chairman: Thank you very much. Before we begin, like to remind you all that we will try to keep these proceedings as informal as possible. That means that you should feel free to remain sitting while speaking, and that you should try to avoid technical language or jargon in your discussions. Also, if you need a break, please say so.

A couple of other points: while these proceedings are informal, please remember that they are serious. I ask each of you to act properly, and to treat everyone with respect at all times. I also ask that you take particular care with your language, and try to avoid using terms that may give offense to others. Everyone involved in the case will get a

chance to have their say and I would therefore ask you to keep interruptions to a minimum. Is everything clear so far?

R:

At the close of the case:

Chairman: We will now retire to consider whether the case is well founded. We will then return to announce our finding. We may ask the legal assessor to assist with the drafting of our decision. We may also ask the hearing officer to assist with typing the decision

Return

[announce decision]. We will now consider sanctions. [legal assessor] would you please address us on the sanctions we have available.

Thank you

[name of Solicitor] is there anything you would like to add

[registrant] is there anything you would like to add?

Thank you. We will now retire to consider the available sanctions. We may again ask the legal assessor to assist us with the drafting of our decision and ask the hearing officer to assist with typing the decision.

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