

APPEALS PANEL – PROCEDURAL NOTE

1. To ensure a fair and orderly hearing the Panel will follow the procedure set out below
2. Introduction by the Chairman who will: -
 - Announce the purpose of the hearing
 - Identify the Appellants representative (if any) and the witnesses he intends to call
 - Identify the person presenting the complaint and the witness to be called
3. The Council's Representative will be asked to present any statements and the evidence (including witnesses) in support of the complaint
4. The Council's Representative and each witness giving evidence may be questioned on his/her evidence after it has been presented, first by the Appellant and then by Members of the Panel
5. The Appellant or his/her Representative will then be given the opportunity of presenting his/her case. He/she, together with any witnesses, who may have been called, may be questioned by the Council's Representative and then by Members of the Panel
6. The Council's Representative will be invited to sum up, if he/she so wishes, following which the Appellant will be given the opportunity of making a final statement
7. The Chairman will then advise that the hearing has been concluded. The Panel will retire to consider the evidence received. Their legal adviser will adjourn with them to advise on the law and procedures but not the merits
8. The decision of the Panel will be notified to the Appellant in writing