BULLET POINTS FOR PANEL CHAIRS at FULL HEARINGS

- HPC hearing officer will announce the case then pass to the chair for introductions
- Chair will introduce the panel and then ask the legal assessor to explain their role
- Then the solicitors (where present will introduce themselves)
- Then the chair will explain the procedure that will be followed
- Introduce all the parties again when any witnesses are called.
- Retire to consider whether the case is well founded
- Return to announce decision
- Hear any representations with regards to sanctions
- Retire to consider sanctions
- Return to announce -also advise of right to appeal

The Legal assessor can assist with drafting of decision and the hearing officer can assist with the typing of the decision.

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