

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.