

# Appeals Panel

## Procedures at the hearing

1. The Chair will ask the Council representative to proceed.
2. The Council representative will present the facts appertaining to the appeal and present the Council's case.
3. The appellant and the Panel Members (in that order) can ask questions of the Council's representative or witness.
4. The appellant will present their case.
5. The Council's representative and the Panel Members can ask questions of the appellant.
6. The Council's representative will make closing submissions to the Panel.
7. The appellant will make closing submissions to the Panel.
8. The Chair shall ask all parties to confirm that they have been able to say everything that they had wished to say.
9. The Chair will ask the appellant and the Council's representative to leave the meeting. At this stage the appellant will be reminded that they will be informed of the Panel's decision within 5 working days of the hearing.

**The Chairman to ask if the procedures are understood by all present.**

**NOTE:** The Panel may depart from the procedure outlined above if they

- i) Consider it necessary and equitable to do so.
- ii) Legal representation is permitted.