

# Fitness to Practise Hearing Attendance Form

Name:

SCR No:

Date of Hearing:

### Attendance

**You have the right to attend the hearing. The Committee has the power to proceed in your absence.**

Do you intend to attend the hearing? Yes / No (please indicate)

### Representation

**You have the right to be represented at the hearing by a solicitor, barrister, trade union representative or a representative from your professional body.**

Will you be represented at the hearing? Yes / No (please indicate)

### Representative's Details

Name:

Occupation:

Address:

Tel No:

Email Address:

### Evidence

**Whether or not you are being represented, you have the right to give evidence to the Committee. All evidence is given under oath or affirmation from the witness stand. If you give evidence, you may be cross-examined by the Council's Solicitor and asked questions by the Committee. You do not have to give evidence if you do not wish to do so.**

Do you intend to give evidence? Yes / No / Not Yet Decided

### Calling Witnesses

**You have the right to call witnesses to give evidence on your behalf at the hearing. Witnesses give evidence under oath or affirmation from the witness stand. They may be cross-examined by the Council's Solicitor and asked questions by the Committee.**

Do you intend to call any witnesses? Yes / No (please indicate)

Witness Name:

Witness Name:

Witness Name:

### Request for Postponement

**If you wish to request that the hearing be postponed, the Committee Clerk must receive a written application at least 7 days before the date of the hearing. The Chair of the Committee will make the decision. Hearings are postponed only in exceptional circumstances.**

Do you wish to request a postponement? Yes / No (please indicate)

If yes, you should address a letter to the Chair of the Committee and send it to the Committee Clerk detailing **full reasons** for your request. The application will be forwarded to the Chair, who will also take into account the Council's view on postponement when making a decision. The decision and reasons will be notified to you by the Clerk.

### Contact Details

**Please provide your contact details in case we need to call you.**

Home:

Mobile:

### Special Requirements

**Please let us know if you have any special requirements so that we can put arrangements in place to facilitate your attendance at the hearing e.g. an interpreter.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_