



Gofal Cymdeithasol **Cymru**  
Social Care **Wales**

# Hearings mockup

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1.

The chair will open the hearing when everyone has arrived.

2.

Then the chair will ask the legal adviser to check 'service of notice'. This means the panel confirms that we sent the notice of hearing letter to you as set out in the Rules.

3.

The legal adviser will give the panel legal advice on whether the letter was sent properly.

When the panel is happy that the notice letter was sent properly, the chair will ask the presenter to open our case and refer to relevant evidence.

When the presenter is ready to call a witness to speak to the panel, the hearing may pause for a few moments so that the clerk can close the witnesses' breakout room to allow them into the hearing room.

The presenter will call one witness at a time to speak to the panel. Our representative will ask them questions and talk them through their statement. You'll be given a copy of the witness statement, and the chair will give you an opportunity to ask them questions. The panel, and the legal adviser will also be able to ask them questions.

After we have finished presenting our case, the chair will ask you to present your case. You can ask for a break at this point if you'd like.

You and any witnesses will be asked to swear an oath on a holy book of your choice (please make sure you and your witnesses have a holy book nearby to hold when giving the oath) or make an affirmation. An affirmation is a promise to tell the truth without using a holy book. The legal adviser will ask you to repeat the words of the oath or affirmation after them.

When you present your case to the panel, refer to specific evidence you think the panel should consider. If you have witnesses, tell the clerk when you're ready for them to speak to the panel. The clerk will close their breakout room and bring them into the virtual hearing

room. You must call one witness at a time.