



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

SE5: Format and Membership of the Case Review panel (Fitness to Practise)

1.1 The membership of a Case Review Panel (Fitness to Practise) shall, normally, comprise the following;

- A Chair: an appropriate senior member of staff
- Two other members of staff
- External representation as appropriate (e.g. external professional representation, a medical practitioner in case of health related fitness to practise concerns)
- An officer of the Students' Union.

The proceedings will be recorded by a person acting as Secretary to the Case Review Panel.

The Chair and at least one other member of the panel will not have had any previous involvement with the particular case or any association with the student involved. Care will be taken that membership of the Case Review Panel will be appropriately balanced and that there is appropriate professional knowledge on the panel.

1.2 The officer of the Students' Union acting as a member of the Case Review Panel will not be able to represent any party during any stage of the Fitness to Practise process.

1.3 It is possible to use staff from the wider UWTSD Group or use appropriate external panel members. For example, the Case Review Panel may invite a professional adviser from the relevant PSRB as an adviser.

1.4 Professional Bodies may have their own requirements for a Case Review Panel in which case the above membership may be varied to meet those requirements.

1.5 The exact format of the Case Review Panel may vary depending on the circumstances of the case. All parties will be informed of the format of the meeting, normally not less than ten clear working days prior to the meeting of the panel.

1.6 The format of the Case Review Panel will normally be as follows:

- Case Review Panel members meet separately without the student or the Case Officer present to consider evidence and matters of process;
- The student and any accompanying person will join the meeting;
- The Case Officer will join the meeting and outline the cause for concern and findings of the investigation;
- The Case Review Panel may question the Case Officer;
- The student will be asked to give his/her views in relation to the cause for concern raised and findings of the investigation;
- The Case Review Panel may question the student. There will also be an opportunity for the student to ask any question;

- Any witnesses will join the meeting and be asked to make a statement in relation to the cause for concern;
 - The Case Review Panel may question any witnesses;
 - Any witnesses will leave the meeting;
 - The Case Officer will be asked to make a final statement;
 - The student will be asked to make a final statement;
 - The student (and any accompanying person) and Case Officer will be asked to withdraw to allow the Case Review Panel to consider its decision.
 - The student (and any accompanying person) and the Case Officer shall be invited to re-enter and the Chair shall inform them verbally of the decision of the Panel. The student will be able to present additional representation about the decision.
- 1.7 Although witnesses may be part of the process, it is normally expected that all witnesses are consulted as part of the investigative process as outlined in the Fitness to Practise Policy so that at the Case Review Panel all evidence is available to the panel to consider the case in detail. Where witnesses are involved all parties will be informed of the names of the witnesses attending prior the meeting of the panel. All parties will be asked whether they intend to call witnesses to the panel meeting.
- 1.8 Meetings will be able to be held bilingually. This can be requested by all parties.
- 1.9 All relevant parties will be informed formally in writing of the outcome of the case within five clear working days of the date of the Case Review Panel.