

## GENERAL APPEALS SUB-COMMITTEE

### PROCEDURE TO BE FOLLOWED ON THE DAY

1	Appellants arrive at Reception and will wait in the appointed waiting area.
2	Members assemble in meeting room. They will be joined by the Committee Officer and the Legal Clerk to discuss any preliminary issues, but not the cases themselves.
3	The <b>Legal Clerk</b> will then meet the Appellants and explain the procedure to them.
4	The <b>Legal Clerk</b> will bring the first Appellant into the meeting.
5	The <b>Chairman</b> will welcome all to the meeting and will invite Members and Officers to introduce themselves.
6	The <b>Presenting Officer</b> will present the case for the Authority.
7	<b>The Appellant</b> to ask questions of the Presenting Officer, by way of clarification.
8	<b>Sub-Committee Members</b> to ask questions of the Local Authority Presenting Officer.
9	The <b>Appellant</b> presents their case.
10	<b>The Presenting Officer</b> to ask questions of the Appellant by way of clarification.
11	<b>Sub-Committee Members</b> to ask questions of the Appellant.
12	The <b>Local Authority Presenting Officer</b> to sum up the Authority's case.
13	The <b>Appellant</b> to sum up their case.
14	The Presenting Officer and Appellant to withdraw from the meeting.
15	The Committee reaches its decision, advised by the <b>Legal Clerk</b> .

**Note:** Neither the Presenting Officer nor the Appellants are permitted to be in the Committee Room in the absence of the other.