

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 Legal Clerk will then meet the Appellants and explain the procedure to them.
4	The Legal Clerk will bring the first Appellant into the meeting.
5	The Chairman will welcome all to the meeting and will invite Members and Officers to introduce themselves.
6	The Presenting Officer will present the case for the Authority.
7	The Appellant to ask questions of the Presenting Officer, by way of clarification.
8	Sub-Committee Members to ask questions of the Local Authority Presenting Officer.
9	The Appellant presents their case.
10	The Presenting Officer to ask questions of the Appellant by way of clarification.
11	Sub-Committee Members to ask questions of the Appellant.
12	The Local Authority Presenting Officer to sum up the Authority's case.
13	The Appellant 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 Legal Clerk .

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