

Case Management Meeting

Record - Telephone Conference Call

The following form will be prepared by the GOC's Hearings Scheduling Officer at the telephone conference and will be circulated to all parties, whether or not they participated, within three working days. This record is not intended to be a verbatim record of the discussion, but parties can request amendments to the record if they don't think it reflects the discussion accurately.

Teleconference Call	
Date of teleconference	Click here to enter a date.
Telephone Conference Participants	
Hearings Scheduling Officer	Click here to enter text.
Registrant	In attendance/not present
Registrant Representative (Name & Organisation)	Click here to enter text.
GOC Representatives (Name & Organisation)	Click here to enter text.
GOC Investigation Officer	Click here to enter text.

Attendance at the hearing (Registrant)	
Will you be attending the hearing on Click here to enter a date. ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
If you do not intend to attend will your representative be there on your behalf?	Click here to enter text.

Committee Member Conflict Check			
	Name of Committee Member	GOC: (conflict identified)	Registrant (conflict identified)
Chair/Lay	Click here to enter text.	Click here to enter text.	Click here to enter text.
Lay	Click here to enter text.	Click here to enter text.	Click here to enter text.
Lay	Click here to enter text.	Click here to enter text.	Click here to enter text.

Registrant Member	Click here to enter text.	Click here to enter text.	Click here to enter text.
Registrant Member	Click here to enter text.	Click here to enter text.	Click here to enter text.
Clinical Adviser (if required)	Click here to enter text.	N/A	N/A

Admissions in relation the particulars of the allegation – (REGISTRANT ONLY)

You should read the allegations carefully. If you are represented, you should speak to your representative before telling us whether you admit any allegations.

Allegations	List allegations here
Any Admissions	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Heads of charge admitted	List all charges that are admitted
Heads of charge NOT admitted	List all charges that are not admitted

If you have ticked “no” to any of the above, please tell us why in the space below. You can use additional pages if necessary.

Write additional notes here

Agreed Panel Disposal

Agreed Panel Disposal is a hearing management tool that will be used by the General Optical Council to identify and process hearings which may be suitable for concluding without a contested hearing.

Both parties (the GOC and Registrant) will agree facts, impairment and sanction and will present this to the FTPC by way of a written report.

Is this case suitable for APD?	GOC <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure at this stage	Registrant <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure at this stage
Write additional notes here		

Witnesses

Please provide the names of any witnesses including expert witnesses whom you would intend to call to give evidence.

Witness Name	GOC / Defence	Stage of proceeding to be called at	Statement Agreed	Attendance Required	Estimate of Time Required	Special Measures
Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Facts <input type="checkbox"/> Impairment <input type="checkbox"/> Sanction	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Facts <input type="checkbox"/> Impairment <input type="checkbox"/> Sanction	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Facts <input type="checkbox"/> Impairment <input type="checkbox"/> Sanction	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Facts <input type="checkbox"/> Impairment <input type="checkbox"/> Sanction	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Click here to enter text.	Click here to enter text.
Write additional notes here (including any safeguarding mechanisms for vulnerable witnesses)						

Expert Witnesses

(Where both parties are calling experts, arrangements must be put in place in advance of the first day of the hearing to narrow the areas of contention and produce a joint expert report).

Name of GOC expert(s)	Click here to enter text.
Name of defence expert(s)	Click here to enter text.
Joint expert meeting required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of joint expert meeting	Click here to enter a date.
Joint expert report produced	<input type="checkbox"/> Yes <input type="checkbox"/> No
Write additional notes here	

Reasonable adjustments

Any reasonable adjustments that are required by either party for those attending the hearing (in any capacity)

GOC	Click here to enter text.
Registrant	Click here to enter text.

Write additional notes here

Preliminary issues

Any preliminary issues still outstanding?	GOC <input type="checkbox"/> Yes <input type="checkbox"/> No Click here to enter text.	Registrant <input type="checkbox"/> Yes <input type="checkbox"/> No Click here to enter text.
Write additional notes here		

Other directions

Are there any other directions or other matters you would wish to be considered (e.g. (Rule 40) - Admissibility of evidence, (Rule 41) - vulnerable witness arrangements (provision of audio-visual equipment etc.)?)	GOC <input type="checkbox"/> Yes <input type="checkbox"/> No Click here to enter text.	Registrant <input type="checkbox"/> Yes <input type="checkbox"/> No Click here to enter text.
Write additional notes here		

Review Time Estimate

Taking into account the information from parties and the directions set, does the hearing length require revision?

Hearing start date	Click here to enter a date.	
Hearing end date	Click here to enter a date.	
Hearing length (in days)	Click here to enter text.	
Does the hearing length require revision?	GOC <input type="checkbox"/> Yes <input type="checkbox"/> No Click here to enter text.	Registrant <input type="checkbox"/> Yes <input type="checkbox"/> No Click here to enter text.
If yes, by how many days	Click here to enter text.	

Hearing Bundles

Before any hearing, no later than 10 working days before the Monday of the week in which the hearing is to take place before the Fitness to Practise Committee, the parties must serve on each other copies of the bundles on which they intend to rely at the hearing.

No later than 5 working days before the Monday of the week in which the hearing is to take place, the parties must serve on the Hearings Manager 8 paginated copies of

- (a) Where the bundle for the hearing has been agreed between the parties, the agreed bundle; or

(b) Where the bundle for the hearing has not been agreed – <ul style="list-style-type: none"> i. a statement by each party setting out why the bundle for the hearing has not been agreed, ii. a statement from the party seeking to rely on any disputed material why that party seeks to include it in the bundle, iii. the bundles on which each party intends to rely at the hearing. 		
Service date of agreed bundle (on each other)	Click here to enter a date.	
Service date of agreed bundle (on Hearings Manager)	Click here to enter a date.	
Items considered outstanding	GOC Click here to enter text.	Registrant Click here to enter text.
Is there scope for partial disclosure?	Click here to enter text.	
Approximate size of bundle	GOC <input type="checkbox"/> 1 - 999 pages <input type="checkbox"/> 1000+ pages	Registrant <input type="checkbox"/> 1 - 999 pages <input type="checkbox"/> 1000+ pages
Are paper copies required for Hearing? <small>(above 1000+ pages will meet criteria for paper copy)</small>	GOC <input type="checkbox"/> Yes <input type="checkbox"/> No Click here to enter text.	Registrant <input type="checkbox"/> Yes <input type="checkbox"/> No Click here to enter text.
If paper copies are required set out a timetable to send to GOC and send out to Committee in advance of the hearing.	GOC Click here to enter text.	Registrant Click here to enter text.
Write additional notes here		

Second Teleconference Call			
Is a second Telephone Conference Required? <small>(This call will be scheduled to take place 4-6 weeks from the 1st date of the substantive hearing).</small>	Hearings Team <input type="checkbox"/> Yes <input type="checkbox"/> No Click here to enter text.	GOC <input type="checkbox"/> Yes <input type="checkbox"/> No Click here to enter text.	Registrant <input type="checkbox"/> Yes <input type="checkbox"/> No Click here to enter text.
Date of Second Telephone Conference	Click here to enter a date.		
Write additional notes here			

First Teleconference Call - Additional Notes
Write any additional notes here

--

Declaration

I understand that the information provided in this form, including any admissions, maybe taken into account by the Fitness to Practise Committee making the final determination of the allegation.

	GOC	Registrant (To be completed by the Registrant/ Representative)
Signed	Click here to enter text.	Click here to enter text.
Print name:	Click here to enter text.	Click here to enter text.
Date:	Click here to enter a date.	Click here to enter a date.

Case Management Meeting

Record of 2nd Telephone Call

Parties and the hearings team will review the effectiveness of the first call. Where a meaningful discussion has taken place at the first call, and particularly for those cases listed below five days, consideration will be given at the first call as to the necessity of the second call. For those cases listed for five days or over, the second call will be listed to take place 4-6 weeks prior to the first date of the substantive hearing.

Record of 2 nd Teleconference Call	
Date of 2 nd teleconference	Click here to enter a date.
Telephone Conference Participants	
Hearings Scheduling Officer	Click here to enter text.
Registrant	Click here to enter text.
Registrant Representative (Name & Organisation)	Click here to enter text.
GOC Representatives (Name & Organisation)	Click here to enter text.
GOC Investigation Officer	Click here to enter text.

Attendance at the hearing (Registrant)	
Will you be attending the hearing on Click here to enter a date. ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
If you do not intend to attend will your representative be there on your behalf?	Click here to enter text.

Admissions in relation the particulars of the allegation – (REGISTRANT ONLY)

You should read the allegations carefully. If you are represented, you should speak to your representative before telling us whether you admit any allegations.

Allegations	List allegations here
Any Admissions	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Heads of charge admitted	List all charges that are admitted

Heads of charge NOT admitted	List all charges that are not admitted
If you have ticked "no" to any of the above, please tell us why in the space below. You can use additional pages if necessary.	
Write additional notes here	

Agreed Panel Disposal		
<u>Agreed Panel Disposal</u> is a hearing management tool that will be used by the General Optical Council to identify and process hearings which may be suitable for concluding without a contested hearing.		
Both parties (the GOC and Registrant) will agree facts, impairment and sanction and will present this to the FTPC by way of a written report.		
Is this case suitable for APD?	GOC <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure at this stage	Registrant <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure at this stage
Write additional notes here		

Witnesses						
Please provide the names of any witnesses including expert witnesses whom you would intend to call to give evidence.						
Witness Name	GOC / Defence	Stage of proceeding to be called at	Statement Agreed	Attendance Required	Estimate of Time Required	Special Measures
Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Facts <input type="checkbox"/> Impairment <input type="checkbox"/> Sanction	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Facts <input type="checkbox"/> Impairment <input type="checkbox"/> Sanction	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Facts <input type="checkbox"/> Impairment <input type="checkbox"/> Sanction	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Facts <input type="checkbox"/> Impairment <input type="checkbox"/> Sanction	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Click here to enter text.	Click here to enter text.
Write additional notes here (including any safeguarding mechanisms for vulnerable witnesses)						

Expert Witnesses	
(Where both parties are calling experts, arrangements must be put in place in advance of the first day of the hearing to narrow the areas of contention and produce a joint expert report).	
Name of GOC expert(s)	Click here to enter text.
Name of defence expert(s)	Click here to enter text.
Joint expert meeting required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of joint expert meeting	Click here to enter a date.
Joint expert report produced	<input type="checkbox"/> Yes <input type="checkbox"/> No
Write additional notes here	

Reasonable adjustments	
Any reasonable adjustments that are required by either party for those attending the hearing (in any capacity)	
GOC	Click here to enter text.
Registrant	Click here to enter text.
Write additional notes here	

Preliminary issues		
Any preliminary issues still outstanding?	GOC <input type="checkbox"/> Yes <input type="checkbox"/> No Click here to enter text.	Registrant <input type="checkbox"/> Yes <input type="checkbox"/> No Click here to enter text.
Write additional notes here		

Other directions		
Are there any other directions or other matters you would wish to be considered (e.g. (Rule 40) - Admissibility of evidence, (Rule 41) - vulnerable witness arrangements (provision of audio-visual equipment etc.)?	GOC <input type="checkbox"/> Yes <input type="checkbox"/> No Click here to enter text.	Registrant <input type="checkbox"/> Yes <input type="checkbox"/> No Click here to enter text.
Write additional notes here		

Review Time Estimate		
Taking into account the information from parties and the directions set, does the hearing length require revision?		
Hearing start date	Click here to enter a date.	
Hearing end date	Click here to enter a date.	
Hearing length (in days)	Click here to enter text.	
Does the hearing length require revision?	GOC <input type="checkbox"/> Yes <input type="checkbox"/> No Click here to enter text.	Registrant <input type="checkbox"/> Yes <input type="checkbox"/> No Click here to enter text.
If yes, by how many days	Click here to enter text.	

Hearing Bundles		
<p>Before any hearing, no later than 10 working days before the Monday of the week in which the hearing is to take place before the Fitness to Practise Committee, the parties must serve on each other copies of the bundles on which they intend to rely at the hearing.</p> <p>No later than 5 working days before the Monday of the week in which the hearing is to take place, the parties must serve on the Hearings Manager 8 paginated copies of</p> <ul style="list-style-type: none"> (c) Where the bundle for the hearing has been agreed between the parties, the agreed bundle; or (d) Where the bundle for the hearing has not been agreed – <ul style="list-style-type: none"> iv. a statement by each party setting out why the bundle for the hearing has not been agreed, v. a statement from the party seeking to rely on any disputed material why that party seeks to include it in the bundle, vi. the bundles on which each party intends to rely at the hearing. 		
Service date of agreed bundle	Click here to enter a date.	
Date agreed bundle sent to Committee	Click here to enter a date.	
Items considered outstanding	GOC Click here to enter text.	Registrant Click here to enter text.
Is there scope for partial disclosure?	Click here to enter text.	
Write additional notes here		

Second Teleconference Call – Additional Notes
Write additional notes here

Declaration

I understand that the information provided in this form, including any admissions, maybe taken into account by the Fitness to Practise Committee making the final determination of the allegation.

	GOC	Registrant (To be completed by the Registrant/ Representative)
Signed	Click here to enter text.	Click here to enter text.
Print name:	Click here to enter text.	Click here to enter text.
Date:	Click here to enter a date.	Click here to enter a date.