

WHAT TO EXPECT AT ONLINE FITNESS PANEL APPEAL

FITNESS PANEL APPEAL PROCEDURES

These notes are intended as guidance only and the information provided under 'What will happen at an Online Fitness Panel Appeal meeting' should be regarded as flexible.

HOW WILL I BE ADDRESSED AND HOW SHOULD I ADDRESS OTHERS?

We go further than first names only, e.g. Jane Smith, John Doe, or Miss Smith and Mr Doe.

WHO WILL BE THERE?

- **The Tribunal**
The Tribunal comprises of two practitioner members and one lay member. One of these three will act as chairman of the Tribunal.
- **Propertymark's Compliance Manager**
The Compliance Manager will ensure fairness, including adherence with the following order of events.
- **Propertymark's Administrator**
Help run the Fitness Panel Appeal meeting. Manages logistics of the process including scheduling, information gathering, disseminates communications to hearing panel members and other involved parties.
- **Appellant**
The appellant is strongly advised to attend the appeal hearing and may bring witnesses subject to providing advanced notice. All references to applicant include their representatives. Attendance of witnesses is dependent upon advance notice being provided. If appellant(s) or witnesses do not attend then it may be necessary to skip some of the stages outlined below.
- **Note:** All panel members will have reviewed the appellant submissions and those documents in the public domain such as Companies House documents, media and insolvency services ahead of the meeting.

WHAT WILL HAPPEN AT AN ONLINE APPEAL HEARING:

- 1** All parties will connect to the Zoom Meeting and wait in a waiting room until the Administrator gives access to the main meeting.
- 2** All participants will join the meeting muted and with the camera switched off, the Administrator will ask you to switch these on once everyone is assembled. The recording will begin.
- 3** The Compliance Manager will invite all those in the room to introduce themselves, starting with himself and moving to Chairman, Panel Member, Lay Member, Administrator, Appellant.
- 4** The Chairman of the Tribunal will ask the Appellant to present their submission to the Tribunal.
- 5** The Chairman will then ask any of the Tribunal if they have any questions to put to the Applicant.
- 6** The recording will be paused and the Tribunal will be moved to a breakout room by the Administrator to deliberate, the Applicant will be moved to the waiting room until the deliberations are complete.
- 7** When the Tribunal have reached their conclusion, all parties will be invited back into the main meeting by the Administrator. The recording will continue. The Chairman will announce their decision as to whether they uphold or reject the appeal against the findings.