

# THE ADJUDICATION PANEL PROCEDURE RULES 2013

As amended 25 August 2015

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Made on 2 September 2013 and amended on 25 August 2015 by the Council for Licensed Conveyancers with the agreement of the Legal Services Board under section 30 and paragraph 1 of schedule 4 to the Administration of Justice Act 1985 and section 20 and part 3 of schedule 4 to the Legal Services Act 2007

## PART 1

### **Introduction**

#### **Citation, commencement, application and interpretation**

1.—(1) These Rules may be cited as the Adjudication Panel Procedure Rules 2013.

(2) These Rules come into force on 30 September 2013 on which date the Licensed Conveyancers' Discipline and Appeals Committee (Procedure) Rules 2011, the CLC's Approved Regulator (Disciplinary Procedure) Rules 2011 and the CLC's Licensing Authority (Disciplinary Procedure) Rules 2011 shall cease to have effect save as provided for in these Rules or otherwise where the same still subsist or are capable of subsisting.

(3) These Rules apply to proceedings before the Adjudication Panel.

(4) In these Rules—

“the 1985 Act” means the Administration of Justice Act 1985;

“the 1990 Act” means the Courts and Legal Services Act 1990;

“the 2007 Act” means the Legal Services Act 2007; “Adjudication Chair” means the Chair or acting Chair of the Adjudication Panel

“Adjudication Panel” means the committee established by the CLC by which the functions conferred on the Investigating Committee and the Discipline and Appeals Committee under Part II of the 1985 Act and such other functions as are delegated to it are to be discharged;

“Adjudication Panel Rules” means the Adjudication Panel Rules 2013 or any amendment to those rules;

“Adjudicator” means the Adjudication Chair, any Deputy Chair or member of the Adjudication Panel, any employee of the CLC or any other person appointed by the Adjudication Panel;

“appellant” means a person who—

(a) commences Adjudication Panel proceedings, whether by making an appeal, an application, a claim, a complaint, a reference or otherwise; or

(b) is added or substituted as an appellant under rule 8 (addition, substitution and removal of parties);

“the CLC” means the Council for Licensed Conveyancers;

“document” means anything in which information is recorded in any form, and an obligation under these Rules or any direction to provide or allow access to a document or a copy of a document for any purpose means, unless the Adjudication Panel directs otherwise, an obligation to provide or allow access to such document or copy in a legible form or in a form which can be readily made into a legible form;

“hearing” means an oral hearing and includes a hearing conducted in whole or in part by video link, telephone or other means of instantaneous two-way electronic communication;

“the Legal Adviser” means a person appointed by the CLC to advise the Adjudication Panel;

“Licensed Conveyancer” means—

(a) means a person who holds a licence in force under Part II of the 1985 Act, and

(b) in relation to a particular allegation or complaint, includes a person who held such a licence at the time when the conduct to which the allegation or complaint relates took place;

“Licensed Conveyancer Member” means an individual appointed as a member to the Adjudication Panel who is a Licensed Conveyancer, who has at any time held a Licence to practise as a Licensed Conveyancer or any individual who is or has at any time been a Manager of a Recognised Body regulated by the CLC;

“party” means—

(a) a person who is an appellant or a respondent;

(b) if the proceedings have been concluded, a person who was an appellant or a respondent when the Adjudication Panel finally disposed of all issues in the proceedings;

“recognised body”—

(a) means a body for the time being recognised under section 32 of the 1985 Act, and

(b) in relation to a particular allegation or complaint, includes a body corporate which was so recognised at the time when the conduct to which the allegation or complaint relates took place;

“respondent” means—

(a) in proceedings appealing against or challenging a decision, direction or order, the person who made the decision, direction or order appealed against or challenged;

(b) a person against whom an appellant otherwise brings proceedings; or

(c) a person added or substituted as a respondent under rule 8 (addition, substitution and removal of parties);

### **Overriding objective and parties' obligation to co-operate with the Adjudication Panel**

2.—(1) The overriding objective of these Rules is to enable the Adjudication Panel to deal with cases fairly and justly.

(2) Dealing with a case fairly and justly includes—

(a) dealing with the case in ways which are proportionate to the importance of the case, the complexity of the issues, the anticipated costs and the resources of the parties;

(b) avoiding unnecessary formality and seeking flexibility in the proceedings;

(c) ensuring, so far as practicable, that the parties are able to participate fully in the proceedings;

(d) using any special expertise of the Adjudication Panel effectively; and

(e) avoiding delay, so far as compatible with proper consideration of the issues.

(3) The Adjudication Panel must seek to give effect to the overriding objective when it—

(a) exercises any power under these Rules; or

(b) interprets any rule.

(4) Parties must—

(a) help the Adjudication Panel to further the overriding objective; and

(b) co-operate with the Adjudication Panel generally.

## **PART 2**

### **General powers and provisions**

#### **Delegation**

3.—(1) In accordance with a scheme of delegation made by the Adjudication Panel in accordance with the Adjudication Panel Rules, the Adjudicator may carry out functions of a judicial nature permitted or required to be done by the Adjudication Panel.

(2) The approval referred to at paragraph (1) may apply generally to the carrying out of specified functions of a specified description in specified circumstances.

(3) Within 14 days after the date that the Adjudication Panel sends notice of a decision made by the Adjudicator pursuant to an approval under paragraph (1) to a party, that party may apply in writing to the Adjudication Panel for that decision to be considered afresh by another member of the

Adjudication Panel who may be the Adjudication Chair or a Deputy Chair, provided neither has already acted in relation to that matter as the Adjudicator.

### **Case management powers**

4.—(1) Subject to the provisions of the 2007 Act and any other enactment, the Adjudication Panel may regulate its own procedure.

(2) The Adjudication Panel may give a direction in relation to the conduct or disposal of proceedings at any time, including a direction amending, suspending or setting aside an earlier direction.

(3) In particular, and without restricting the general powers in paragraphs (1) and (2), the Adjudication Panel may—

(a) extend or shorten the time for complying with any rule or direction, unless such extension or shortening would conflict with a provision of another enactment containing a time limit;

(b) consolidate or hear together two or more sets of proceedings or parts of proceedings raising common issues.

(c) permit or require a party to amend a document;

(d) permit or require a party or another person to provide documents, information or submissions to the Adjudication Panel or a party;

(e) deal with an issue in the proceedings as a preliminary issue;

(f) hold a hearing to consider any matter, including a case management issue;

(g) decide the form of any hearing;

(h) adjourn or postpone a hearing;

(i) require a party to produce a bundle for a hearing;

(j) stay proceedings;

(l) suspend the effect of its own decision pending the determination by the Adjudication Panel or the First-tier Tribunal of an application for permission to appeal against, and any appeal or review of, that decision.

### **Procedure for applying for and giving directions**

5.—(1) The Adjudication Panel may give a direction on the application of one or more of the parties or on its own initiative.

(2) An application for a direction may be made—

- (a) by sending or delivering a written application to the Adjudication Panel; or
- (b) orally during the course of a hearing.
- (3) An application for a direction must include the reason for making that application.
- (4) Unless the Adjudication Panel considers that there is good reason not to do so, the Adjudication Panel must send written notice of any direction to every party and to any other person affected by the direction.
- (5) If a party or any other person sent notice of the direction under paragraph (4) wishes to challenge a direction which the Adjudication Panel has given, they may do so by applying for another direction which amends, suspends or sets aside the first direction.

#### **Failure to comply with rules or Adjudication Panel directions**

- 6.—(1) An irregularity resulting from a failure to comply with any provision of these Rules or a direction does not of itself render void the proceedings or any step taken in the proceedings.
- (2) If a party has failed to comply with a requirement in these Rules or a direction, the Adjudication Panel may take such action as the Adjudication Panel considers just, which may include—
- (a) waiving the requirement;
  - (b) requiring the failure to be remedied;
  - (c) exercising its power under rule 7 (striking out a party's case); or
  - (d) barring or restricting a party's participation in the proceedings.

#### **Striking out a party's case**

- 7.—(1) The proceedings, or the appropriate part of them, will automatically be struck out if the appellant has failed to comply with a direction that stated that failure by the appellant to comply with the direction would lead to the striking out of the proceedings or that part of them.
- (2) The Adjudication Panel may strike out the whole or a part of the proceedings if—
- (a) the appellant has failed to comply with a direction which stated that failure by the appellant to comply with the direction could lead to the striking out of the proceedings or part of them;
  - (b) the appellant has failed to co-operate with the Adjudication Panel to such an extent that the Adjudication Panel cannot deal with the proceedings fairly and justly; or
  - (c) the Adjudication Panel considers there is no reasonable prospect of the appellant's case, or part of it, succeeding.
- (3) The Adjudication Panel may not strike out the whole or a part of the proceedings under paragraph (2)(b) or (c) without first giving the appellant an opportunity to make representations in relation to the proposed striking out.

(4) If the proceedings, or part of them, have been struck out under paragraph (1) or (2)(a), the appellant may apply for the proceedings, or part of them, to be reinstated.

(5) An application under paragraph (4) must be made in writing and received by the Adjudication Panel within 28 days after the date on which the Adjudication Panel sent notification of the striking out to that party.

(6) This rule applies to a respondent as it applies to an appellant except that—

(a) a reference to the striking out of the proceedings is to be read as a reference to the barring of the respondent from taking further part in the proceedings; and

(b) a reference to an application for the reinstatement of proceedings which have been struck out is to be read as a reference to an application for the lifting of the bar on the respondent from taking further part in the proceedings.

(7) If a respondent has been barred from taking further part in proceedings under this rule and that bar has not been lifted, the Adjudication Panel need not consider any response or other submission made by that respondent, and may summarily determine any or all issues against that respondent.

#### **Addition, substitution and removal of parties**

8.—(1) The Adjudication Panel may give a direction adding, substituting or removing a party as an appellant or a respondent.

(2) If the Adjudication Panel gives a direction under paragraph (1) it may give such consequential directions as it considers appropriate.

(3) Any person who is not a party may apply to the Adjudication Panel to be added or substituted as a party.

#### **Orders for costs**

9.—(1) [Subject to paragraph (1A)], the Adjudication Panel may make an order in respect of costs —  
under the 1985 Act

(2) The Adjudication Panel may make an order under paragraph (1) on an application or on its own initiative.

(3) A person making an application for an order under this rule must—

(a) send or deliver a written application to the Adjudication Panel and to the person against whom it is proposed that the order be made; and

(b) send or deliver a schedule of the costs or expenses claimed with the application.

(4) The Adjudication Panel may not make an order under paragraph (1) against a person (“the paying person”) without first—

(a) giving that person an opportunity to make representations; and



(b) if the paying person is an individual, considering that person's financial means.

(5) The amount of costs or expenses to be paid under an order under paragraph (1) may be ascertained by—

(a) summary assessment by the Adjudication Panel;

(b) agreement of a specified sum by the paying person and the person entitled to receive the costs or expenses ("the receiving person"); or

(c) assessment of the whole or a specified part of the costs or expenses incurred by the receiving person, if not agreed.

### **Representatives**

10.—(1) A party may appoint a representative (whether legally qualified or not) to represent that party in the proceedings.

(2) If a party appoints a representative, that party must send or deliver to the Adjudication Panel and to each other party written notice of the representative's name and address.

(3) Anything permitted or required to be done by or provided to a party under these Rules or a direction may be done by or provided to the representative of that party except—

(a) signing a witness statement; or

(b) sending or delivering a notice under paragraph (2), if the representative is not a person who, for the purposes of the 2007 Act, is an authorised person .

(4) A person who receives due notice of the appointment of a representative—

(a) must provide to the representative any document which is required to be sent to the represented party, and need not provide that document to the represented party; and

(b) may assume that the representative is and remains authorised until receiving written notification to the contrary from the representative or the represented party.

(5) At a hearing a party may be accompanied by another person whose name and address has not been notified under paragraph (2) but who, with the permission of the Adjudication Panel, may act as a representative or otherwise assist in presenting the party's case at the hearing.

(6) Paragraphs (2) to (4) do not apply to a person who accompanies a party under paragraph (5).

### **Calculating time**

11.—(1) An act required by these Rules or a direction to be done on or by a particular day must be done before 5pm on that day.

(2) If the time specified by these Rules or a direction for doing any act ends on a day other than a working day, the act is done in time if it is done on the next working day.

(3) In this rule “working day” means any day except a Saturday or Sunday, Christmas Day, Good Friday or a bank holiday under section 1 of the Banking and Financial Dealings Act 1971.

### **Sending and delivery of documents**

12.—(1) Any document to be provided to the Adjudication Panel under these Rules or a direction must be—

(a) sent by prepaid post or by document exchange, or delivered by hand to the address specified for the proceedings;

(b) sent by fax to the number specified for the proceedings; or

(c) sent or delivered by such other method as the Adjudication Panel may permit or direct.

(2) Subject to paragraph (3), if a party provides a fax number, email address or other details for the electronic transmission of documents to them, that party must accept delivery of documents by that method.

(3) If a party informs the Adjudication Panel and all other parties that a particular form of communication, other than pre-paid post or delivery by hand, should not be used to provide documents to that party, that form of communication must not be so used.

(4) If the Adjudication Panel or a party sends a document to a party or the Adjudication Panel by email or any other electronic means of communication, the recipient may request that the sender provide a hard copy of the document to the recipient. The recipient must make such a request as soon as reasonably practicable after receiving the document electronically.

(5) The Adjudication Panel and each party may assume that the address provided by a party or its representative is and remains the address to which documents should be sent or delivered until receiving written notification to the contrary.

### **Disclosure, evidence and submissions**

13.—(1) Without restriction on the general powers in rule 4(1) and (2) (case management powers), the Adjudication Panel may give directions as to—

(a) the exchange between parties of lists of documents which are relevant to the proceedings, or relevant to particular issues, and the inspection of such documents;

(b) the provision by parties of statements of agreed matters;

(c) issues on which it requires evidence or submissions;

(d) the nature of the evidence or submissions it requires;

(e) whether the parties are permitted or required to provide expert evidence, and if so whether the parties must jointly appoint a single expert to provide such evidence;

(f) any limit on the number of witnesses whose evidence a party may put forward, whether in relation to a particular issue or generally;

(g) the manner in which any evidence or submissions are to be provided, which may include a direction for them to be given—

(i) orally at a hearing; or

(ii) by written submissions or witness statement; and

(h) the time at which any evidence or submissions are to be provided.

(2) The Adjudication Panel may—

(a) admit evidence whether or not—

(i) the evidence would be admissible in a civil trial in England and Wales or

(ii) the evidence was available to a previous decision maker; or

(b) exclude evidence that would otherwise be admissible where—

(i) the evidence was not provided within the time allowed by a direction;

(ii) the evidence was otherwise provided in a manner that did not comply with a direction; or

(iii) it would otherwise be unfair to admit the evidence.

(3) The Adjudication Panel may consent to a witness giving, or require any witness to give, evidence on oath, and may administer an oath for that purpose.

### **Summoning or citation of witnesses and orders to answer questions or produce documents**

14.—(1) On the application of a party or on its own initiative, the Adjudication Panel may—

(a) by summons (require any person to attend as a witness at a hearing at the time and place specified in the summons or citation; or

(b) order any person to answer any questions or produce any documents in that person's possession or control which relate to any issue in the proceedings.

(2) A summons or citation under paragraph (1)(a) must—

(a) give the person required to attend 14 days' notice of the hearing or such shorter period as the Adjudication Panel may direct; and

(b) where the person is not a party, make provision for the person's necessary expenses of attendance to be paid, and state who is to pay them.

(3) No person may be compelled to give any evidence or produce any document that the person could not be compelled to give or produce on a trial of an action in a court of law in England and Wales.

(4) A summons, citation or order under this rule must—

(a) state that the person on whom the requirement is imposed may apply to the Adjudication Panel to vary or set aside the summons, citation or order, if they have not had an opportunity to object to it; and

(b) state the consequences of failure to comply with the summons, citation or order.

### **Withdrawal**

15.—(1) Subject to paragraph (2), a party may give notice of the withdrawal of its case, or any part of it—

(a) at any time before a hearing to consider the disposal of the proceedings (or, if the Adjudication Panel disposes of the proceedings without a hearing, before that disposal), by sending or delivering to the Adjudication Panel a written notice of withdrawal; or

(b) orally at a hearing.

(2) Notice of withdrawal will not take effect unless the Adjudication Panel consents to the withdrawal.

(3) A party who has withdrawn their case may apply to the Adjudication Panel for the case to be reinstated.

(4) An application under paragraph (3) must be made in writing and be received by the Adjudication Panel within 28 days after—

(a) the date on which the Adjudication Panel received the notice under paragraph (1)(a); or

(b) the date of the hearing at which the case was withdrawn orally under paragraph (1)(b).

(5) The Adjudication Panel must notify each party in writing of a withdrawal under this rule.

### **Procedure for applying for a stay of a decision pending an appeal**

16.— (1) A person who wishes the Adjudication Panel to decide whether the substantive decision should be stayed or suspended must make a written application to the Adjudication Panel which must include the grounds on which the person making the application relies.

(2) If the Adjudication Panel grants a stay or suspension following an application under this rule the Adjudication Panel may, where appropriate, grant the stay or suspension subject to conditions.

(3) Unless the Adjudication Panel considers that there is good reason not to do so, the Adjudication Panel must send written notice of any decision made under this rule to each party.

## **PART 3**

### **Proceedings before the Adjudication Panel**

#### **CHAPTER 1**

## **Before the hearing**

### **References and complaints**

17.—(1) A reference in the form of an allegation to the Adjudication Panel made under the Adjudication Panel Rules or the 1985 Act must—

(a) be made in writing, and

(b) set out the allegation or complaint and a summary of the facts relied on to support it.

(2) A copy of such a reference or complaint must be served on the respondent, together with a copy of these Rules, and a copy lodged with the Adjudication Chair, within 14 days of the making of the reference or the decision to make the complaint.

### **Revocation of licences and recognitions obtained through fraud or error**

18.—(1) Where—

(a) it is considered that a licence was issued to any person as a result of error or of fraud on his part, and

(b) the CLC decide that there is any question of the Adjudication Panel exercising their powers under section 28(1) of the 1985 Act, the CLC must refer the matter to the Adjudication Panel.

(2) Where—

(a) it is considered that recognition was granted to any Recognised Body as a result of error or of fraud on its part, and

(b) the CLC decide that there is any question of the Adjudication Panel exercising their powers under paragraph 7(1) of Schedule 6 to the 1985 Act, the CLC must refer the matter to the Adjudication Panel.

(3) A reference under this rule must—

(a) be made in writing,

(b) state that it is made under this rule, and

(c) set out the allegation and a summary of the facts relied on to support it.

(4) A copy of such a reference must be served on the respondent, together with a copy of these Rules.

(5) On such a reference, the Adjudication Panel must hold a hearing to determine the allegation.

### **Applications after disqualification or revocation**

19. An application to the Adjudication Panel under section 27(1) or 28(2) of, or paragraph 7(2) of Schedule 6 to, the 1985 Act must—

- (a) be made in writing and sent to the CLC's principal place of business, and
- (b) set out any facts which support the application.

### **The notice of appeal**

20.—(1) An appellant must start proceedings before the Adjudication Panel by sending or delivering to the CLC's principal place of business a notice of appeal so that it is received within one month of the date on which notice of the act or decision to which the proceedings relate was sent to the appellant.

(2) The notice of appeal must include—

- (a) the name and address of the appellant;
- (b) the name and address of the appellant's representative (if any);
- (c) an address where documents for the appellant may be sent or delivered;
- (d) the statutory provision to which the proceedings relate;
- (e) details of the decision or act, or failure to decide or act, to which the proceedings relate;
- (f) the result the appellant is seeking; and
- (g) the grounds on which the appellant relies;

(3) If the proceedings challenge a decision, the appellant must provide with the notice of appeal a copy of any written record of that decision, and any statement of reasons for that decision that the appellant has or can reasonably obtain.

(4) When the Adjudication Panel receives the notice of appeal, it must send a copy of the notice of appeal and any accompanying documents to each respondent.

## **CHAPTER 2**

### **Hearings**

#### **Decision with or without a hearing**

21.—(1) Subject to paragraphs (2) and (3), the Adjudication Panel must hold a hearing before making a decision which disposes of proceedings unless—

- (a) each party has consented to the matter being determined without a hearing; and
- (b) the Adjudication Panel is satisfied that it can properly determine the issues without a hearing.

(2) This rule does not apply to a decision under Part 4 (correcting, setting aside, reviewing and appealing Adjudication Panel decisions).

(3) The Adjudication Panel may in any event dispose of proceedings without a hearing under rule 7 (striking out a party's case).

(4) Notwithstanding any other provision in these Rules, if the Adjudication Panel holds a hearing to consider a preliminary issue, and following the disposal of that preliminary issue no further issue remains to be determined, the Adjudication Panel may dispose of the proceedings without holding any further hearing.

#### **Entitlement to attend and take part in a hearing**

22.—(1) Subject to rule 24(4) (exclusion of a person from a hearing) each party is entitled to—

(a) attend any hearing that is held; and

(b) send written representations to the Adjudication Panel and each other party prior to the hearing.

(2) The Adjudication Panel may give a direction permitting or requesting any person to—

(a) attend and take part in a hearing to such extent as the Adjudication Panel considers proper; or

(b) make written submissions in relation to a particular issue.

#### **Notice of hearings**

23. – (1) When the Adjudication Chair directs that a hearing before the Adjudication Panel is to be convened the Adjudication Chair shall select the Hearing Chairman and the two Adjudication Panel Members to constitute the Adjudication Panel for the purpose of that hearing, provided that at least one of the Adjudication Panel members shall be a Licensed Conveyancer Member. The Hearing Chairman shall determine the date, time and place for the hearing and notify the CLC.

(2) When he directs that a hearing be convened as provided by rule 17, the Adjudication Chair may at that time (and at any time up to and including the hearing) also select a Legal Adviser to attend the hearing to advise the Adjudication Panel if the Adjudication Chair is satisfied it is necessary for the fair and just disposal of the case.

3) The Adjudication Panel must give each person entitled, permitted or requested to attend a hearing (including any adjourned or postponed hearing) reasonable notice of the time and place of the hearing and any changes to the time and place of the hearing.

(4) The period of notice under paragraph (1) in relation to a hearing to consider disposal of the proceedings must be at least 14 days, except that the Adjudication Panel may give shorter notice—

(a) with the parties' consent; or

(b) in urgent or exceptional circumstances.

#### **Public and private hearings**

24.—(1) Subject to the following paragraphs, all hearings must be held in public.

(2) The Adjudication Panel may give a direction that a hearing, or part of it, is to be held in private if it appears to the Adjudication Panel in the interests of any child or for the protection of the private life of any party or in the interests of justice.

(3) Where a hearing, or part of it, is to be held in private, the Adjudication Panel may determine who is permitted to attend the hearing or part of it.

(4) The Adjudication Panel may give a direction excluding from any hearing, or part of it—

(a) any person whose conduct the Adjudication Panel considers is disrupting or is likely to disrupt the hearing;

(b) any person whose presence the Adjudication Panel considers is likely to prevent another person from giving evidence or making submissions freely; or

(c) any person where the purpose of the hearing would be defeated by the attendance of that person.

(5) The Adjudication Panel may give a direction excluding a witness from a hearing until that witness gives evidence.

#### **Hearings in a party's absence**

25. If a party fails to attend a hearing the Adjudication Panel may proceed with the hearing if the Adjudication Panel—

(a) is satisfied that the party has been notified of the hearing or that reasonable steps have been taken to notify the party of the hearing; and

(b) considers that it is in the interests of justice to proceed with the hearing.

#### **Quality of evidence and standard of proof**

26.—(1) In any proceedings before the Adjudication Panel —

(a) a fact is to be regarded as proved if the Adjudication Panel consider that it has been proved on the balance of probabilities, and

(b) the Adjudication Panel may consider any evidence which would be admissible in civil proceedings in England or Wales.

(2) This rule does not apply to an allegation to which rule 27 applies.

#### **Proof of conviction**

27.—(1) If—

(a) it is alleged that a respondent has been convicted of an offence, and

(b) the respondent denies the allegation or is deemed to have done so, the conviction must be proved by the CLC by the production of a certificate of conviction or the affidavit of a person who attended the trial.

(2) If the respondent denies a conviction, he may adduce evidence on the question whether he was convicted as alleged, and may address the Committee about that question.



(3) Only one address may be made by a respondent under paragraph (2) and, where the respondent adduces evidence, the address may be made either before that evidence is begun or after it is concluded.

(4) The CLC is entitled to reply to any submission made by the respondent under Paragraphs (1) to (3), and may call evidence in rebuttal.

(5) If the CLC does call such evidence, the respondent may make a further address limited to the rebutting evidence.

(6) At the conclusion of submissions and the calling of evidence, the Adjudication Panel must determine whether or not the conviction has been proved to their satisfaction.

(7) If they are not so satisfied, they must dismiss the allegation or complaint relating to the conviction.

(8) If they are so satisfied, the conviction is to be admitted in evidence against the respondent.

#### **Announcements by the Adjudication Panel**

28. The Adjudication Chair must announce the decisions, direction, determinations and judgements of the Adjudication Panel under these Rules in such terms and in such manner as the Adjudication Panel agree.

#### **Parties' rights as to record of proceedings**

29. Any party to the proceedings is entitled to a copy of any matters recorded concerning the proceedings and kept by the CLC, on payment of the cost of recording them and supplying the copy.

### **CHAPTER 3**

#### **Decisions**

##### **Consent orders**

30.—(1) The Adjudication Panel may, at the request of the parties but only if it considers it appropriate, make a consent order disposing of the proceedings and making such other appropriate provision as the parties have agreed.

(2) Notwithstanding any other provision of these Rules, the Adjudication Panel need not hold a hearing before making an order under paragraph (1), or provide reasons for the order.

##### **Decisions**

31.—(1) The Adjudication Panel may give a decision orally at a hearing.

(2) The Adjudication Panel must provide to each party as soon as reasonably practicable after making a decision which finally disposes of all issues in the proceedings (except a decision under rules 32 or 33)—

(a) a decision notice stating the Adjudication Panel's decision;

(b) written reasons for the decision; and

(c) notification of any right of appeal against the decision and the time within which, and manner in which, such right of appeal may be exercised.

(3) The Adjudication Panel may provide written reasons for any decision to which paragraph (2) does not apply.

#### PART 4

### **Correcting, setting aside, reviewing and appealing Adjudication Panel decisions**

#### **Clerical mistakes and accidental slips or omissions**

32. (1) The Adjudication Panel may at any time correct any clerical mistake or other accidental slip or omission in a decision, direction or any document produced by it, by—

(a) sending notification of the amended decision or direction, or a copy of the amended document, to each party; and

(b) making any necessary amendment to any information published in relation to the decision, direction or document.

#### **Setting aside a decision which disposes of proceedings**

33.—(1) The Adjudication Panel may set aside a decision which disposes of proceedings, or part of such a decision, and re-make the decision or the relevant part of it, if—

(a) the Adjudication Panel considers that it is in the interests of justice to do so; and

(b) one or more of the conditions in paragraph (2) are satisfied.

(2) The conditions are—

(a) a document relating to the proceedings was not sent to, or was not received at an appropriate time by, a party or a party's representative;

(b) a document relating to the proceedings was not sent to the Adjudication Panel at an appropriate time;

(c) a party, or a party's representative, was not present at a hearing related to the proceedings; or

(d) there has been some other procedural irregularity in the proceedings.

(3) A party applying for a decision, or part of a decision, to be set aside under paragraph (1) must make a written application to the Adjudication Panel so that it is received no later than 28 days after the date on which the Adjudication Panel sent notice of the decision to the party.

#### **Power to treat an application as a different type of application**

34. The Adjudication Panel may treat an application for a decision to be corrected, set aside or reviewed as an application for any other one of those things.

### **Panel voting**

35.—(1) Any question put to the vote must be formulated and put to the Adjudication Panel members present by the Adjudication Chair.

(2) The Adjudication Chair must call on the Adjudication Panel members present to vote for or against the question and must declare the result.

(3) The Adjudication Chair is entitled to vote.

(4) If an equal number of votes is cast for and against the question, the question is deemed to have been determined—

(a) in the case of a hearing of an allegation or complaint within rule 17 or a reference under rule 18, in favour of the respondent,

(b) in the case of an application within rule 19, in favour of the applicant,

(c) in the case of an appeal, in favour of the CLC, and

(d) in the case of the question whether a hearing is to be postponed, in favour of postponement.

### **Absence of Adjudication Chair**

36. Subject to paragraph 4 of Schedule 4 to the 1985 Act, anything authorised or required by these Rules to be done by the Adjudication Chair may, if he is absent or unable to act or continue to act, be done by any other member of the Adjudication Panel who is authorised for the purpose by the Adjudication Chair or, if no person is authorised, by the other members present.

### **Relaxation of rules**

37.—(1) At the request of any appellant or respondent (including, in either case, the CLC), the Adjudication Panel may direct that any requirement of these Rules is not to apply or is relaxed in any manner they think fit; and such a direction may be given subject to such other requirements as they think fit.

(2) Where they have given such a direction, they may give a further direction that the requirement is again to apply or, as the case may be, to apply without the relaxation or with others.