

# Fitness to Practise Meeting Agenda



1. The Fitness to Practise Panel will meet privately to discuss the case.
2. When the Fitness to Practise Panel is ready to begin, the student and representative and the Investigating Officer will be invited into the room at the same time.
3. When all parties are present at the Fitness to Practise Panel, the Chair will confirm that the Panel is being held in accordance with the Fitness to Practise Procedure. The student will be asked to confirm that they have received the documentation and have been advised of their rights to representation.
4. **Consideration of Case**
  - (a) The Investigating Officer will make an opening statement. They will provide details of the concern that has been raised, their findings and the reasons why they have recommended that the case should be heard by a Fitness to Practise Panel.
  - (b) The student or their representative may ask questions of the Investigating Officer.
  - (c) The student or their representative may make an opening statement. This may include an explanation of how the concern arose, any further information they wish the Fitness to Practise Panel to consider and any mitigating circumstances that they wish present.
  - (d) The student may be questioned by the Investigating Officer
  - (e) The Fitness to Practise Panel may ask questions of the Investigating Officer and the student about any of the information that they have presented.
  - (f) The Investigating Officer may make a closing statement
  - (g) The student or their representative may make a closing statement which may include details of any mitigating factors which they would wish to be considered should sanctions be imposed.

The student and the Investigating Officer will be asked to leave the room whilst the Fitness to Practise Panel discusses their decision in private. The decision of the Fitness to Practise Panel will be communicated to the student within 1 week excluding bank holidays.

## 5. Panel Discussion

- a) The Panel will establish if there is evidence that the student's fitness to practise is impaired or not.
  - b) The Panel will make one of the following decisions:
    - a) There is no further action.
    - b) There is some evidence to support the concerns about the student's practise and one or more of the following will apply:
      - (i) They will need to meet with a Personal Tutor
      - (ii) They will need to comply with an action plan
      - (iii) They will have a written warning
    - c) There is evidence that the student is not fit to practise and either
      - (i) Will be suspended from the course until there is evidence that there is no longer a fitness to practise concern e.g. medical evidence that a health issue has improved, or a police investigation has concluded in the student's favour.
- or
- (ii) The student will be withdrawn because they are not fit to practise.