APPEALS SUB-COMMITTEE

PROCEDURE FOR THE HEARING OF A TRANSPORT APPEAL

1. The Chair will formally open the hearing by introducing those present in the room and their status in terms of the proceedings.

2. The Chair will ask the Officer to introduce his/her Report.

3. The Chair will ask any questions that arise from the Report and will invite other Members and the Appellant to ask questions that might arise from the Report.

4. The Chair will invite the Appellant to present his/her case.

5. The Chair will ask any questions that might arise from the Appellant's presentation and will invite other Members and the Officer to ask questions that might arise from the Appellant's presentation.

6. The Chair will ask either the Officer, or the Appellant, or both, any questions for clarification of any issues in contention and invite other Members to ask such questions.

7. The Chair will invite the Officer to make a closing address. New issues and new evidence must not be introduced or presented at this stage.

8. The Chair will invite the Appellant to make a closing address. New issues and new evidence must not be introduced or presented at this stage.

9. The Officer, the Appellant, and any other persons not authorised to stay will be asked by the Chair to leave the Meeting so that the Members can deliberate and make a decision. The persons authorised to stay are the Members of the Sub-Committee, the Democratic Services Officer and the Legal Adviser.

10. The decision of the Sub-Committee will be communicated to the Appellant by letter sent within 5 working days of the Meeting.

Notes:

The Chair can at any time take advice or ask for information from the Democratic Services Officer or the Legal Adviser.

The Appellant can be represented by a Member (but not a Member sitting on the Sub-Committee), a lawyer or any other person whom s/he chooses.

If appropriate, the Chair might vary the procedure with the agreement of both parties.

If appropriate, the Chair might place time limits.