



The Bar Tribunals  
& Adjudication  
Service

The Council of the Inns of Court

# **Inns Conduct Committee Hearing Panel FAQ**



## Inns Conduct Committee – Hearing Panel FAQ

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**1. Can I request for my hearing to be on a different day?**

If you are unable to make the hearing date that you have been allocated, please get in touch with us. We will try our best to allocate you a new hearing date/time, however, this will depend on availability of any upcoming Hearing Panels which are scheduled over the coming year. Please be aware that this may cause delays in receiving an outcome of your hearing.

**2. What happens if I am no longer available on the hearing panel day?**

If you happen to now not be available on the hearing panel day after confirming you are able to attend, please let us know as soon as possible after receiving your letter. We will try our best to allocate you a new hearing date/time, however, please be aware that this may cause delays in receiving an outcome of your hearing.

**3. Is it imperative that I attend the hearing in person?**

The ICC Hearing Panels take place in person by default and is the preferred way to conduct the hearing.

**4. What happens if I need the hearing to be remote?**

If you require a remote hearing, you must write a letter to BTAS requesting this and detail your reasons for the request. The request will be passed on to the Chair of the ICC for their decision.

**5. If additional documents are requested by the screening panel, when do I need to send these over by?**

Please send all additional documents that you wish to put before the panel to the email on the bottom of your ICC Hearing Panel letter. These should be sent in at least 3 working days before the hearing so the Panel can read through them before your hearing. If any large documentation is handed to them on the day of the hearing, this will cause delays.

**6. What if I can't obtain the requested documents?**

If you are unable to obtain the requested documents, please contact us as soon as possible and we can discuss steps forward. It would be helpful to the Hearing Panel if an explanation as to the steps taken to obtain them and the reasons for not being able to provide them is either sent in in writing with accompanying evidence or given verbally at the hearing.

**7. What is the best way to get in touch with BTAS with any queries about my hearing?**

The best way to get in contact with BTAS is via the email address which is on your letter.

**8. Where are the Hearing Panel's held?**

The Hearing is usually held at The Tribunal Suite at 9 Gray's Inn Square, London, WC1R 5JD. A map of the surrounding area is included on page 6 of this document. You will be notified if the venue changes. The Tribunal Suite is on the first floor, you will need to press the buzzer for 'The Tribunal' to access the building.



### **9. What do I need to bring with me?**

We recommend that you bring your ICC Bundle along with you either a digital or paper copy as you or the panel may want to reference this throughout the hearing. You might also want to bring something to make notes on. If you would like us to prepare a paper copy of any documents for you to have on the day, please contact us in advance of the hearing.

### **10. Can I bring support with me?**

ICC Hearing Panels are held in private, but the panel are happy for you to bring a supporter such as a friend or family member. Your supporter will be able to sit in and observe the hearing but will not be able to participate in proceedings.

### **11. Can I have representation as an Admission applicant?**

In terms of representation, if you are an admission applicant we do not readily direct you towards representation, as the burden is on you to demonstrate to the ICC HP that you are a fit and proper person to be admitted to the Inn. However, if you wish to obtain representation yourself you can do so.

### **12. What time do I need to arrive?**

You should aim to arrive at least 15 minutes before your hearing start time. You can arrive earlier, there are spaces available for you to wait. Please contact us if there is any delay to your journey which will impact the appointed start time.

### **13. What should I wear to the hearing?**

There is not a strict dress code, but please wear smart workwear, avoid jeans or any sportswear etc.

### **14. Is the building accessible and what do I do if need to make accessibility request?**

There is mostly flat pavement outside of 9 Gray's Inn Square through the High Holborn entrance. There is car parking available upon request. We have a lift which can take you up to the Tribunal Suite. We have accessible toilets facilities. If you need to make a specific request or have any queries, please send them through to the contact at the bottom of your Hearing Panel referral letter.

### **15. What happens on the day?**

When you arrive at the building you will be taken into a room to wait in until the Panel are ready to start. There is water, tea and coffee available in the room.

When the hearing is ready to begin, you will be taken into the Hearing room. The Panel will introduce themselves and explain the process and they will let you know what information they have received. You can then make any comments on the referral and the Panel may ask you questions. You then have an opportunity to raise any other relevant matters that have not been previously covered. You can find this covered under Rule 45 in the ICC Practice and Procedure Rules (2020).



**16. How many panel members will there be, who are they?**

An ICC Hearing Panel consists of 3 Panel members from the BTAS disciplinary members pool; a Chair who is a King's Counsel, one Barrister member and one Lay member.

**17. How long are ICC Hearing Panel's?**

We schedule each Hearing Panel to last one hour, unless we are directed otherwise. Sometimes hearings can finish slightly earlier, and sometimes they run over slightly.

**18. Will my hearing start at the time allocated?**

We always aim to keep our Hearing Panels to their scheduled times, however occasionally your hearing may be delayed for a short period of time. We would recommend accounting for a half an hour delay to your hearing start time.

**19. How likely am I to be found fit and proper?**

Each hearing is different with different individual circumstances. Neither BTAS or the Inn are able to say how likely you are to be found fit and proper.

**20. What are the range of outcomes that the ICC Hearing Panel can impose?**

The range of sanctions which can be imposed is set out in the BSB Guidelines.

<b>Admission applicant</b>	<b>Student and/or Call applicant</b>
Find you fit and proper	Find you fit and proper
Find you not fit and proper – you will not be admitted into the Inn.	Find you not fit and proper – you will be expelled from the Inn
Reprimanded	Reprimanded
Postpone your admission	Postpone your Call date
Adjourn for further information	Adjourn for further information

**21. If I am found 'Not fit and proper', when can I re-apply?**

If you are found to be not fit and proper, you are unable to apply for admission or Call for 5 years, or for the time period specified by the Panel.

**22. When will the decision be communicated to me and the Inn?**

A decision is usually given orally on the day of your hearing panel, if a decision has been delivered, BTAS will contact your Inn directly within 24 hours to let them know the outcome. There may be instances when a decision is not given on the day, in this case, it will be e-mailed to you within 14 days. The full written reasons will be sent to you within 14 days in any event.



**23. What happens after the decision had been made?**

Your Inn will be in contact with you with further information on any next steps. This will be dependent on the outcome.

**24. Can I appeal the Hearing Panel's decision?**

Yes, you are able to appeal the Panel's decision. Under Section B4 of the BSB Handbook, you can apply to the BSB for the decision to be Reviewed. The request needs to be sent to the BSB within one month of you receiving the full written reasons. If the Panel's decision is an appealable one, more information will be sent at that time.

**25. Will I be reimbursed for attending in person?**

As these hearings are part of you fulfilling your regulatory requirements, we do not process expenses.



# GRAY'S INN

