

Privacy Notice

The information requested in this form is required for verification purposes only. Your email address and telephone number will be used to confirm your attendance place and to contact you if arrangements change at short notice. This will be deleted after the hearing. All requests or questions should be sent to David Morris, PFCC Hearing Manager at david.morris@staffordshire-pfcc.gov.uk.

First name (required)

Middle name(s)

Surname (required)

Address (required)

Date of birth (required) Day Month Year

Telephone number

Are you a member of the press? Yes / No

Are you a wheelchair user? Yes / No

Do you require any other reasonable adjustments? Yes / No

Conditions of Entry and Attendance

Misconduct and appeal hearings are formal proceedings. The information below sets out the conditions of entry and attendance, which must be accepted when booking to attend.

Hearing Venue and Attendance Arrangements

The specified may be observed from the designated hearing room at:

VENUE

The venue is listed on the public notice. Conditions of attendance appear on the public notice.

Seat Allocation and Booking

A limited number of seats are available for members of the public and accredited press or media representatives. Seats will be allocated in order of receipt of applications. If applications exceed availability a randomised process will be used to select applications.

Details of how to apply and when appear on the notice of hearing.

If you have accessibility requirements, please tell the PFCC Hearing Manager when you apply. Reasonable adjustments will be considered where possible.

All applications will be checked for security purposes.

Admission to the Hearing

On arrival, please report to the Reception of the venue.

You must bring the following:

- the confirmation email that was issued to you by the Manager
- photographic identification, such as a passport, driver's licence or employer issued photographic identification.
- Members of the media must produce the above identification and media accreditation

As a condition of entry, staff will check your identification documents against your application details.

The Chair may set additional conditions of entry. If this happens, they will be published on the website before the hearing or announced during the hearing.

Members of the public and press sit together.

Bags may be searched as a condition of entry. Sharp items or blades are not allowed. Any item considered a risk may be confiscated.

If you leave the hearing and later wish to return, you may only re-enter during a natural break in proceedings and may be searched again.

Additional Attendance Information

Reporting Restrictions

You must not report the content of the hearing by any means whatsoever, including social media, email, SMS or otherwise until further order of the Chair.

Cameras and Photography

Cameras must not be brought inside the hearing rooms.

Camera functions on other devices must not be used anywhere in the hearing rooms. Photography is strictly prohibited.

Failure to comply may result in you being required to leave the premises.

Smoking

Smoking or vaping is not allowed anywhere inside the building.

Accessibility

- People with disabilities are welcome to attend.
- Visitors who require an interpreter must arrange this themselves.
- Space is available for wheelchair users and assistance dogs.
- Accessible toilets are available.

Parking

Limited parking is available on a first-come, first-served basis.

Start Times

- Please arrive at the time stated in your confirmation email to allow time for security checks, escorting and seating.
- Once you have signed in, staff will greet you and escort you to the hearing room.
- Hearing times are shown on the hearing notice
- Entry is not permitted once the hearing has started. Late arrivals must wait for the next break in proceedings.

Adjournments and Daily Arrangements

The hearing may be adjourned or postponed. The Chair will explain the reason and, where possible, confirm when proceedings will resume. During adjournments, other than the lunch adjournment, members of the public and press may be escorted to another room while the panel remains in the hearing room.

The hearing will usually break for lunch for about one hour. The Chair will announce when proceedings will resume.

The panel will normally finish at a suitable point each weekday, usually between 4.00 pm and 5.00 pm.

At the end of each day, you must return any visitor pass and leave the building. Staff will escort you from the premises.

Refreshments

Hot and cold drinks will be provided. Visitors are responsible for making their own arrangements for lunch and refreshments. The on-site cafeteria will be available between 12:30 and 13:15, though this may not coincide with the hearing lunchbreak. There is a fixed cost of £15 for lunch. A small on-site kiosk also sells hot drinks, cold drinks and snack items.

Please return 20 minutes before the hearing resumes to allow time for signing in and security checks.

Toilets

Toilet facilities are available.

Disabled toilets are also provided.

Conduct Within the Hearing Room

Conditions are shown upon the notice of hearing.

Fire, Evacuation and First Aid Procedures

Action on discovering a fire

Fire action notices are displayed within the building.

If you discover a fire, alert others by using the nearest fire alarm call point.

Leave the building by the nearest safe fire exit.

On hearing the fire alarm:

- the fire alarm is a siren; please follow the instructions given over the public address system
- leave the building immediately by the nearest safe exit
- do not stop to collect personal belongings
- You will be directed to leave the premises and disperse. You will be contacted using your supplied details when it is safe to return.

Accidents and near misses

If you have an accident in the building, please tell a member of staff, who will contact a first aider. First aid will be provided and the emergency services called if required. All accidents will be logged with building management.

Any person who breaches these conditions of entry or attendance may be required to leave and may be escorted from the premises.