

## CANNOCK CHASE COUNCIL

### APPEALS AND COMPLAINTS PANEL

#### PROCEDURE FOR HEARING HOMELESSNESS APPEALS

1. The Chairman will introduce the members of the Panel and Officers present.
2. The Chairman will ask the Appellant to introduce themselves and their representatives.
3. The Officers representing the Council shall put the case in the presence of the Appellant and his/her representative and may call witnesses.
4. The Appellant or his/her representative shall have the opportunity to ask questions of the Council's representative on the evidence given and any witnesses whom he/she may call.
5. The Members of the Panel may ask questions of the Council's representative and witnesses.
6. The Appellant or his/her representative shall put his/her case in the presence of the Council's representative and may call such witnesses as he/she wishes.
7. The Officers acting for the Council shall have the opportunity to ask questions of the Appellant and his/her witnesses.
8. The Members of the Panel may ask questions of the Appellant and his/her witnesses.
9. The Officers acting for the Council and the Appellant or his/her representatives shall have an opportunity to sum up their case if they so wish.
10. The Panel may decide that witnesses should only be present to give their evidence and then be excluded from the remainder of the proceedings.
11. The Panel shall deliberate in private, only recalling the Council's representative and the Appellant and his/her representative to clear points of uncertainty on evidence already given. If recall is necessary both parties are to return notwithstanding that only one party may be concerned with the point giving rise to doubt. The Panel may request the Clerk to attend any part of their deliberations to advise them on matters of law.
12. The Panel, if they do so determine, may decide to adjourn the hearing if they feel that it is necessary to undertake a home visit.
13. At the conclusion of their deliberations, the Chairman will, within seven days, write to the Appellant and the Council informing them of the Panels decision, giving reasons and findings of fact. Any decision made by the Panel is binding on the Council and effective from the date of the original determination. The Chairman may wish to inform the Appellant of the decision at the meeting. A written decision must still follow.

## **CANNOCK CHASE COUNCIL**

### **APPEALS AND COMPLAINTS PANEL**

#### **PROCEDURE FOR HEARING TENANCY APPEALS**

1. The Chairman will introduce the Members of the Panel and Officers present.
2. The Chairman will ask the Appellant to introduce themselves and their representatives.
3. The Officers representing the Council shall put the case in the presence of the Appellant and his/her representative and may call witnesses.
4. The Appellant or his/her representative shall have the opportunity to ask questions of the Council's representative on the evidence given and any witnesses whom he/she may call.
5. The Members of the Panel may ask questions of the Council's representative and witnesses.
6. The Appellant or his/her representative shall put his/her case in the presence of the Council's representative and may call such witnesses as he/she wishes.
7. The Officers acting for the Council shall have the opportunity to ask questions of the Appellant and his/her witnesses.
8. The Members of the Panel may ask questions of the Appellant and his/her witnesses.
9. The Officers acting for the Council and the Appellant or his/her representatives shall have an opportunity to sum up their case if they so wish.
10. The Panel may decide that witnesses should only be present to give their evidence and then be excluded from the remainder of the proceedings.
11. The Panel shall deliberate in private, only recalling the Council's representative and the Appellant and his/her representative to clear points of uncertainty on evidence already given. If recall is necessary, both parties are to return notwithstanding that only one party may be concerned with the point giving rise to doubt. The Panel may request the Clerk to attend any part of the deliberations to advise them on matters of law.
12. The Panel, if they do so determine, may decide to adjourn the hearing if they feel that it is necessary to undertake a home visit.
13. At the conclusion of their deliberations, the Chairman will, within seven days, write to the Appellant and the Council informing them of the Panel's decision, giving reasons and findings of fact. Any decisions made by the Panel is binding on the Council and effective from the date of the original determination. The Chairman may wish to inform the Appellant of the decision at the meeting. A written decision must still follow.