

Information for Witnesses

Professional Conduct and Competence Panel Hearings and Health Committee Hearings

Introduction

Thank you for agreeing to act as a witness.

If you have been called to give evidence before the Professional Conduct and Competence Panel or Health Committee this will be because either you are the complainant, or you have evidence to give that supports the case of the complainant or the acupuncturist against whom the complaint has been made.

Your role is very important. What you have to say will provide the Panel or Committee with first-hand information about the case and help them understand it and ultimately make a decision about it.

Notice of the hearing and venue

We will contact you to let you know when we propose to schedule the hearing. At the same time we will ask about any periods when you are not available and will take this into account when the hearing is being arranged.

We arrange for hearings to be held at a neutral venue. This means that the hearing will not take place at the BAAC office. We try to make the venue convenient for public transport. We will give at least 28 days' notice of the hearing date.

If you have a disability

If you have a disability please let us know in good time before the hearing so that we can make any necessary arrangements. We will do all we reasonably can to meet your needs.

What you should bring with you

You should bring your witness statement and exhibits with you to the hearing although we will make sure we have copies available for your use if you forget.

You will have time to read through them before you give evidence.

You might have to wait before you are called to give evidence so it is worthwhile bringing a book or a magazine with you or some work to do. You can bring a friend or relative with you for support but they will not be able to speak at the hearing.

Help we can give you before and during the hearing process

We know that the process can seem intimidating and we will try to provide you with our help and assistance throughout the hearing process. If at any time you need to speak to us you can contact us by telephoning 020 8735 1202/1213. At the hearing there will be a member of staff on hand to assist you.

We will pay your reasonable travel costs and overnight stay if necessary but you must check with us first.

Please note that we will pay expenses for BAcC witnesses only.

Giving evidence

You will be called into the hearing room by a member of the BAcC staff and the chair of the Panel or Committee will introduce you to everyone present. The Panel or Committee is made up of at least three members, some of whom are acupuncturists and some of whom are 'lay' representatives who do not work in the acupuncture profession. The Committee member who is chairing the hearing - the chair - always sits in the middle. There will also be a number of other people present. These will include: BAcC staff members, a legal assessor who is there to advise the Committee on legal matters, the BAcC's legal representative, the member's legal representative. If the case involves a health issue there will also be a doctor present.

Please note that you will not be asked to give your evidence on oath as the hearing is not before a statutory tribunal.

Examination and cross-examination

When you are called to give evidence you will be asked questions by the BAcC lawyer based on your witness statement. The Committee, the doctor, or acupuncturist's legal representative may also ask you questions. You will be able to have the witness statement with you when you give evidence. You may be asked to look at documents when you give your evidence. Please take your time to read each document carefully. If you need any help please let us know.

Adjournments

The hearing will adjourn from time to time, sometimes for a long period. Mostly the Panel or Committee will adjourn for lunch, or at the end of each day, but in some cases hearings adjourn because of illness or because there is a need to obtain additional evidence, or simply because they overrun.

Witnesses should not talk to anyone about the case during any adjournment as this could affect the outcome of the case.

Our contact details

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