



Before a Fitness to Practice Impairment Hearing: The Case Management Meeting (CMM)

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The initial notice

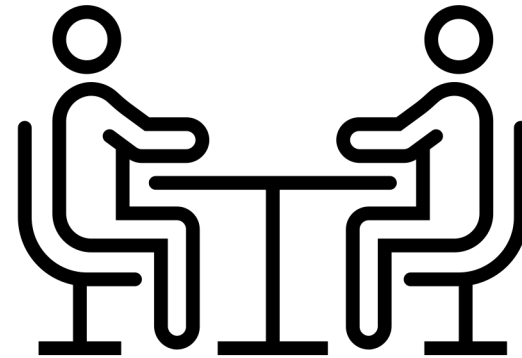
- The SSSC will send an initial notice to let you know that your case has been referred to a hearing.
- This will also be sent to: the person who made the allegation, your employer and (if you are a student) your university.
- The initial notice will include:
 - The date and time of the hearing
 - what the allegation(s) is/are
 - the reasons why the SSSC considers your Fitness to Practice to be impaired
 - the date for the case management meeting (CMM)
- Within 21 days of sending you the notice, the SSSC must send you the evidence which they plan to use at the hearing.

What is the Case Management Meeting (CMM)?

- The case management meeting (CMM) is to help ensure that you and the SSSC are prepared for the Fitness to Practice Impairment hearing. It is not a full hearing.
- It takes place before the hearing and no earlier than 28 days from the date of the initial notice.
- At least 8 days before the meeting you must send the SSSC any evidence you wish to use (Rule 12). However, if you do not manage to do this there may be other opportunities to provide the evidence you intend to rely on. You should discuss this at the CMM.
 - The SSSC must also send you any additional evidence which they wish to use.
- If you want your Fitness to Practice hearing (or any part of it) to be held in private, you must request this at the CMM.

What happens if I do not attend the Case Management Meeting (CMM)?

- If you do not attend, the meeting will take place without you.
- If you cannot attend, you can apply to the clerk to postpone the meeting.
 - Unless there are exceptional circumstances, this must be done at least 48 hours before the date of the meeting.



The CMM Form

- At least 8 days before the meeting you must send the completed CMM form to the SSSC clerk.
- The form asks you for information on matters including:
 - Dates to avoid for the hearing
 - A time estimate for the length hearing
 - Which witnesses (including expert witnesses) are to be called and whether any of them are vulnerable or need special arrangements
 - You can call witnesses who saw the incident alleged
 - You can also call character witnesses who know your work and can comment on your positive personal qualities as well as your competence to do the job
 - Whether your health will be raised as an issue and whether you need to get any reports about this
 - Legal matters, which could include whether the hearing should be held in private and whether evidence is admissible
 - Whether any facts are to be agreed by a specified date

Who will be at the CMM?

- The chair, you, your representative/supporter (if you have one), the clerk and the SSSC presenter will attend.
 - Your supporter cannot also be a witness in your case

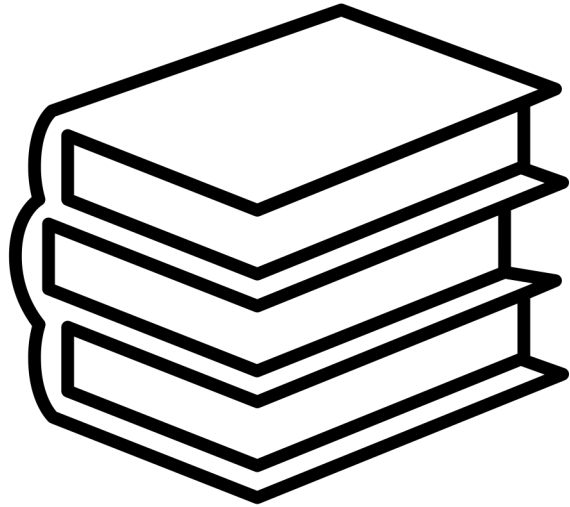
The meeting is normally done by telephone conference call.



What happens at the CMM?

- Decisions will be made about:
 - The date of the hearing
 - A time estimate for the length hearing
 - Which witnesses (including expert witnesses) are to be called and whether any of them are vulnerable or need special arrangements
 - Whether your health will be raised as an issue and whether you need to get any reports about this
 - Legal matters, which could include whether the hearing should be held in private and whether evidence is admissible
 - Whether any facts are to be agreed by a specified date
 - Whether the hearing will be held in public
- You or the SSSC may ask the chair to adjourn (break off) the meeting.

What should I bring to the CMM?



- Make sure to bring a copy of:
 - The initial notice
 - The bundle of papers
 - The combined Fitness to Practice Rules 2021

What happens after the CMM?

- You will receive a copy of a record of the meeting. This will include any decisions made.
- You must comply with the chair's decisions and directions.