**Case Management Meeting**

**Record - Telephone Conference Call**

The first telephone call will take place approximately two months from the date of disclosure by the GOC (or earlier by agreement). The call will be chaired by the GOC Hearings Scheduling Officer, and will involve the GOC Investigation Officer, the GOC Solicitor, the Registrant and/or their legal representative. Registrants with no representation will be encouraged to engage with the case management procedure, and wherever possible, to obtain legal representation.

The following form will be prepared by the GOC’s Hearings Scheduling Officer at the telephone conference and will be circulated to all parties, whether or not they participated, within three working days. This record is not intended to be a verbatim record of the discussion, but parties can request amendments to the record if they don’t think it reflects the discussion accurately.

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| **Registrant Details** |
| **Registrant’s Full Name** | Click here to enter text. |
| **GOC Registration Number** | Click here to enter text. |
| **GOC Hearing Reference Number** | Click here to enter text. |

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| **Record of 1st Teleconference Call** |
| **Date of teleconference** | **Click here to enter a date.** |
| **Telephone Conference Participants** |
| **Hearings Scheduling Officer** | Click here to enter text. |
| **Registrant** | Click here to enter text. |
| **Registrant Representative****(Name & Organisation)** | Click here to enter text. |
| **GOC Representatives****(Name & Organisation)** | Click here to enter text. |
| **GOC Investigation Officer** | Click here to enter text. |

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| **Attendance at the hearing (Registrant)** |
| **Will you be attending the hearing on****Click here to enter a date. ?** | [ ]  Yes[ ]  No[ ]  Unknown |
| **If you do not intend to attend will your representative be there on your behalf?** | Click here to enter text. |

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| **Admissions in relation the particulars of the allegation – (REGISTRANT ONLY)**You should read these allegations carefully. If you are represented, you should speak to your representative before telling us whether you admit any allegations.  |
| **1.**  |  |
| **Do you admit to the facts alleged in the charge above?** | [ ]  Yes[ ]  No[ ]  Unknown |
| **2.** |  |
| **Do you admit to the facts alleged in the charge above?** | [ ]  Yes[ ]  No[ ]  Unknown |
| **3.**  |  |
| **Do you admit to the facts alleged in the charge above?** | [ ]  Yes[ ]  No[ ]  Unknown |
| **4.**  |  |
| **Do you admit to the facts alleged in the charge above?** | [ ]  Yes[ ]  No[ ]  Unknown |
| **5.** |  |
| **Do you admit to the facts alleged in the charge above?** | [ ]  Yes[ ]  No[ ]  Unknown |
| **6.** |  |
| **Do you admit to the facts alleged in the charge above?** | [ ]  Yes[ ]  No[ ]  Unknown |
| **7.** |  |
| **Do you admit to the facts alleged in the charge above?** | [ ]  Yes[ ]  No[ ]  Unknown |
| **8.** |  |
| **Do you admit to the facts alleged in the charge above?** | [ ]  Yes[ ]  No[ ]  Unknown |
| If you have ticked “no” to any of the above, please tell us why in the space below. You can use additional pages if necessary. |
| **Write additional notes here**  |
| **Agreed Panel Disposal** [Agreed Panel Disposal](https://www.optical.org/en/Investigating_complaints/fitness-to-practise-guidance/index.cfm) is a hearing management tool that will be used by the General Optical Council to identify and process hearings which may be suitable for concluding without a contested hearing.Both parties (the GOC and Registrant) will agree facts, impairment and sanction and will present this to the FTPC by way of a written report. |
| **Is this case suitable for APD?** | **GOC**[ ]  Yes [ ]  No [ ]  Unsure at this stage  | **Registrant**[ ]  Yes [ ]  No [ ]  Unsure at this stage  |
| **Write additional notes here**  |

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| **Witnesses** Please provide the names of any witnesses including expert witnesses whom you would intend to call to give evidence. |
| **Witness Name** | **GOC / Defence** | **Stage of proceeding to be called at** | **Statement Agreed** | **Attendance Required** | **Estimate of Time Required** | **Special Measures** |
| Click here to enter text. | Click here to enter text. | [ ]  Facts[ ]  Impairment[ ]  Sanction | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | [ ]  Facts[ ]  Impairment[ ]  Sanction | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | [ ]  Facts[ ]  Impairment[ ]  Sanction | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | [ ]  Facts[ ]  Impairment[ ]  Sanction | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No | Click here to enter text. | Click here to enter text. |
| **Write additional notes here** (including any safeguarding mechanisms for vulnerable witnesses) |

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| **Expert Witnesses**(Where both parties are calling experts, arrangements must be put in place in advance of the first day of the hearing to narrow the areas of contention and produce a joint expert report). |
| **Name of GOC expert(s)** | Click here to enter text. |
| **Name of defence expert(s)** | Click here to enter text. |
| **Joint expert meeting required** | [ ]  Yes[ ]  No |
| **Date of joint expert meeting** | Click here to enter a date. |
| **Joint expert report produced** | [ ]  Yes[ ]  No |
| **Write additional notes here**  |

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| **Reasonable adjustments**Any reasonable adjustments that are required by either party for those attending the hearing (in any capacity) |
| **GOC** | Click here to enter text. |
| **Registrant** | Click here to enter text. |
| **Write additional notes here**  |

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| **Preliminary issues** |
| **Any preliminary issues still outstanding?** | **GOC**[ ]  Yes [ ]  No Click here to enter text.  | **Registrant**[ ]  Yes [ ]  No Click here to enter text.  |
| **Write additional notes here**  |

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| **Other directions** |
| **Are there any other directions or other matters you would wish to be considered (e.g. (Rule 40) - Admissibility of evidence, (Rule 41) - vulnerable witness arrangements (provision of audio-visual equipment etc.)?**  | **GOC**[ ]  Yes [ ]  No Click here to enter text. | **Registrant**[ ]  Yes [ ]  No Click here to enter text. |
| **Write additional notes here**  |

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| **Review Time Estimate** Taking into account the information from parties and the directions set, does the hearing length require revision? |
| **Hearing start date** | Click here to enter a date. |
| **Hearing end date** | Click here to enter a date. |
| **Hearing length (in days)** | Click here to enter text. |
| **Does the hearing length require revision?** | **GOC**[ ]  Yes [ ]  No Click here to enter text.  | **Registrant**[ ]  Yes [ ]  No Click here to enter text.  |
| **If yes, by how many days** | Click here to enter text. |

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| **Service of bundles**(10 working days before the hearing is to take place parties must serve on each other copies of the bundles in which they intend to rely on at the hearing.)No later than 5 working days before the hearing is to take place, parties must serve on the Hearings Manager:Copies of the bundle.   |
| **Service date of agreed bundle** | Click here to enter a date. |
| **Date agreed bundle sent to Committee** | Click here to enter a date. |
| **Items considered outstanding** | **GOC**Click here to enter text. | **Registrant**Click here to enter text. |
| **Is there a scope for partial disclosure?** |
| **Write additional notes here**  |

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| **Review - First Teleconference Call** |
| **Write any additional notes here**  |
| **Views on FTPC being sent the case management meeting record** Opportunity for parties to raise any potential concerns about the 1st case management meeting record being seen by the FtPC. |
| **Write notes here**  |

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| **Second Teleconference Call** |
| **Is a second Telephone Conference Required?**(This call will be scheduled to take place between 4-6 weeks prior to the first day of the hearing). | **Hearings Team**[ ]  Yes [ ]  No Click here to enter text.  | **GOC**[ ]  Yes [ ]  No Click here to enter text.  | **Registrant**[ ]  Yes [ ]  No Click here to enter text.  |
| **Date of Second Telephone Conference** | Click here to enter a date. |
| **Write additional notes here**  |

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| **Declaration**I understand that the information provided in this form, including any admissions, maybe taken into account by the Fitness to Practise Committee making the final determination of the allegation. |
|  | **GOC** | **Registrant****(To be completed by the Registrant/ Representative)** |
| **Signed** | Click here to enter text. | Click here to enter text. |
| **Print name:** | Click here to enter text. | Click here to enter text. |
| **Date:** | Click here to enter a date. | Click here to enter a date. |

**Record of 2nd Telephone Call**

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| **Record of 2nd Teleconference Call** |
| **Date of 2nd teleconference** | **Click here to enter a date.** |
| **2nd Telephone Conference Participants** |
| **Hearings Scheduling Officer** | Click here to enter text. |
| **Registrant** | Click here to enter text. |
| **Registrant Representative (Name & Organisation)** | Click here to enter text. |
| **GOC Representatives (Name & Organisation)** | Click here to enter text. |

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| **Record of 2nd Teleconference Call** |
| **Write additional notes here**   |