

HCPC bundle guidance for Registrants and Representatives

This guidance is for the assistance of registrants and/or representatives who are submitting documentation for the purposes of a HCPC fitness to practise hearing.

Please note that your documentation will need to be redacted (further guidance at the end of this document).

HCPC Standard Directions

The HCPC's Standard Directions (Appendix A) state that a registrant should submit their documentation to the HCPC **no later than 28 days before the hearing.**

These directions particularly apply to **substantive hearings**, where the HCPC provides its documentation to you at least 42 days before the start of the hearing.

Minimum time to submit documentation

For **other types of hearings** where the notice period is shorter, it is not always practical for you to submit documentation 28 days in advance. In such circumstances, please submit your documentation as soon as possible and **a minimum of three days beforehand.**

This is to ensure that your documentation can be properly processed and that the Panel have sufficient time to read it before the hearing. This last point is particularly important and beneficial.

Consequences of submitting late documentation

Panels have a discretion to admit documentation which is served late. However, possible consequences of submitting late documentation include:

- The Panel not having sufficient time to fully consider your documentation.
- Delays to the hearing which could result in an adjournment to a later date.
- For hearings such as Voluntary Removal Agreements, late submission of the relevant signed documents may result in the Agreement not being approved.

- Although rare, panels may choose not to admit documentation which is served particularly late.

Where to send your documentation

Please serve your documentation via email to:

- Fitness to Practise ftp@hcpc-uk.org
- Your Case Manager
 - this could either be a HCPC Case Manager or a Case Manager from one of the HCPC's External Legal Providers
- the HCPC Presenting Officer (if known)
- the Hearings Officer (if known)

Where possible, please ensure all documents are submitted as a collated bundle and not individual / separate documents.

Submitting via post

If you are unable to serve documents electronically, please submit two printed copies via post to the HCPC and, if required, one printed copy via post to the External Legal Provider (ELP) managing your case. Please ensure your FTP number is clearly labelled when sending documents via post.

Please liaise with your Case Manager as to where and to whom you should post your documentation.

Submitting your Investigating Committee documentation for substantive hearings

Any documentation which you provided to the Investigating Committee (ICP) will not automatically be submitted to the substantive hearing panel.

If you want your ICP documentation to be provided to the substantive hearing panel, you must inform the HCPC and/or ELP managing your case as soon as possible. Please state clearly which documents you would like the substantive hearing panel to have.

Redactions

You should redact sensitive information from your documentation to ensure parties' personal details are not inappropriately or publicly disclosed. Sensitive information can

be defined as any information where its loss or misuse could adversely affect the privacy to which individuals are entitled.

Information which you should redact/anonymise includes:

- The names/initials of service users, colleagues, and third parties, in line with any identification key provided (e.g. Service User A, Colleague B, Person 1, Patient A)
- Email addresses
- Telephone numbers
- Personal postal addresses
- Dates of birth/ages
- In some cases, familial relationships between individuals
- Details of charges/allegations/investigations a party may currently be involved in which are not directly related to the HCPC case, unless in the public domain
- Medical information (e.g. NHS numbers or details about an individual's mental and/or physical health which are not relevant to proceedings)
- Other identifying information (e.g. service user case numbers; official identification numbers such as passport, bank account, national insurance, or driver license numbers; passwords)

Please label the redacted information, in accordance with the anonymisation used in the HCPC bundle/identification key (e.g. 'Service User A's date of birth', 'Person C's postal address' etc). This is so that your documentation remains understandable to all the parties in the hearing.

If your documentation includes the names or information of parties not referred to in the HCPC bundle, you should anonymise this and provide your own identification key. Please password-protect and send any identification key separately.

If submitting documentation via post, please bear in mind that bundles can occasionally go missing in the postal system. Proper redaction ensures individuals' personal information is not inadvertently or inappropriately disclosed to third parties.

An example identification key and redaction label are set out below:

Example ID Key:

IDENTIFICATION KEY

Anonymised	Full name
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Colleague A	Joe Blogs
Witness 1	
Witness 2	
Person A	

Example Label:

Person A

Further enquiries

If you have any questions or concerns about submitting documentation, please contact your HCPC and/or ELP Case Manager as soon as possible before the hearing.

Annex A

Standard Directions

Standard Direction 1. Exchange of Documents

- (1) The HCPC shall, no later than 42 days before the date fixed for the hearing of the case, serve on the registrant a copy of the documents which the HCPC intends to rely upon at that hearing.
- (2) The registrant shall, no later than 28 days before the date fixed for the hearing of the case, serve on the HCPC a copy of the documents which he or she intends to rely upon at the hearing.
- (3) The parties shall, at the same time as they serve documents in accordance with this Direction, provide the Panel with five copies of those documents.

Standard Direction 2. Notice to admit facts

- (1) A party may serve notice on another party requiring that party to admit the facts, or part of the case of the serving party, specified in the notice.
- (2) A notice to admit facts must be served no later than 21 days before the date fixed for the hearing of the case.
- (3) If the other party does not, within 14 days, serve a notice on the first party disputing the fact or part of the case, the other party is taken to admit the specified fact or part of the case.

Standard Direction 3. Notice to admit documents

- (1) A party may serve notice on another party requiring that party to admit the authenticity of a document or exhibit disclosed to that party and specified in the notice.
- (2) A notice to admit documents (together with those documents unless they have already been provided to the other party) must be served no later than 21 days before the date fixed for the hearing of the case.
- (3) If the other party does not, within 14 days, serve a notice on the first party disputing the authenticity of the documents or exhibits, the other party is taken to accept their authenticity and the serving party shall not be required to call witnesses to prove those documents or exhibits at the hearing.

Standard Direction 4. Notice to admit witness statements

- (1) A party may serve notice on another party requiring that party to admit a witness statement disclosed to that party and specified in the notice.

- (2) A notice to admit a witness statement (together with that statement unless it has already been provided to the other party) must be served no later than 21 days before the date fixed for the hearing of the case.
- (3) If the other party does not, within 14 days, serve a notice on the first party requiring the witness to attend the hearing and give oral evidence (and thus be available for cross examination), the other party is taken to accept the veracity of the statement and the serving party shall not be required to call the witness to give evidence at the hearing.

Standard Direction 5. Withdrawal of admissions

The Panel may allow a party, on such terms as it thinks just, to amend or withdraw any admission which that party is taken to have made in relation to any notice served on that party under Standard Directions 2 to 4.