



ILEX PROFESSIONAL STANDARDS LTD

POLICY ON ADJOURNMENTS OF DISCIPLINARY HEARINGS

1. IPS aims to dispose of cases expediently. The public interest and the interests of the respondent member require cases be dealt with in a timely manner. Where cases are referred to the Disciplinary IPS aims to bring 65% cases to hearing within 6 months of the referral being made and 100% within 9 months of the referral.
2. Where a party requests an adjournment it will not normally be granted unless there is a strong reason to justify delaying the hearing of the case.
3. A request for an adjournment of a hearing will be considered by a panel on its merits. The Panel will take into account your reasons for an adjournment and the response of the other party to your application.
4. An application for an adjournment must be made in writing. It must explain the reasons why an adjournment is requested and provide any necessary supporting evidence, such as medical evidence or evidence of travel arrangements or attempts to contact witnesses.
5. A copy of the request must be sent to the other party to the proceedings. That party should be given at least 2 working days to make submissions, to the Officer serving the Panel, in response to the request.
6. The Officer serving the Panel will put your application and the response of the other party to the proceedings to Panel members. The Panel members will normally be those members, who were scheduled to hear the case.
7. The Panel members will take into account the following factors in determining an application for adjournment:
 - The length of time the party has been on notice of the intended proceedings. It is likely that where you have been on notice for at least the timescales set out in the Rules an adjournment will not be granted.
 - The length of time that has elapsed since notice of the proceedings was served on the party and the request for adjournment being made. The longer the time period that has passed the less likely it is that an adjournment will be granted.

- The reasons for the adjournment and supporting evidence, including the gravity and significance of the reasons.
 - Whether the party seeking the adjournment could have made alternative arrangements, such as seeking alternative representation.
 - The attempts made by the parties to prepare for the hearing. Where you have made no attempt or insufficient attempts to prepare for a hearing the adjournment is unlikely to be granted unless you have good reason for not doing so.
 - The interests of the public in hearing the case expeditiously. IPS has obligations to bring cases to an expeditious conclusion.
 - The interests of the party seeking the adjournment, including whether an adjournment will enable the Panel to have the benefit of further relevant information at a hearing which would otherwise not be available.
 - The length of adjournment sought. The Panel may take the view that an adjournment for a shorter period of time than that sought by the parties will be sufficient.
8. If the Panel refuses your request, the case will proceed on that day. If the Panel grants your request, the case will be adjourned to another date which will be set by the Panel or by IPS.
9. You may be ordered to pay any **costs** associated with the hearing having to be adjourned.