



## Reply to a Notice of Reference

### References from the Public Services Ombudsman for Wales

#### Section 1

#### Information about the member who is the subject of the alleged breach(es)

Full Name	
Address (including Postcode)	
Telephone Number	
Email Address	

#### Section 2

#### Representative Details

Are you going to be represented (e.g. by counsel, a solicitor or any other person)?

Yes

No

If yes, please provide details below.

Full Name	
Profession	
Address (including Postcode)	
Telephone Number	
Email Address	

The Tribunal should deliver notices concerning the reference to the above representative instead of to me (this means the Tribunal will not contact you).

Do you or your representative have any access requirements? (E.g. cannot manage stairs or need wheelchair access). If so, please give details:

You:

Your representative:

Do you or your representative have any other special needs? (E.g. need an interpreter, hearing assistance etc.). If so, please give details:

You:

Your representative:

You may be asked to give evidence on oath or affirmation. Please indicate your preference.

Oath  Affirmation

Which religious book will you require in order to give evidence under oath?

Please indicate whether you wish the tribunal hearing to be conducted in Welsh or English.

Welsh  English

This document is also available in Welsh. Please contact the Tribunal for a Welsh version of this document or any other of our publications.

The Tribunal welcomes receiving correspondence in Welsh or English. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding. The Tribunal also welcomes phone calls in Welsh or English. You may submit forms, documents, and make written representations to the Tribunal in Welsh or English.

Do you want us to correspond with you in: Welsh  English

Verbal communication: Welsh  English

### Section 3

#### The Tribunal Hearing

Do you wish for the tribunal to make its adjudication by way of written representations?

Yes  No

**If the answer is yes, please continue to Section 4**

Are you or your representative planning to attend the tribunal hearing?

Yes  No

Are you intending to call any witnesses to support your case?

Yes  No

**If the answer is yes, please provide the information about the witnesses under Section 7 of this form.**

Are there any witnesses (other than those detailed in **Section 7**) that you wish the tribunal to call in order that you may ask them questions? If so please give details below.

**Please note that the tribunal does not have the power to summon the Public Services Ombudsman or a representative of the Ombudsman's office.** The Ombudsman or a representative may, however, attend the hearing in order to present the Ombudsman's Report, to explain its contents and to play such part or to assist the tribunal as appropriate.

## Section 4

### Your response to the material facts set out in the Public Services Ombudsman for Wales' Report?

Please indicate by reference to numbers in the report, any paragraphs where you dispute the statement made by the Public Services Ombudsman for Wales and give your reasons and outline the facts as you consider them to be.

Section / paragraph No.	Your reason(s) for disputing the information provided in that section / paragraph.	Outline of the facts as you consider them to be.

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Section / paragraph No.	Your reason(s) for disputing the information provided in that section / paragraph.	Outline of the facts as you consider them to be.

Please use a continuation sheet if necessary and include the section number on each page

Continuation sheet attached

## Section 5

### Has there been a failure to follow the provisions of the code of conduct?

The Public Services Ombudsman for Wales has set out in the report reasons why you may be regarded as having breached the provisions of the code of conduct. The tribunal will form its own view on whether there has been such a failure.

Please indicate by reference to the section/paragraph numbers in the report how, if at all, you disagree with the reasoning of the Ombudsman.

Section / paragraph No.	Why I dispute the reasoning of the Public Services Ombudsman for Wales

Please use a continuation sheet if necessary and include the section number on each page

Continuation sheet attached



## Section 6

Please set out below (using numbered points) any other reasons (not already covered under sections 4 to 5 above) why the tribunal should conclude that there has not been a failure to follow the provisions of the code of conduct.

No.	Other reasons for finding that there has not been a failure to follow the provisions of the code of conduct e.g. public interest; freedom of expression; acting in a private capacity.
1.	
2.	
3.	
4.	
5.	

Please use a continuation sheet if necessary and include the section number on each page

Continuation sheet attached

## Section 7

### Representations to be taken into account if the tribunal finds that you have breached the provisions of the code of conduct

Please set out using numbered points any factors you feel the tribunal should take into account if you are found to have failed to follow the provisions of the code of conduct. Please note that no such finding has yet been made.

No.	Factors for the Case Tribunal to take into account in deciding whether to impose any suspension, partial suspension or disqualification
1.	
2.	
3.	
4.	
5.	

Please use a continuation sheet if necessary and include the section number on each page

Continuation sheet attached

## Section 8

### Details of proposed witnesses to be called by the respondent

#### Witness 1

Full Name	
Address (including Postcode)	
Telephone Number	
Email Address	

Please give details of any access requirements or reasonable adjustments required to assist the witness to give their evidence (e.g. cannot manage stairs or need wheelchair access etc.)

Your witness may be asked to give evidence on oath or affirmation. Please indicate a preference:

Oath       Affirmation

If on oath, please confirm which religious book your witness will require in order to give evidence?

Is the witness going to provide evidence about a material fact or give evidence about your character?

Material fact       Character

Please provide an outline of the evidence to be given.

Will the witness be giving evidence in Welsh or English?

Welsh       English

## Witness 2

Full Name	
Address (including Postcode)	
Telephone Number	
Email Address	

Please give details of any access requirements or reasonable adjustments required to assist the witness to give their evidence (e.g. cannot manage stairs or need wheelchair access etc.)

Your witness may be asked to give evidence on oath or affirmation. Please indicate a preference:

Oath  Affirmation

If on oath, please confirm which religious book your witness will require in order to give evidence?

Is the witness going to provide evidence about a material fact or give evidence about your character?

Material fact  Character

Please provide an outline of the evidence to be given.

Will the witness be giving evidence in Welsh or English?

Welsh  English

### Witness 3

Full Name	
Address (including Postcode)	
Telephone Number	
Email Address	

Please give details of any access requirements or reasonable adjustments required to assist the witness to give their evidence (e.g. cannot manage stairs or need wheelchair access etc.)

Your witness may be asked to give evidence on oath or affirmation. Please indicate a preference:

Oath  Affirmation

If on oath, please confirm which religious book your witness will require in order to give evidence?

Is the witness going to provide evidence about a material fact or give evidence about your character?

Material fact  Character

Please provide an outline of the evidence to be given.

Will the witness be giving evidence in Welsh or English?

Welsh  English

## Section 9

### Statement of Truth

I believe that the facts stated in this statement are true. I understand that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

Full Name	
Date	
Signature	

**OR**

I am duly authorised by the accused member to sign this statement and the accused member believes that the facts stated in this statement are true. I understand that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

Full Name	
Name of respondent's Solicitor/Agents firm, if applicable	
Date	
Signature	

**Completed forms should be returned to:**

Registrar to the Panel  
Adjudication Panel for Wales  
Welsh Tribunals Unit  
PO Box 100  
Llandrindod Wells  
LD1 9BW

**E-mail:** [adjudication.panel@gov.wales](mailto:adjudication.panel@gov.wales)