

# External Clerk Services and Fee Structure

# from 1 January 2025

Whilst this structure aims to cover all sittings, it may not cover all eventualities. In such cases a fair fee will be considered by the Acting Registrar. Please note that we will not distinguish between a Panel sitting which takes place by Teams, Telephone or in person, unless otherwise specifically stated.

Whilst this document contains all services potentially provided by a Clerk, it does not mean that a Clerk will be expected to provide all services listed.

# Panel Sitting and Hearing Fees

# Full Day Sitting / Hearing Fee £580

# Half Day Sitting / Hearing Fee £290

# Panel Sessions Fee / per session £145

# IAC Meeting Full Day / Full Day Sitting

**Clerk Fee : £870.00**

(includes fee for reading, preparation, attendance and decision drafting)

Please note, the full day sitting may compose of various panel or hearing discussions.

# IAC Meeting Half Day / Half Day Sitting

 **Clerk Fee : £580.00**

 (includes fee for reading, preparation, attendance, and decision drafting)

 Please note half day sitting may compose of various panel type discussions at discretion of

 The Registrar.

# PRT/DPT Hearing – 1.5 DAY

**Clerk Fees: £1160.00**

(includes fee for reading, preparation, attendance, and decision drafting, which is equivalent to an additional half day).

# DPT Hearing – 2.5 DAYS

**Clerk Fee: £1740.00**

(includes fee for reading preparation, attendance, and decision drafting, which is equivalent to an additional half day).

# Panel Session Fee (1-2 hour max duration)

**Clerk Fees: £290.00**

(includes fee for reading preparation, attendance, and decision drafting. Please note this is the fee for the session, no additional individual case fee’s payable, where more than one case is discussed).

# 2.Cancellations

If a Clerk accepts a sitting, we expect that sitting to be honored in all but unavoidable circumstances. Where a Clerk is booked for work and the sitting is cancelled, postponed, adjourned or concludes early, the fees that a Clerk is entitled to claim will be assessed against the date on which the Clerk is notified that the event will not take place.

# Notification on the day of attendance, or on the working day before attendance:

*Full fee for the days of attendance at the hearing.*

# Notification more than 1 working day but less than 5 working days before the attendance:

*Half day fee for each day of attendance*

# Notification 5 or more working days before the attendance:

*Reading and other fees (e.g. Case Management Hearings/preliminary issues sitting) will be payable for preparation of the case. This will be dependent on whether the folios have been sent out and the amount of work undertaken. It will be no more than 35% . We appreciate that work may have already been done and a fair fee should be paid for this.*

# Notification 28 or more working days before the scheduled hearing:

*No fee will be payable, unless it is demonstrated that work has been done by the Clerk, (this may apply in DPT or Practice Review hearings where there have been preliminary decisions which required assistance from the Clerk to the Chair or the Panel, and where no separate fee was paid).*

# 3.Shadowing and observing panels (for training purposes)

Half day sittings £145.00

Hearing Fee per day and full day sittings £290.00

Individual panel sittings (1-2 hour duration) £ 72.50

#  Extension to Parties Response/Deadlines

 Clerk Fee £75.00

#  4. Additional Services

**Article 12.6 Complaints / Referrals**

Fee: £400 for Article 12.6 Complaints / Referrals

Provide a full assessment and decision recommendation, including gathering all further information from the parties for assessment purposes, preparing and drafting Decision Forms with a recommendation for the Registrar’s consideration. Return the Decision Form for the Registrar’s sign off and write allegation letters for cases

referred to a 12.6 Panel. Upon receipt of a response to allegations, the Clerk should refer back to the internal process for arrangement of an Article 12.6 Panel. For cases not referred to an Article 12.6 Panel, the Clerk will draft closure letters and return cases for internal closure of the electronic file.

Timeframes for 12.6 complaints/referrals –

* + Gathering Further Information – time given between 14 and 21 days from date of allocation of cases
	+ Assessment and Preparation of Registrar decision – 7 days from collection of all information required.
	+ Writing allegation/closure letter – 5 days from receipt of response / 5 days from confirmation of Registrar’s decision to reject case.

# Writing IAC Reports for complaints transferred to PCP via 1.5

Fee: £400

Writing IAC reports if the case is transferred to the Professional Conduct Procedure (PCP) via 1.5, 7 days from receipt of preliminary response.

# Additional work for Pre-investigation and assessment committee (IAC)

Fee: £200 – for each set of forms A&B (preliminary response and threshold test)

£400 – for each IAC report completed, letter of advice or closure letter completed. Assist with additional work on the pre investigation and assessment committee (IAC). Work description is as follows: -

* + - Assess what further information is required from complainants and members, to make the request and to include preliminary response where appropriate.
		- Perform the Case Manager Threshold test.
		- After considering the Threshold Test, to make a decision as to whether the complaint has:
			1. Met the threshold test where a Letter of Advice is an appropriate outcome as criteria is met; or
			2. Met the threshold test and is therefore to proceed to an IAC; or
			3. Failed to meet the threshold test and complaint is to be closed.
		- Provide reasoned decisions for these outcomes.
		- If a complaint is deemed to have met the Threshold Test and is to be allocated to an IAC, preparation of the IAC report.

# Review cases with a Member of Bacp Team

Fee: £200 for half a day

On a weekly basis, provide to BACP a half day (equivalent to 3 hours and 45 minutes) to review a selection of cases with a Member of BACP Team. The review will take place through remote working and will involve participating in video conferencing. Prepare for the case conference in advance and provide guidance to BACP on a selection of cases identified in advance by BACP and identify actions to be taken. Identify any actions which have not been followed up and report to BACP’s Registrar – for any follow up action.

# Witness Statement Preparation

Short statement (up to 4 hours) £400.00

Standards Statement (4 hours to a day) £650.00

More complex statement (takes up to two days to complete) £1050.00

# Revision of Fees Payable

Please note the External Clerk Services and fee structure document will be reviewed from time to time

***Revised : September 2024***