

## Fitness to Practise Witness Feedback Form

We aim to provide witnesses with a high standard of care and assistance. We are aware that it can be a difficult time, and value the feedback that you can provide to assist us in making improvements in the future.

We would be grateful if you could take a moment to complete the questionnaire below.

<b>Your name:</b>	<b>Case reference number:</b>
<b>Date of hearing:</b>	<b>Case name:</b>

Please circle the number from 1 to 5 that you feel best reflects our performance in relation to questions below (1 = lowest, 5 = highest).

### Initial contact

**Q1** Do you feel that we provided you with enough information about the fitness to practise process?  
 1      2      3      4      5

**Q2** How well did we answer any questions you asked?  
 1      2      3      4      5

**Q3** How promptly did we respond to your questions?  
 1      2      3      4      5

**Q4** Did we keep you adequately informed of the progress of the case?  
 1      2      3      4      5

**Q5** If our solicitors took a witness statement from you, did they explain why it was necessary, talk you through the process and answer any questions?  
 1      2      3      4      5

### The hearing

**Q6** Did we give you sufficient notice of the final hearing date?  
 1      2      3      4      5

**Q7** Did we fully explain what would happen at the hearing?  
 1      2      3      4      5

**Q8** Having attended the hearing do you feel this explanation was accurate?  
 1      2      3      4      5

**Q9** Were you properly looked after during the hearing?  
 1      2      3      4      5

**Q10** If we made travel and accommodation arrangements for you, were these satisfactory?  
 1      2      3      4      5

### After the hearing

**Q11** Did we deal properly with any expenses you claimed?  
 1      2      3      4      5

**Q12** Did you find our witness pack helpful?  
 1      2      3      4      5

**Q13** Overall, do you feel that we have been helpful and sensitive towards you?  
 1      2      3      4      5

**Q14** Can you make any suggestions as to how we could improve our witness support?

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**Q15** Is there anything that you found particularly helpful or anything that you feel we did well?

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Please feel free to make any further comments on the back of this form.

**Thank you for your time.**