

GENERAL TEACHING COUNCIL FOR ENGLAND

INFORMATION FOR WITNESSES

1. What is the General Teaching Council's role?

The General Teaching Council (GTC) was set up under the Teaching and Higher Education Act 1998 as the professional and regulatory body for teachers in England. Registration with the GTC is a statutory requirement for all teachers in maintained schools and non-maintained special schools. Teachers with qualified teacher status (QTS) in other sectors may register voluntarily.

The GTC has both advisory and regulatory powers. Under its regulatory powers, the GTC may consider cases against registered teachers which may affect their ability to continue to practise as a registered teacher.

2. How are cases referred to the GTC?

Cases may relate to a teacher's competence, their conduct or the fact that they have been convicted of a relevant offence.

In terms of competence, cases must be referred by the employer of the registered teacher to the GTC where the employer has ceased to use the services of a registered teacher or might have ceased to use those services, had the teacher not ceased to provide them for reasons relating to their competence.

In terms of conduct, employers are required to refer cases where the employer has ceased to use the services of a registered teacher or might have ceased to use those services had the teacher not ceased to provide them. Initially such cases must be sent to the Department for Education and Skills (DfES). The DfES will retain the case where it raises questions relating to the ability of teachers to work with children and young persons for reasons relating to safety and welfare. Cases of misconduct not falling into this category are referred by the DfES to the GTC for consideration.

Convictions should similarly be referred to the DfES in the first instance by the police. As with conduct cases, where the conviction does not raise a significant child protection issue, it will be referred on from the DfES to the GTC.

3. How does the GTC consider cases?

The GTC considers cases firstly through an Investigating Committee of Council Members. The role of the Investigating Committee is to review papers relating to the case received from the employer, together with any representations received from the teacher or their representative, and decide whether there is a case for the teacher to answer. Where the Investigating Committee does so decide, the case is referred on either to a Professional Competence or Professional Conduct Committee of Council Members for a hearing. These committees form the second stage of the Council's consideration of a case.

4. How does the GTC organise its hearings?

The informing principle of all hearings of Professional Conduct and Competence Committees is that they should be conducted in an investigative rather than an adversarial manner. This means that the intention is to identify and decide upon the issues rather than win a case.

The Council employs a Presenting Officer to put forward the case, which is heard by a Committee of three Council Members. The Council employs some in-house Presenting Officers but also draws upon legal firms appointed specifically by the GTC to carry out this role on its behalf.

Each Committee will have a majority of qualified teachers of the Council, together with a lay representative from the Council. Lay representatives are drawn from a wide range of bodies including the church authorities, the national equality bodies and bodies representing parents and governors.

Committees of the Council are advised by an independent legal adviser and supported administratively by GTC staff. All hearings take place at the Council's offices in Victoria Square House, Victoria Square, Birmingham B2 4AJ.

The Committee has to:

- Decide upon the facts of the case.
- Decide whether those facts amount to “unacceptable professional conduct”, “serious professional incompetence” or “conviction for a relevant offence”.
- If they decide the facts do amount to unacceptable professional conduct, serious professional incompetence or conviction for a relevant offence, then consider the history of the teacher and any mitigating factors.
- Finally, decide whether to issue a disciplinary order in relation to the teacher's registration.

Hearings are normally held in public, although a teacher can request that all or part of the hearing is held in private. The Committee will consider any such request on the day of the hearing. Parts or all of the hearing may be held in private where, for example, there are reasons relating to the protection of children's interests, where there is confidential medical information or where the interests of third parties are in question. Where the names of children are contained in case papers, these are in any event anonymised by reference to Pupil A, Pupil B, etc.

The press regularly attend GTC hearings. Where part or all of a hearing takes place in private, the press, public and other witnesses will be asked to leave.

Please note that for Member training purposes, there may also be an observer in attendance at the hearing. This person has no role in the hearing or decision-making process and is present purely to observe the proceedings.

5. What is the role of witnesses at GTC hearings?

The provision exists for both the Council and the teacher appearing in the proceedings to call witnesses. The Council's own Disciplinary Rules state that a Professional Conduct or Competence Committee 'may require any person to attend and give evidence or to produce documents or other material evidence at the hearing'.

This means that you may be in attendance at the hearing either at the request of the Presenting Officer or at the request of the teacher concerned in the case. Either party may also ask for the issue of a summons relating to your appearance if you are unwilling to attend voluntarily.

In terms of the expectations upon you in giving evidence, there is, however, no difference in terms of whether you are appearing as a result of a request or a summons.

6. How will I know if I'm required as a witness?

Witnesses called by the Council will initially receive an introductory letter from the Presenting Officer appointed to the case. The Presenting Officer will then contact you, to discuss in more detail the arrangements for the hearing and answer any questions you may have.

Usually the Presenting Officer will also ask you to make a witness statement. Witness statements are included in the bundle of papers considered by the Committee at the hearing and are copied to the teacher concerned in advance of the hearing. Where witnesses are called by the teacher and their representative, it will be a matter for the teacher and representative to brief their witness(-es) on the arrangements.

Witness statements are usually taken by the Presenting Officer over the telephone and a pre-arranged convenient appointment will be made with you for this so that you can have any relevant information to hand. However, in some circumstances, the Presenting Officer may wish to visit you and take your statement in person. A draft witness statement will then be sent to you for approval or amendment prior to final signature. Closer to the hearing, the Presenting Officer will write to you to confirm the arrangements for the hearing and provide a final copy of your statement and any relevant papers.

7. When will the hearing be held?

In order to assist the Council in scheduling hearings, the Presenting Officer will give you a preliminary indication of when the hearing might be held and will ask you to confirm dates within that outline timeframe when you will definitely be unavailable to attend.

The Presenting Officer will then pass this information on to the Council and subsequently a date (or dates) for the hearing will be arranged, which the Presenting Officer will confirm to you as soon as possible.

To enable the hearing to go ahead as planned, it is very important that you make every effort to hold any dates confirmed to you in your diary. If, for any unexpected reason, you later believe that you may be unable to attend, you must notify the Presenting Officer immediately.

However, the Council will only postpone scheduled hearings in exceptional circumstances. Where a postponement is requested because of a witness's difficulty in attending and the Council does not accept their absence is unavoidable, then you should note that the Council reserves the right to consider summoning that witness.

If you have any special requirements relating to a disability which might hinder your access to or participation in the hearing, please notify the Presenting Officer so that these are known in advance to Council staff and appropriate arrangements can be made for you. For example, we have an induction loop facility to assist the hearing impaired.

8. Will I be paid for attending the hearing?

The Council reimburses witnesses for their travel and subsistence expenses but claims should be supported wherever possible by tickets and receipts. Travel claims are normally paid on the basis of the standard return rail fare. However, where exceptional circumstances (such as home location or timing of journeys, for example) dictate that travel by private car is necessary, then expenses will be reimbursed according to a fixed mileage rate.

For witnesses who would normally have a teaching commitment on the day of the hearing, the Council will also meet the reasonable costs of employing a supply teacher in relation to witnesses called either by the Presenting Officer or the teacher.

For witnesses who are not teachers, the Registrar will consider any applications for replacement costs on a discretionary basis. If you are self-employed, you should note that there is no entitlement within the Council's provisions to claim loss of earnings. However, the Registrar has the discretion to consider making a compensatory payment on individual application.

If you are summonsed to attend a hearing, you will receive with the summons a payment of what is known as 'conduct money'. This is intended to cover the cost of your travel to and from the hearing, to ensure there is no financial obstacle to your attendance. Should you incur any legitimate additional expenses over and above this sum by attending, you may submit a claim to recover those costs within the scheme agreed by the Council.

If your journey to Birmingham will be lengthy, it may be necessary for you to stay overnight before the hearing, to ensure you are present for the opening of proceedings. Witnesses called by the Council should alert the Presenting Officer to this need, so that the Presenting Officer can liaise with Council staff to make the necessary hotel booking for you. If you are being called by the teacher or the teacher's representative, you should ask them similarly to contact the Council on your behalf.

Claim forms and further guidance on the Council's witnesses' expenses scheme can be found at Appendix 1 below.

9. What time do I have to be at the hearing?

Hearings are set to begin at 9.30 a.m., although the Presenting Officer may ask you to attend earlier for a final, pre-hearing discussion of the evidence you will be giving.

On arrival at Victoria Square House, please report to the GTC reception desk, where one of the Council's staff will greet you. You will be asked to sign in, so that we can maintain an accurate record of visitors in the building for health and safety purposes, and then shown to the hearings' suite. The layout of the suite, including the hearing room itself, will be explained to you and there is a plan of how the hearing room is typically set out at Appendix 2.

Before the hearing starts, a waiting room will be available for you. Whilst coffee, tea and water will be provided during the day, please note that we are unable to provide lunch for the Presenting Officer, the teacher concerned or any witnesses. However, there are a number of local amenities close to the hearing venue where sandwiches or light meals are available. The Chair of the Committee will adjourn the hearing at a convenient point in the proceedings for a lunch break of at least 40 minutes.

10. When will I give my evidence?

Once the hearing begins, you should remain in the waiting room until you are called to give your evidence. At the outset, Presenting Officers will do their best to estimate when you may be called into the hearing room to give your evidence but this is, of course, dependent upon the actual pace of the proceedings.

The Committee have a number of important issues to decide at the beginning of the hearing, including the public/private nature of the hearing. Depending on the complexity of the case, this may take some time to conclude.

Once all the preliminary applications have been dealt with, the hearing of the case will start with the allegation against the teacher being read out. The Chair of the Committee will then ask the teacher if they admit the facts and, if so, if they admit to unacceptable professional conduct, serious professional incompetence or to having been convicted of a relevant offence.

On the rare occasion when the teacher does admit the facts of the allegation without prior notice, the Council's Rules provide for the Committee to foreshorten the proceedings in agreement with the parties. This may affect the extent to which witnesses will be required to give evidence.

However, where the teacher contests some or all of the facts of the allegation, the Committee will ask the Presenting Officer to put the case on behalf of the Council, with the opportunity to call and question witnesses. This process is then followed by the teacher putting forward their response and also questioning witnesses, either themselves or through their representative. You will find an indicative running order

of events at Appendix 3, to help you have an overview of how the hearing day as a whole should unfold.

11. How will I give my evidence?

When it is your turn to give evidence, you will be called into the hearing room and directed to sit at the witness table. After the Chair has introduced the members of the Committee to you, you will first be asked to affirm the truth of your evidence or, if you prefer, to take an oath according to your faith or religion.

The Presenting Officer will then ask you to identify yourself and to read your witness statement aloud, unless the Chair of the Committee tells you that this will not be necessary. All hearings are tape-recorded. Please try to speak up at all times, so that everyone taking part in the hearing can hear you clearly and an accurate record is made. When you have read your statement, the Presenting Officer will ask you some questions.

There will be a bundle of documents on the table before you. Each section of this bundle is printed on different coloured paper and will be paginated. It is likely you will be asked to look at various documents in the bundle and asked questions about them.

The hearing will be taking place a number of months after the events giving rise to the allegations. If you find you have forgotten any details or facts, do not feel afraid to say so. The obligation on you is to give a truthful account of the events giving rise to the hearing as you recall them.

After the Presenting Officer has questioned you, there is then an opportunity for the teacher or their representative to ask you questions. Some of the questions they ask you may be put in the form of inviting you to respond to an alternative version of events. When this questioning is completed, the Presenting Officer has a final opportunity to ask any supplementary questions, after which you may be asked questions by one or more of the members of the Committee.

12. When will I be able to leave the hearing?

If the hearing is adjourned for any reason when you have not finished giving your evidence, the Committee will direct you as to when you should return. In the interim, you will be regarded as still being on oath and you must not discuss the evidence you have given or any other aspect of the case with anyone else.

After you have completed giving your evidence, it is normally possible for you to be released, although this is a decision for the Committee at the time. In some instances, the Committee may specifically ask you to remain in the building if it is possible that you may be recalled later in the hearing.

If you are released, however, you are then free to leave, to continue to wait in the waiting room or remain in any public part of the hearing, as the Committee may direct.

Every Committee will aim to conclude the day's proceedings by 5.00 p.m. if possible and by 5.30 p.m. at the very latest.

Our experience is that many hearings are concluded in one day. However, if there is a prior expectation that a hearing will last more than one day, this will be communicated to you in making the arrangements. If, following a day's hearing, there is a need to reconvene, then another date will be decided and appropriate notice will be given to all the parties.

13. How does the hearing end?

The hearing concludes with the Presenting Officer and then the teacher, or their representative, making closing submissions. Everyone is then asked to leave the room whilst the Committee consider their decision. When the Committee have reached their decision everyone is called back into the room and the decision is announced. The Committee will always give its decision in public, even where part of the hearing has been held in private. In any event, the Presenting Officer will write to you after the hearing to inform you of the outcome.

January 2006

Appendix 1: Witness expenses/supply cover claim forms and related guidance.

Appendix 2: Plan of typical hearing room layout.

Appendix 3: Outline running order for GTC disciplinary hearings.

Appendix 4: Directions to Victoria Square House



Expense Claim for Witnesses

Note: Please write clearly and attach receipts

Section 1: Personal Details

Title	<input type="text"/>	Home Address Postcode
Surname	<input type="text"/>	
First Name(s)	<input type="text"/>	
Home Telephone Number (in case of queries)	<input type="text"/>	

Section 2: Method of Payment (please tick box)

Please pay me: By cheque to my home address **Go to Section 3**
 or Direct to my bank/building society

Please complete bank/building society details

Name	<input type="text"/>	Account Name	<input type="text"/>
Address	<input type="text"/>	Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Sort Code	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Building Society Roll	<input type="text"/>
	Postcode		

Section 3: Hearing Details

Date	<input type="text"/>	Name of teacher to whom case relates	<input type="text"/>
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Section 4: Travel Expenses (please attach any tickets or receipts)

From (Starting point)	<input type="text"/>	To (Destination)	<input type="text"/>	Mileage (actual miles travelled by car)	<input type="text"/>
Method of Transport (bus/car/train)	<input type="text"/>			Amount Claimed	£ <input type="text"/> . <input type="text"/>

Section 5: Other Expenses

Parking:	<input type="text"/>	Amount Claimed
Meals (please specify)	<input type="text"/>	
Other:	<input type="text"/>	
		£ <input type="text"/> . <input type="text"/>

Section 6: Total Amount Claimed

Travel Expenses (Amount claimed in Section 4)

£	.
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Other Expenses (Amount claimed in Section 5)

£	.
---	---

Total Amount Claimed

£	.
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Section 7: Declaration

I declare that: This claim is made in accordance with the guidance below
No other claim for these expenses has been or will be made against the GTC or any other organisation.

Signed _____ Date _____

Notes on Travelling Claims

The General Teaching Council's policy is to reimburse expenses reasonably incurred.

The Council expects claimants to use the most economical form of travel possible, however please note that the use of public transport is the preferred method of tra

Travel costs claimable

Rail Fares: Only standard class rates will be reimbursed.

Taxis: Actual fares with receipt(s)

Car: Where it is essential to travel by private car the allowance is 24p per mil

Accommodation

When you need to stay overnight please contact the organiser at the GTC who will make room reservations. The Council will fund the cost of the room and breakfast, please settle any personal extras directly with the hotel.

Supply Cover

Where it is essential to arrange supply teaching cover to enable your attendance, reasonable costs incurred will be reimbursed. A separate claim form is provided should be submitted by your employer.

Important

VAT Receipts should be obtained and provided for all items of expenditure.

Completed claim forms should be returned to:

**Payments Team, General Teaching Council for England,
Victoria Square House,
Victoria Square,
Birmingham, B2 4AJ.**

For Office Use Only

Nominal Code	
Cost Centre	
Date Entered	
Authorisation Signatures	
Date Signed	

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Supply Cover for GTC Hearings



Note: Please write clearly.

Section 1: School Details

Attendee Name	<input type="text"/>	School Address Postcode
School Name	<input type="text"/>	
Contact Name	<input type="text"/>	
Telephone Number	<input type="text"/>	

Section 2: Method of Payment

Please pay: By cheque to school address **Go to Section 3**
or Direct to school bank account

Please complete bank details

Name	<input type="text"/>	Account Name	<input type="text"/>
Address	<input type="text"/>	Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Sort Code	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
		Postcode	<input type="text"/>

Section 3: Hearing Details

Date	Name of teacher to whom case relates
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Section 4: Supply Cover

Please give details	Amount Claimed
	£ <input type="text"/> . <input type="text"/>

(See maximum rate overleaf)

Supply cover is not an allowance. It is a reimbursement for additional costs incurred by the school, when obtaining cover for a teacher attending a hearing. Wherever possible a copy invoice from a supply agency or supply cover form from a LA should be attached to a claim. Where this is not possible an explanation should be provided as to the basis of the claim.

Section 5: Declaration

I declare that: This expenditure was necessarily incurred to allow the named member of staff to attend the GTC Hearing.
No other claim for these expenses has or will be made against the GTC or any other organisation.

Name (Capitals): _____

Signed _____ Date _____
Headteacher/Deputy Headteacher/Chairman of Governors (please circle correct tit

Note: Where the claim is in respect of the Headteacher or Deputy Headteacher they should not authorise this claim form themself

Maximum Supply Cover Claim Rate

The maximum supply cover rate for GTC Hearings is £135.00

Completed claim forms should be returned to:

**Payments Team, General Teaching Council for England,
Victoria Square House,
Victoria Square,
Birmingham, B2 4AJ.**

For Office Use Only

Nominal Code	
Cost Centre	
Date Entered	
Authorisation Signatures	
Date Signed	

Guidance

This note provides guidance for persons taking part as witnesses in casework hearings convened in terms of the Council's statutory powers. Any queries arising should be referred to David Thomas, Finance Assistant (☎ 0121 345 0029).

Witness Expenses

The Council will meet the cost of expenses of witnesses in accordance with the scheme of expenses set out below. All expenses must be recorded on the expenses claim form provided and receipts must accompany any claim. Claim forms should be returned to the General Teaching Council **within 10 working days** of the hearing date.

Travel

The Council will reimburse the cost of public transport (Standard Class) incurred by witnesses in connection with attendance at casework hearings. All persons called as witnesses are expected to ensure the most economical travel ticket is purchased (advance purchase of tickets will be possible in most circumstances and will normally reduce the costs – purchasing train tickets via www.thetrainline.com offers significant cost savings and should be used whenever practical). Public transport costs will only be reimbursed on production of receipts – please ensure you obtain and retain receipts which must accompany any claim.

Travel between normal place of work (or home) and the local rail station will be reimbursed on production of receipts (taxis only where no other public transport is available). Where it is necessary to use a private car to travel to the local rail station the Council will reimburse mileage at 23.8p per mile where the claimant is responsible for all costs of the vehicle. The rate is reduced to 9p per mile where the claimant is responsible for fuel costs only. In no circumstances will the Council reimburse private car mileage at a level which exceeds the cost of using available public transport for any journey.

Special Requirements

If you have special travel requirements which will, or are likely to, result in expenditure exceeding the cost of public transport you should obtain approval for this expenditure in advance. Please contact David Thomas, Finance Assistant (☎ 0121 345 0029).

Supply Cover

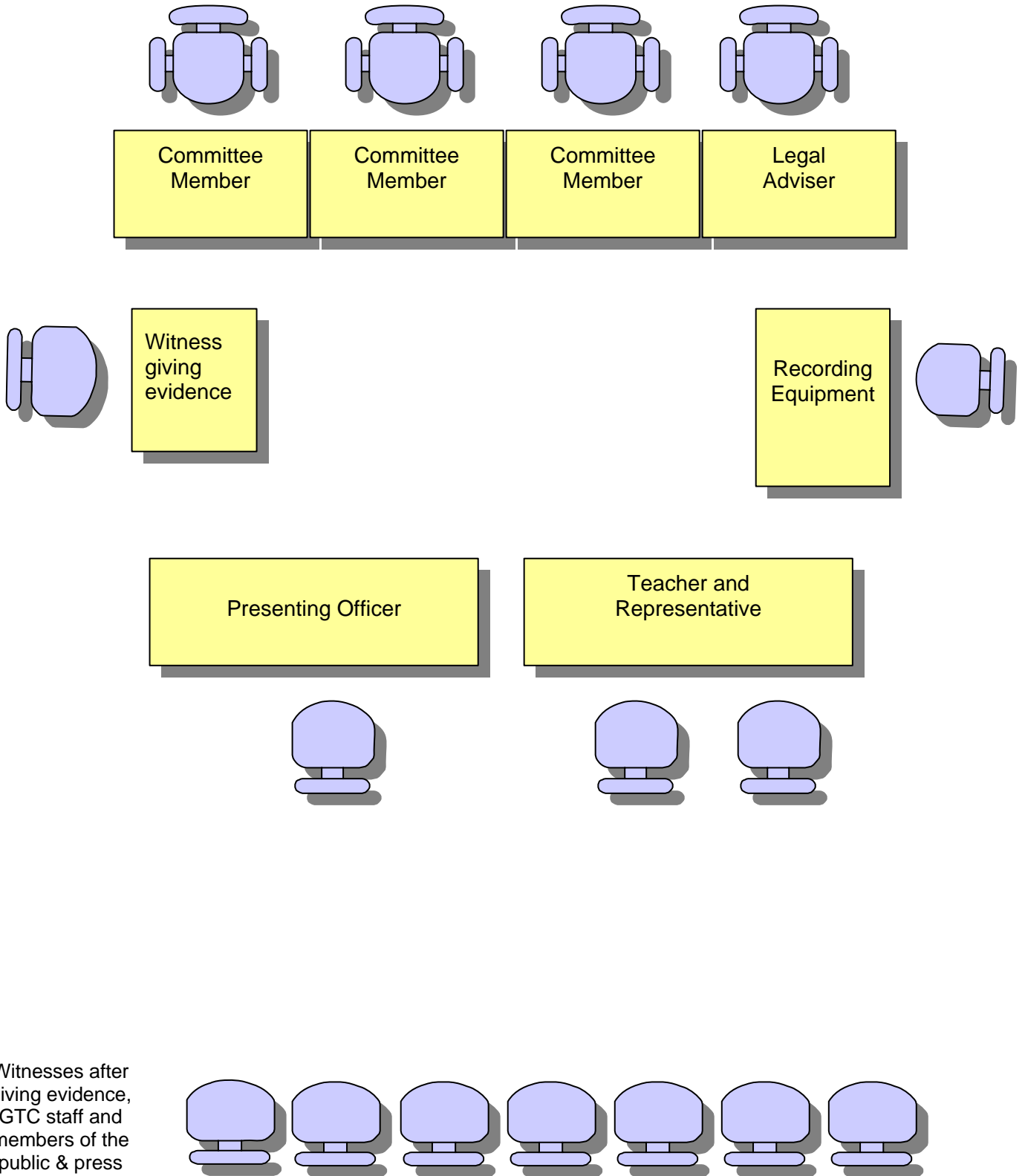
The Council will reimburse the employer of a teacher attending a casework hearing as a witness with the cost of supply cover necessarily incurred in connection with the teacher attending the hearing (this does not include attending pre-hearing meetings) subject to a daily rate maximum of £135.

Supply cover is not an allowance. It is a reimbursement for additional costs incurred by the school, when obtaining cover for a teacher attending a hearing. Wherever possible a copy invoice from a supply agency or supply cover form from an LEA should be attached to a claim. Where this is not possible an explanation should be attached to a claim. Where this is not possible an explanation should be provided as to the basis of the claim. Please pass the claim form provided to your employer asking them to complete the form and return it to the General Teaching Council **within 10 working days** of the hearing date.

Overnight Accommodation

Where, exceptionally, it is necessary for witnesses to arrive in Birmingham on the evening prior to a casework hearing (i.e. arrival the same morning is not possible) the Council will book accommodation (using its accommodation booking contract) in a hotel conveniently located near to the hearing suite. All overnight stays must be approved in advance by the Casework Operations Manager, Tony Dunsbee. This application needs to be made directly to the Presenting Officer, who will then contact Tony. Where this is necessary, the booking will include bed and breakfast and the Council will also reimburse the cost of an evening meal up to a maximum of £21.50.

Layout of GTC Hearing Room



'Running Order' for Conduct and Competence Hearings

1. Opening of the hearing by the Chair and confirmation of attendees

The Chair introduces themselves and the other members of the Committee hearing the case and explains the arrangements for the hearing.

The Chair asks the teacher and/or their representative and the Presenting Officer to confirm their identity.

The Chair then asks the parties to confirm the names and occupations of any witnesses they intend to call. The teacher and/or their representative is also asked to confirm whether the teacher will be giving evidence.

The Chair asks the parties whether they contend that witnesses should be present during the hearing prior to giving their evidence.

2. Public hearing

The Chair asks the parties if there are any reasons why all or part of the hearing should be held in private. If there is such a request, the Committee withdraw to consider this in private. The hearing will continue in public session when they announce their decision on this matter.

3. Documents

The Chair confirms that all the papers in the hearing bundle are correct and that everyone has sight of a full set of papers. If either party has new documents to present to the Committee, their admission is considered at this point.

4. Hearing procedure

The Chair outlines the procedure for the hearing.

5. Allegation and opportunity for teacher to make admissions

The Chair/Legal Adviser reads out the Allegation.

The Chair then asks whether the teacher admits the facts of the Allegation and, if so, whether the teacher admits that it amounts to unacceptable professional conduct/serious professional incompetence/conviction for a relevant offence.

The Chair invites the Presenting Officer to read out any Agreed Statement of Facts (where facts admitted).

The Chair invites the Presenting Officer to make an opening statement (where facts disputed).

6. Presenting Officer presents evidence/witnesses

The Chair invites the Presenting Officer to present their evidence (including evidence presented through witnesses). If witnesses are called the Chair asks them to affirm the truth of their evidence or swear an oath according to their religion. Witnesses are then normally asked to read their statements aloud unless the Committee directs otherwise. The Presenting Officer may question their witness(es) whilst the statement is being read or afterwards.

7. Allow teacher or representative to question

The Chair informs the teacher or their representative that they now have the opportunity to ask the witness(es) any questions, or put an alternative version of events to the witness(es) where the teacher disagrees with what the witness(es) has said.

8. Members of the Committee to question

9. Re-questioning by Presenting Officer

The Chair exceptionally allows the Presenting Officer to re-question their witness(es) on new areas raised by the teacher's/representative's/Committee's questions only.

10. Release of witness(es)

The Chair considers whether the witness can be released or whether they may need to be recalled. The parties are asked whether they have a view about this. If witnesses can be released the Chair thanks them for their attendance.

11. Teacher or representative presents evidence/witnesses

- a) The Chair introduces the Committee to each witness.
- b) The Chair administers the affirmation/oath to each witness as they are called and to the teacher when giving their evidence.
- c) The witness/teacher is allowed to read their statement of evidence if available/circulated and unless directed otherwise by Committee.
- d) The teacher or representative is allowed additional questioning if necessary.
- e) The Presenting Officer is allowed to question the witness/teacher.
- f) The Chair and members of the Committee question the witness/teacher.
- g) Exceptionally the Chair allows the teacher or representative to re-question their witness(es) on new areas raised by (e) and (f) only.
- h) The Chair considers whether witness(es) can be released or whether may need to be recalled.

12. Committee may request summings up

The Chair may invite both parties, beginning with the Presenting Officer, to make closing statements summing-up their case. The Chair reminds the parties that new evidence should not be introduced at this stage.

13. Committee retire to consider decision

The Chair asks the parties to return to their respective rooms whilst they adjourn to consider their decision.

14. Announcing the decision

The parties are invited back into the hearing room to hear the Committee announce their decision and their reasons. The decision is always announced in public, regardless of whether or not all or part of the hearing is held in private.

15. Conclusion

The Chair thanks everyone for their attendance and their participation.

DIRECTIONS TO VICTORIA SQUARE HOUSE

(Below is a picture of the front of Victoria Square House looking down towards New Street)



From New Street Station

Rather than use the main exit, follow the signs for 'Way out to Victoria Square' exit. This exit will bring you out on to Navigation Street. Cross over the pedestrian crossing outside the station and proceed directly ahead up Pinfold Street. At the top of Pinfold Street the entrance to Victoria Square House is on the left (3 minute journey time).

From the main exit at New Street station, at the concourse you will need to take the escalator up to the shopping area (The Palisades) and follow the exits for Corporation Street/New Street. On leaving the Palisades, turn left at the bottom of the ramp leading down to New Street. You will be walking up the incline of New

Street. New Street leads into Victoria Square and Victoria Square House is the building after Pinfold Street with the 'iron man' statue almost in front of the main entrance.

From Snow Hill Station

Come out of the main concourse and turn right on to Colmore Row. Colmore Row will join Victoria Square by the Birmingham City Council House. Victoria Square House is almost opposite the Council House, sandwiched between Pinfold Street and Hill Street with an 'iron man' statue almost in front of the main entrance (10 minute journey time).

By Car

From the M6 junction 6 (spaghetti) follow the A38(M) to the City Centre. Keep in the outside two lanes. At the end of motorway the road continues over a flyover that bends to the right (signposted **A38 South**). After the flyover the road drops down into a tunnel. Go through the tunnel. Make sure you are in the left hand lane because as you come out of the tunnel you need to get across into the carriageway on your left and go up the ramp. The section of road is called Queensway. It carries you up through some traffic lights to a large roundabout called Paradise Circus. Keep in the left hand lane round Paradise Circus and follow the signs for **A38 South. Immediately after leaving Paradise Circus bear left off the A38 slip road onto Brunel Street.** There is a City Council car park on Brunel Street. From there Victoria Square is a short walk along Navigation Street and up Hill Street.

On Arrival at Victoria Square House

Please report to the reception in the lobby. You will then be directed down the main corridor of the building where you will be met by staff from the GTC Hearings team who will arrange for you to be taken to your reserved room

MAP OF BIRMINGHAM CITY CENTRE

Victoria Square House is located at the bottom of Victoria Square between the top of Pinfold Street & Hill Street (see middle square below).

