

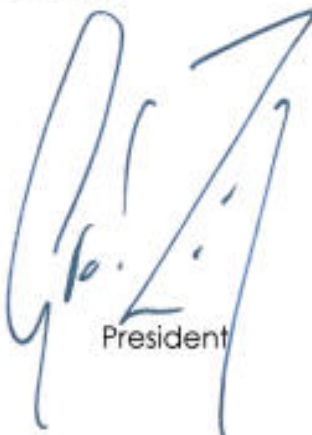


VTE/PS/D1: 23 March 2010  
[Effective from 1.4.10]

## PRACTICE STATEMENT: PROFESSIONAL REPRESENTATIVES

1. A professional representative for the purpose of this Practice Statement is any person who is being or may be paid or recompensed for representing the party, whatever form that payment or recompense takes, and it includes a representative who is employed by the party. It also includes a person who, though not being remunerated, is a member of a relevant professional body, including (but not confined to) the following: a solicitor, barrister, legal executive or surveyor.
2. The Tribunal expects professional representatives (formerly called "agents") to conduct themselves in accordance with the rules and practices of their professional body, to behave ethically and to treat members, staff and other parties with due courtesy.
3. Professional representatives who hold themselves out as practising in this area and proficient to handle appeals in the Tribunal will be expected to have a familiarity with the law and practice in the Tribunal as well as an understanding of the basic principles governing tribunals.
4. The Tribunal will in particular expect professional representatives to comply strictly with directions and time limits and a failure to do so, without reasonable excuse, is likely to lead to decisions which may leave the representative vulnerable to legal action by the client and/or disciplinary action by the appropriate professional body.
5. A panel chairman or clerk should refer misconduct or serious or persistent failings by a professional representative to the President, who will consider whether to refer the matter to the appropriate professional body.
6. These principles also apply to staff who appear on behalf of their employers as respondents or appellants, with the addition of the employing authority as well as the appropriate professional body (where there is one).
7. Professional representatives are expected to observe the dress code prescribed for members (attached as Annex 1).

23 March 2010



President



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**PRESIDENT'S INSTRUCTION:  
MEMBERS' DRESS**

Members' dress should be sober and discreet. Members should dress in a formal, professional manner. For men, that means a jacket and tie. Women should dress in a correspondingly appropriate manner. A member's dress should not call particular attention or be distracting. Any jewellery should be restrained. There should be no badges, emblems or items of dress indicative of political affiliations or that could bring the member's impartiality into question. The wearing of poppies during the Remembrance period is not prohibited.



President

23 March 2010