

Panel Members Decision Checklist

Applicant's Details

Client Name:
 Client Number:
 Hearing Date:

Hearing Adjourned: YES NO

Next Hearing Date:

Chairperson:
 Scribe/Note Taker: (If you have one)
 Final Report Writer:

Law and Policy	✓
<ul style="list-style-type: none"> ■ Has the applicable legislation (from the time of the decision) been applied? <input type="checkbox"/> ■ Have you used SSAA to assist you in deciding the case? <input type="checkbox"/> ■ If you have, have you applied the client's circumstances to the circumstances of the Appellant? <input type="checkbox"/> ■ Does the Applicant meet ANY of the specific legislative provisions that you are dealing with? <input type="checkbox"/> ■ Have you considered the case in a holistic way? <input type="checkbox"/> 	
Options Considered	
<ul style="list-style-type: none"> ■ Have you considered all options available to the Applicant? e.g. not just whether a debt was properly established, but also whether it should be recoverable or not? <input type="checkbox"/> 	
Case Presented	
<ul style="list-style-type: none"> ■ Have you taken into consideration ALL points raised by the Applicant? <input type="checkbox"/> ■ Have you considered ALL points raised by the Ministry? <input type="checkbox"/> ■ Have these points been documented in the notes of the meeting? <input type="checkbox"/> 	
Findings	
<ul style="list-style-type: none"> ■ Did you provide clear reasons for your decision? <input type="checkbox"/> ■ Do the facts support your decision? <input type="checkbox"/> ■ Have you responded to all the points raised from both parties? <input type="checkbox"/> ■ Are your findings and any instructions for the implementation of a decision clear? e.g. if you have instructed that Special Benefit be granted, have you stated which costs should be included in the assessment and what rate you would like the supplement paid at, from what date and for how long? <input type="checkbox"/> ■ If one panel member is dissenting from the decision, has this been recorded with the reasons for the dissention? <input type="checkbox"/> ■ Is the decision lawful? <input type="checkbox"/> 	

Administration

- Have all members of the panel signed each page of the notes?
- Have all panel members signed the Report of the Benefit Review Committee?

Signed

Panel Member: _____
Print Sign

Panel Member: _____
Print Sign

Panel Member: _____
Print Sign