

**Completed by: Claimant/Respondent
AGENDA FOR CASE MANAGEMENT
AT PRELIMINARY HEARING**

Rules 29 - 40, 53 and 56 Employment Tribunals Rules of Procedure 2013

It will help the efficient management of the case if you complete this agenda, as far as applies and send it to every other party and the Tribunal to arrive no later than 2 days before the preliminary hearing (PH). A completed agreed agenda is particularly helpful.

1. Parties

1.1	Are the names of the parties correct? Is the respondent a legal entity? If not what is the correct name?	
1.2	Should any person be joined or dismissed as a respondent? If yes, why?	

2. The claim and response

2.1	What are the complaints (claims) are brought? If any are withdrawn, say so.	
2.2	Is there any application to amend the claim or response? If yes, write out what you want it to say. Any amendment should be resolved at the PH, not later.	
2.3	Has any necessary additional information been requested? If not set out a limited, focussed request and explain why the information is necessary. If requested, can the relevant information be provided for the PH? If so, please do.	

3. Remedy

3.1	If successful, what does the claimant seek? This means e.g. compensation or reinstatement where possible etc.	
3.2	What is the financial value of the monetary parts of the remedy? All parties are encouraged to be realistic.	
3.3	Has a schedule of loss been prepared? If so, please provide a copy.	

3.4	Has the Claimant started new work? If yes, when?	
3.5	In cases involving dismissal, please confirm whether the claimant was a member of an occupational pension scheme. If so, was it a defined benefit scheme or a defined contribution scheme?	

4. The issues

4.1	<p>What are the issues or questions for the Tribunal to decide?</p> <p>It is usually sensible to set this out under the title of the complaints.</p>	
4.2	<p>Are there any preliminary issues which should be decided before the final hearing?</p> <p>If yes, what preliminary issues?</p> <p>Can they be added to this preliminary hearing? If not, why not?</p>	

5. Preliminary hearings

5.1	<p>Is a further preliminary hearing needed for case management?</p> <p>NB This should be exceptional.</p> <p>If so, for what agenda items? For how long? On what date?</p>	
5.2	<p>Is a further substantive preliminary hearing required to decide any of the Issues at 4.1?</p> <p>If so, for which Issues? How long is needed? Possible dates?</p>	

6. Documents and expert evidence

<p>6.1</p>	<p>Have lists of documents been exchanged?</p> <p>If not, date/s for exchange of lists</p>	
<p>6.2</p>	<p>Have documents copy documents been exchanged? If not, date/s for exchange of copies?</p> <ul style="list-style-type: none"> • for any further preliminary hearing • for the Hearing 	
<p>6.3</p>	<p>Who will be responsible for preparing</p> <ul style="list-style-type: none"> • index of documents? • the hearing bundles? <p>Date for completion of this task and sending copy to other side?</p>	
<p>6.4</p>	<p>Is this a case in which medical evidence is required? Why?</p> <p>Dates for</p> <ul style="list-style-type: none"> • disclosure of medical records • agreeing any joint expert • agreeing any joint instructions • instructing any joint expert • any medical examination • producing any report • asking questions of any expert • making any concessions 	

7. Witnesses

<p>7.1</p>	<p>How many witnesses will each party call?</p> <p>Who are those witnesses?</p> <p>Why are they needed?</p>	
<p>7.2</p>	<p>Should witness statements be exchanged on the same date or provided sequentially?</p> <p>Dates for exchange:</p> <p>For further preliminary hearing For the final hearing</p>	

8. The hearing(s)

8.1	Time estimate for final hearing with intended time table Is a separate hearing needed for remedy?	
8.2	Dates to avoid (with reasons) or to list Any dates prelisted by the Tribunal	

9. Other preparation

9.1	Should there be admissions and/or any agreed facts If so by what date/s?	
9.2	Should there be a cast list? From whom and when?	
9.3	Should there be a chronology? From whom and when?	
9.4	Are there special requirements for any hearing? (e.g. interpreter, hearing loop, evidence by video, hearing party in private under rule 50) If yes give reasons	

10. Judicial assessment/judicial mediation

10.1	Is this a case that might be suitable for judicial assessment?	
10.2	Are the parties interested and do they consent to judicial assessment?	
10.3	Is this a case that might be suitable for judicial mediation?	
10.4	Are the parties interested in the possibility of judicial mediation?	
10.5	JUDICIAL USE ONLY	If relevant, Judge to consider whether criteria for judicial assessment/judicial mediation apply and then raise with the parties and record response. If appropriate, conduct JA and/or list for judicial mediation subject to liaison as appropriate with listing and the REJ.

11. Any other matters

--

**AGENDA AR GYFER RHEOLI ACHOS
MEWN GWRANDAWIAD
RHAGARWEINIOL
Rheolau 29 - 40 a 53 - 56
Rheolau Trefniadaeth Tribiwnlysoedd
Cyflogaeth 2013**

Bydd yn helpu rheolaeth effeithlon yr achos pe baech yn cwblhau'r agenda hon, os yw'n berthnasol, a'i hanfon at bob parti arall ac i'r Tribiwnlys i gyrraedd ddim hwyrach na 2 ddiwrnod cyn y gwrandawriad rhagarweiniol (PH). Bydd agenda mae pawb yn cytuno arni yn ddefnyddiol iawn.

**AGENDA FOR CASE MANAGEMENT
AT PRELIMINARY
HEARING
Rules 29 - 40 and 53 – 56
Employment Tribunals Rules of
Procedure 2013**

It will help the efficient management of the case if you complete this agenda, as far as applies and send it to every other party and the Tribunal to arrive no later than 2 days before the preliminary hearing (PH). A completed agreed agenda is particularly helpful.

	Partïon	Parties	
1.1	A yw enwau'r partïon yn gywir? A yw'r atebydd yn endid cyfreithiol? Os na, beth yw'r enw cywir?	Are the names of the parties correct? Is the respondent a legal entity? If not, what is the correct name?	
1.2	A ddylid ychwanegu neu ddileu enw unrhyw un fel atebydd? Os dylid, pam?	Should any person be joined or dismissed as a respondent? If yes, why?	
1.3	A oes unrhyw un sy'n barti i'r achos yn dymuno siarad Cymraeg (yn unol ag adran 22(1) Deddf yr Iaith Gymraeg 1993)?	Does any person that is party to the proceedings wish to speak Welsh (in accordance with section 22(1) of the Welsh Language Act 1993)?	

	Yr hawliad a'r ymateb	The claim and response	
2.1	Pa gwynion (hawliadau) fydd y tribiwnlys yn delio â nhw? Os tynnir unrhyw un yn ôl, nodwch hynny.	What are the complaints (claims) are brought? If any are withdrawn, say so.	
2.2	A oes unrhyw gais i ddiwygio'r hawliad neu'r ymateb? Os oes, ysgrifennwch beth y dymunwch iddo ei ddweud. Dylid datrys unrhyw ddiwygiad yn y gwrandawriad rhagarweiniol, fan bellaf.	Is there any application to amend the claim or response? If yes, write out what you want it to say. Any amendment should be resolved at the PH, not later.	
2.3	Oes rhaid darparu mwy o wybodaeth? Os na, gwnewch gais byr sydd â ffocws pendant ac egluro pam bod yr wybodaeth yn angenrheidiol Os oes, ydy hi'n bosib darparu'r	Has any necessary additional information been requested? If not set out a limited, focussed request and explain why the information is necessary. If requested, can the relevant	

	wybodaeth cyn y gwrandawriad rhagarweiniol? Os ydy, gwnewch hynny.	information be provided for the PH? If so, please do.	
--	---	--	--

3.	Rhwymedi	Remedy	
3.1	Os yn llwyddiannus, pa rhwymedi mae'r hawlydd yn ceisio amdano? Mae hyn yn golygu e.e. iawndal neu adferiad (lle mae hynny'n bosib) ac ati.	If successful, what does the claimant seek? This means e.g. compensation or reinstatement where possible etc.	
3.2	Beth yw gwerth yr elfennau ariannol o'r rhwymedi? Mae'r holl bartïon yn cael eu hannog i fod yn realistig.	What is the financial value of the monetary parts of the remedy? All parties are encouraged to be realistic.	
3.3	A oes atodlen o'r colledion wedi'i pharatoi? Os oes, darparwch gopi os gwelwch yn dda	Has a schedule of loss been prepared? If so, please provide a copy	
3.4	Ydy'r hawlydd wedi cychwyn gwaith newydd? Os do, pa bryd?	Has the Claimant started new work? If yes, when?	
3.5	Mewn achosion sy'n ymwneud gyda diswyddo, a fydech cystal â chadarnhau pa un ai a oedd yr hawlydd yn aelod o gynllun pensiwn galwedigaethol ai peidio. Os oedd, ai cynllun gyda buddion wedi eu diffinio ydoedd, ynteu gynllun yn seiliedig ar yr hyn a dalwyd i mewn	In cases involving dismissal, please confirm whether the claimant was a member of an occupational pension scheme. If so, was it a defined benefit scheme or a defined contribution scheme?	

4.	Y materion	The issues	
4.1	Beth yw'r materion neu'r cwestiynau sydd angen i'r tribiwnlys benderfynu arnynt? Fel arfer mae'n ddoeth nodi hyn o dan ddisgrifiad cwynion.	What are the issues or questions for the Tribunal to decide? It is usually sensible to set this out under the title of the complaints.	
4.2	A oes angen penderfynu ar unrhyw faterion rhagarweiniol cyn y gwrandawriad terfynol? Os oes, pa faterion rhagarweiniol? Ydy'r tribiwnlys yn gallu penderfynu arnynt yn y gwrandawriad rhagarweiniol hwn?	Are there any preliminary issues which should be decided before the final hearing? If yes, what preliminary issues Can they be added to this preliminary hearing?	

	Os nad ydy, pam ddim?	If not, why not?	
4.3	A yw'r hawliad hwn yn golygu defnyddio Deddf Cynulliad a wnaed gan Gynulliad Cenedlaethol Cymru, neu is-ddeddfwriaeth a wnaed gan Weinidogion Cymru? Os ydy, nodwch y ddarpariaeth honno, os gwelwch yn dda.	Does this claim involve the application of an Assembly Act made by the National Assembly for Wales or secondary legislation made by the Welsh Ministers? If so, please identify that provision.	

5.	Gwrandawiadau Rhagarweiniol	Preliminary hearings	
5.1	A oes angen gwrandawriad rhagarweiniol pellach ar gyfer rheoli achos? DS Nid yw hyn yn digwydd fel arfer Os oes, ar gyfer pa faterion ar yr agenda Beth fydd hyd y gwrandawriad? Dyddiad(au) posib?	Is a further preliminary hearing needed for case management? NB This should be exceptional If so, for what agenda items? For how long? On what date?	
5.2	A oes angen gwrandawriad rhagarweiniol arall i benderfynu ar unrhyw un o'r materion ym mhwynt 4.1? Os oes, ar gyfer pa faterion? Beth fydd hyd y gwrandawriad? Dyddiadau posib	Is a further substantive preliminary hearing required to decide any of the Issues at 4.1? If so, for which Issues? How long is needed? Possible dates?	

6.	Dogfennau a thystiolaeth arbenigol	Documents and expert evidence	
6.1	Ydy'r partïon wedi cyfnewid rhestrau o'r dogfennau? Os na, nodwch pa bryd fydd hyn yn digwydd	Have lists of documents been exchanged? If not, date/s for exchange of lists	
6.2	Ydy'r partïon wedi cyfnewid copïau o'r dogfennau? Os na, nodwch pa bryd fydd hyn yn digwydd ar gyfer? <ul style="list-style-type: none"> • unrhyw wrandawriad rhagarweiniol pellach • y gwrandawriad 	Have documents copy documents been exchanged? If not, date/s for exchange of copies? <ul style="list-style-type: none"> • for any further preliminary hearing • for the Hearing 	
6.3	Pwy fydd yn gyfrifol am ddarparu <ul style="list-style-type: none"> • mynegai'r dogfennau? • bwndeli'r gwrandawriad? 	Who will be responsible for preparing <ul style="list-style-type: none"> • index of documents? • the hearing bundles? 	

	Dyddiad ar gyfer cwblhau'r dasg hon ac anfon copi at y partion eraill?	Date for completion of this task and sending copy to other side?	
6.4	<p>A yw hwn yn achos lle mae tystiolaeth feddygol yn ofynnol? Pam?</p> <p>Dyddiadau ar gyfer</p> <ul style="list-style-type: none"> • datgelu cofnodion meddygol • cytuno ar unrhyw gyd-arbenigwr • cytuno ar unrhyw gydgyfarwyddiadau • cyfarwyddo unrhyw gyd-arbenigwr • unrhyw archwiliad meddygol • cynhyrchu unrhyw adroddiad • holi unrhyw arbenigwr • gwneud unrhyw gonsesiynau 	<p>Is this a case in which medical evidence is required? Why?</p> <p>Dates for</p> <ul style="list-style-type: none"> • disclosure of medical records • agreeing any joint expert • agreeing any joint instructions • instructing any joint expert • any medical examination • producing any report • asking questions of any expert • making any concessions 	
6.5	A oes unrhyw ddogfennau perthnasol yn Gymraeg?	Are any relevant documents in Welsh?	

7.	Tystion	Witnesses	
7.1	<p>Faint o dystion fydd pob parti yn eu galw? Pwy yw'r tystion hynny? Pam fod angen y tystion hyn?</p>	<p>How many witnesses will each party call? Who are those witnesses? Why are they needed?</p>	
7.2	<p>A ddylai datganiadau'r tystion gael eu Cyfnewid ar yr un dyddiad? Darparu'n ddilyniannol Dyddiadau cyfnewid ar gyfer: Gwrandawriad rhagarweiniol pellach</p> <ul style="list-style-type: none"> • y gwrandawriad terfynol 	<p>Should witness statements be Exchanged on the same date? Provided sequentially Dates for exchange: For further preliminary hearing</p> <ul style="list-style-type: none"> • For the final hearing 	
7.3	A oes unrhyw dyst yn dymuno rhoi ei dystiolaeth yn Gymraeg?	Does any witness wish to give evidence in Welsh?	

8.	Y Gwrandawriad(au)	The hearing(s)	
8.1	<p>Amcangyfrif amser ar gyfer y gwrandawriad terfynol, gydag amserlen A yw gwrandawriad ar wahân yn</p>	<p>Time estimate for final hearing with intended time table Is separate hearing needed for</p>	

	angenrheidiol ar gyfer rhwymedi	remedy	
8.2	Dyddiadau i'w hosgoi (gyda rhesymau) neu ddyddiadau i'w rhestru A oes unrhyw ddyddiadau wedi'u pennu gan y triwlynlys ymlaen llaw	Dates to avoid (with reasons) or to list Any dates prelisted by the Tribunal	
8.3	A oes angen cyfieithydd? Os oes, nodwch yr iaith a'r dafodiaith.	Will an interpreter be needed? If so, specify the language and dialect.	

9.	Paratodau eraill	Other preparation	
9.1	A ddylai fod unrhyw addefiadau a/neu ffeithiau wedi'u cymeradwyo Os dylai, erbyn pa ddyddiad(au)?	Should there be admissions and/or any agreed facts If so by what date/s?	
9.2	A ddylid cael rhestr o'r holl bobl perthnasol? Pwy fydd yn ei pharatoi a phryd?	Should there be a cast list? From whom and when?	
9.3	A ddylid cael cronoleg? Pwy fydd yn ei pharatoi a phryd?	Should there be a chronology? From whom and when?	
9.4	A oes gofynion arbennig ar gyfer unrhyw wrandawriad? (e.e. cyfieithydd, dolen glyw, tystiolaeth trwy fideo, gwrandawriad yn rhannol yn breifat o dan reol 50) Os oes, rhowch resymau.	Are there special requirements for any hearing? (e.g. interpreter, hearing loop, evidence by video, hearing party in private under rule 50) If yes, give reasons	

10.	Asesiad Barnwrol / Cyfryngu Barnwrol	Judicial assessment/judicial mediation	
10.1	A yw hwn yn achos a allai fod yn addas ar gyfer asesiad barnwrol?	Is this a case that might be suitable for judicial assessment?	
10.2	A oes gan y partïon diddordeb ac a ydynt yn cydsynio i asesiad barnwrol?	Are the parties interested and do they consent to judicial assessment?	
10.3	A yw hwn yn achos a allai fod yn addas ar gyfer cyfryngu barnwrol?	Is this a case that might be suitable for judicial mediation?	
10.4	A oes gan y partïon ddiddordeb yn y posibilrwydd o gyfryngu barnwrol	Are the parties interested in the possibility of judicial mediation?	

10.5	AT DDEFNYDD BARNWROL YN UNIG	JUDICIAL USE ONLY	<p>Os yw'n berthnasol, bydd y Barnwr yn ystyried p'un a yw'r meini prawf ar gyfer asesiad barnwrol/cyfryngu barnwrol yn berthnasol ac yna'n ei godi gyda'r partion a chofnodi'r ymateb. Os yw'n briodol, cynnal JA a/neu restr ar gyfer cyfryngu barnwrol yn amodol ar gysylltu â'r adran rhestru a'r REJ fel y bo'n briodol.</p> <p>Cyfeiriwch at y Barnwr Cyflogaeth Rhanbarthol, os yw'n briodol.</p> <p>If relevant, Judge to consider whether criteria for judicial assessment/judicial mediation apply and then raise with the parties and record response. If appropriate, conduct JA and/or list for judicial mediation subject to liaison as appropriate with listing and the REJ.</p>
------	---------------------------------	-------------------	---

11. Unrhyw fater arall / Any other matters