APPEALS PROCEDURE

GROUNDs FOR APPEAL

An appeal can be made on the grounds of:

1. Procedural error e.g. evidence not presented to the Panel due to an unintentional omission by staff.

2. Insufficient consideration of the evidence provided in the original application by the Panel.

3. Failure by the Panel to apply criteria correctly.

APPEAL PROCEDURE

1. The appeal must be made in writing to the Chair, Professional Standards Committee (PSC) c/o Accreditation and Professional Standards Manager.

2. The appeal letter should set out the grounds for appeal (see above) and include a full explanation of the reasons for the appeal.

3. The Accreditation and Professional Standards Manager will discuss the appeal with the Chair of the PSC. The Chair of PSC will consider the grounds for appeal and notify the Accreditation and Professional Standards Manager of their decision as soon as is practicable.

4. If the grounds for appeal are accepted, the Chair of the PSC can:
   4.1 redress matters or rectify procedural errors
   4.2 instruct the original Panel to reconsider all the evidence
   4.3 convene a new Panel to consider the original application. The new Panel may require the appellant to attend an interview or re-interview.

5. If a Panel is convened or reconvened, the Panel will convey its recommendation to the Chair of the PSC via the Accreditation and Professional Standards Manager. The Chair of the PSC will then make the final decision.

6. The Accreditation and Professional Standards Manager will inform the appellant of the decision which will be final.

10.01 Appeals mechanism

Version 3