

Leadership for Change Programme

Appeals procedure

This procedure outlines the process for making an appeal against decisions taken during the Leadership for Change Programme application and assessment processes.

1 Introduction

1.1 Before considering an appeal it should be borne in mind that all decisions made by the applications panel have been subject to rigorous and objective moderation, particularly in cases which were considered borderline or were ultimately unsuccessful.

1.2 The appeals process will be supported by an Appeals Panel chaired by Anton Florek, Chief Executive of the Staff College, and comprised of one other representative from the Leadership for Change Steering Group.

1.3 Unsuccessful applicants **will** be able to reapply for future intakes of the Leadership for Change Programme and any future applications will not be prejudiced by previous applications/appeals.

1.4 The Appeals Panel has responsibility for dealing with all appeals made against unsuccessful applications for the programme.

2 Grounds for appeal

2.1 When submitting an appeal against a decision taken by the Applications Panel regarding an application for the Leadership for Change Programme, applicants should make clear the basis of their appeal. Appeals may be made only on the basis of:

2.1.1 a view that an incorrect decision has been taken in relation to the applicant's eligibility for the Leadership for Change Programme in response to information provided on the application form

3 Making an appeal

3.1 The first stage of the appeal process is for the person making the appeal to submit their appeal in an email, or document attached to an email to the Leadership for Change Programme team. The email should be sent to info@leadershipforchange.org.uk with 'Appeals' written in the subject line.

3.2 Appeals in respect of a decision taken in response to your application should be submitted within 5 working days following the receipt of the email, which advises the outcome of the application.

3.4 The appeal email or attachment should contain:

- the name and contact details of the applicant
- the grounds of the appeal
- any other evidence that is felt to be relevant

3.5 Please note that it is within the interest of the applicant to include as much information as possible regarding the reason for the appeal in the appeal documentation. The appeal will be judged based on the information provided within the application form, the appeals process is not an opportunity to present additional supplementary information to support an application. Additional information and clarification should only be provided if you feel that the content of your application form has been incorrectly assessed for suitability or eligibility on to the programme.

Incomplete/insufficient information regarding the grounds for the appeal may delay the consideration of the appeal.

4 The Appeals Process

4.1 The programme team will acknowledge receipt of your appeal documentation in writing by email within 3 working days and request any additional information needed to progress the appeal at this stage.

4.2 The application form and references will be re-examined independently by an independent assessor, who was not involved in the original decision.

4.3 A Panel chaired by Anton Florek and comprised of one other representative from the Leadership for Change Steering Group will then consider the appeal and reach a decision.

4.4 Decision

4.5 The decision of the Appeals Panel will be final and will either:

- ratify the original decision
- overturn the original decision and resubmit the case back to the Leadership for Change programme team for a final reconsideration by a different assessor, from which there shall be no right of appeal.

4.6 Applicants will receive a letter informing them of the outcome of the appeal and the justification for the decision within 5 five working days of the Appeals Panel's decision.

5 Complaints

5.1 Should an applicant be unhappy about the way in which the Appeals Panel has considered the appeal they are entitled to pursue the matter by contacting the chair of the Appeals Panel by email on info@leadershipforchange.org.uk

5.2 It should be recognised that those hearing the complaint are not able to overturn the decision of the Appeals Panel and can only investigate procedural points.