



## **Appeals Procedure**

### **Southend SCITT**

#### **RECRUITMENT APPEALS PROCEDURE**

##### **Introduction**

The aim of this procedure is to enable applicants to appeal against decisions in respect of recruitment for places on the programme. It may also be used as the procedure for appealing against the result of a Complaint/Grievance.

The chair of the appeals panel will be the SCITT Accounting Officer unless the applicant is connected to the school of the Accounting Officer. In such circumstances a member of the three person panel will be appointed.

##### **Grounds for Appeal**

The Appeals Group, which is created from the ITT Steering Group members and the ITT Co-ordinators group has the authority to deal with appeals against the decisions of the interview panel upon one of the following grounds:

- a) that the applicants interview performance had been adversely affected by circumstances which the applicant could not have reasonably divulged to the Interview Panel at the time of the original interview (Submissions made on these grounds must be supported with appropriate documentary evidence)
- b) that there had been an administrative error materially affecting the interview
- c) that procedural irregularities with regards to the formal conduct of the interview process can be found
- d) where there is positive evidence of prejudice or discrimination on the part of a person involved in the interview process

The Appeals Group will be made up of staff not involved in the original interview process.

##### **Procedures to be followed before a formal appeal**

Before the formal commencement of an appeal, it is expected that the applicant will discuss the grievance with the SCITT Course Director. An independent representative will be made available on request.

##### **Lodging an Appeal**

- a) If the applicant wishes to continue the appeal, she/he must inform the Recruitment Manager in writing within 10 days of the notification of the outcome of the interview.
- b) On receipt of the notice, the Chair of the Appeals Group in consultation with the SCITT Accounting Officer will convene a meeting of the Appeals Group within 14 days

- c) The Appeals Group will consist of three members selected from:

SETSAs

SHSG Governors

The Accounting Officer

Canterbury Christ Church University

Headteachers or their representatives

Southend SCITT ITT Co-ordinators

Normally with no more than two from any group. No-one may sit on the panel if they have a conflict of interest or the applicant is known to them.

- d) The members of the Appeals Group shall not have a direct connection with the applicant. The Course Director may give evidence. A SCITT administrator will act as secretary.
- e) Both the applicant shall be informed of the date of the appeal meeting at least 7 days in advance and will be invited to attend. Any written statements or documentary evidence must be passed to the SCITT Secretary 5 days in advance of the meeting to allow time for distribution to the other members of the Group.

### **The Appeals Group Meeting**

The following procedure shall be followed in the case of an Appeal against an interview decision or the outcome of a Complaint/Grievance.

- a) The Appeals Group shall proceed if a quorum of 3 persons is present
- b) No observers are permitted to attend the meeting but the applicant may be accompanied by another person who can act as their representative
- c) The Group shall have the authority to ask any individual to appear before it if it is considered to be in the interests of the parties for it to do so
- d) The Course Director will provide information regarding the rejection.
- e) The Applicant will provide information to support his/her appeal.
- f) The Group shall adjourn after the hearing to consider the evidence and arguments presented to it. Only its members may be present at this time.
- g) The only options open to the Group shall be to:
- I. dismiss the appeal and decree that the original decision shall stand
  - II. uphold the appeal, in which case it shall request those responsible for the initial decision to reconsider that decision in the light of the new evidence
- h) The applicant shall be notified of the Appeals Group decision without delay
- i) Confidential minutes of the meeting will be agreed by the Secretary and Chair of the Appeals Group and given to the Accounting Officer
- j) If the Group decides for the applicant, the panel responsible for the original decision shall be reconvened at the earliest opportunity and its decisions conveyed to the Secretary and Chair of the Appeals Group, before informing the applicant of the final decision