Ministries Committee
APPEALS PROCEDURE

1 If an applicant wishes to appeal against the decision of a sub-committee of the Ministries committee made in respect of the assessment process or in connection with a post accredited by a sub-committee of the Ministries Committee, the rules of procedure set out below shall apply.

2 On receipt of the decision of the sub-committee, it shall be open to the applicant to request a hearing by the Ministries Committee. This hearing will be before a group from the Ministries Committee and will be chaired by the Convener or Deputy Convener of the Ministries Committee.

3 Such an application must be made to the Secretary for Ministries not more than 21 days after the date of the notification of the decision of the sub-committee to the applicant.

4 The effect of an appeal shall be to stay the decision of the sub-committee concerned pending consideration of the matter by the Ministries Committee.

5 An appellant shall have the right and may be required to appear at a meeting of the Ministries Committee when the matter is under review.

6 All appeals shall be accompanied by all relevant records and papers.

7 Appellants shall be entitled to see such papers as they deem necessary in order to bring the subject of their appeal before the Ministries committee

8 The Ministries Committee shall conduct the hearing of the appeal in the following order:

8.1 Call for and read minutes and papers relevant to the case
8.2 Hear the parties to the difference or dispute, viz.
(a) every appellant,
(b) the appointed representatives of the sub-committee whose decision is under question. Members of the Ministries Committee hearing the appeal shall have the opportunity to put questions to the parties through the presiding officer.
8.3 Consider and decide upon the matter in the absence of the parties

8.4 Through the secretary, supply copies of the decision in writing to the parties within 7 days of the hearing.

9 There shall be no appeal from the decision of the Ministries Committee.

Revised May 2014