THURSTON PARISH COUNCIL
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APPEALS PROCEDURE FOR THURSTON PARISH COUNCIL

The following procedure should be considered when an appeal has been submitted to a complaint that has been determined by the Policy and Resources Committee against the Parish Council's procedures or administration and actions/decisions.

Under Council's Complaints Procedure - Appeals against Decisions Taken

1. If a complainant appeals against the decision taken, they should appeal in writing, stating the full grounds of appeal, to the Clerk to the Council within one week of the date on which they were informed in writing of the decision.

2. If the Policy & Resources Committee agrees to hear the appeal, the Council's Proper Officer will give written notice of the date, time and place of the appeal.

3. Where possible the appeal will be conducted by Councillors who were not previously involved in the case.

4. Following the appeal the Council's Proper Officer will confirm, in writing and within seven days, the outcome of the appeal.

At the Appeal:

1. Confirmation should be given that the appeal is a result of the decision of a complaint which had been previously heard by the Policy and Resources Sub-Committee for Complaints.

2. Clerk will confirm the documentation provided, identifying, if appropriate, any other documentation the committee has at its disposal for reference purposes, or any additional information supplied by the complainant.

3. The Committee to consider the grounds of the appeal to determine whether the decision taken was fair and the correct outcome was achieved, by reviewing all the evidence submitted, reviewing any new facts and judge reasonableness of procedure to date.

4. Committee to consider the case and make a decision (Grounds for appeal: upheld, rejected, or require a full or partial rehearing).

After the Appeal:

1. If procedures were correctly handled by the Complaints Sub-Committee then the appellant must be notified that the appeal has not been successful.

2. If the complaint was not handled correctly it must be referred back for consideration by the Policy and Resources Committee.

3. Appellant to be notified that the decision is authorised by the Parish Council and is final.