

Review of PC Decision Process Guidance

There are 3 stages to the Review and Appeal Process

Stage 1 – Initial Eligibility Criteria

A decision review may be requested by a member(s) of the community, where they assert that the initial decision making process has not been adhered to.

Requests to review decision processes must comply with all of the following points:

- Work to investigate the review should not exceed, or expect to exceed, more than 2 hours of councillors and/or Clerk time.
- Reviews should only be carried out where the decision in question significantly affects the local community; where this is subjective the PC should debate and if required, vote on whether to proceed
- Reviews should not be triggered where a decision is due to be considered as part of a wider project in due course (in this case an applicant should wait for the process to be concluded in the relevant timescales)
- Requests to review councils decisions should be made within 5 working days from the date of the decision in question. Requests received outside of this time will not be considered.

Stage 2 – Appointment of Investigation Officer (IO)

If review request meets minimum standard of eligibility a member of the PC should be appointed as Investigating Officer (IO) and carry out a review of the original decision-making process.

This role should ideally be carried out by a member of the PC with little or no involvement in the original decision.

The IO should carry out an unbiased investigation into the initial process with a view to producing a short report detailing the findings of the process review. The following points should be considered when compiling the investigation report (note this is not an exhaustive list and the IO should apply other criteria as relevant at his/her discretion).

Stage 3 – Report & Recommendations

The IO report should make a recommendation as to whether to review the original decision. This recommendation should be discussed and voted on at the first available Parish Council meeting.

Using existing processes the PC may overturn the original decision if the evidence to do so is compelling and the PC has the authority.

All meetings relating to the review will be held in confidential session however a summary of both the IO report and final PC decision (if IO report has recommended reconsideration) will be available for public record.

The PC decision following the outcome of the review will be final and no further appeals process can be taken by the applicant.

