

How to: run an effective admissions appeals panel

Ensuring Natural Justice and Fairness

How to use this document

This is intended to be used by clerks and chairs to understand what how to meet the natural justice and fairness requirement.

Effective preparation prior to the hearing – Evidence should be shared with all parties prior to the hearing with confirmation of hearing date, time and venue. Check:

- what information has been shared with all parties?
- have their needs been identified and accommodated?
- do they know what to expect?

The rights of parties at the hearing – Appellants and admission authority representing officers have various rights to enable them to present their cases.

- Deliver their case without interruption
- The opportunity to provide supporting evidence in advance
- Full confidentiality and respect
- Appropriate time to prepare
- Be represented or be accompanied
- Call witnesses / share witness statements
- See all written material and evidence at the same time as other parties
- Ask questions without prejudice

Appeal panel members - Appeal panel members must be constituted in line with statutory requirements and must not have:

- Had any involvement in earlier stages of proceedings
- Been party to the original decision
- Any vested interest in the outcome and/or conflict of interest

The importance of communication – Effective communication should be utilised, considering whether:

- The language and terminology is appropriate
- Supports understanding without being condescending?
- All parties are treated with courtesy and respect at all times?