

## **ARCP Appeals – what is expected of a Lay Representative**

To be an Appeal Panel member, and specifically to be independent of HEE YH and the appellant.

To understand the Appeals procedure and responsibilities.

To understand the relevant section of the following guides/policies:

- [The Foundation Programme Reference Guide \(2016\)](#)
- [A Reference Guide for Postgraduate Specialty Training in the UK / The Gold Guide \(2018\)](#)
- HEE YH ARCP Operational Guidance (under review, to be published Summer 2019)



2016.07.13 ARCP  
Operational Guidan

- HEE Standard Operating Procedure for ARCP Appeals



HEE  
SOP\_Appeals.pdf

To have completed Equality and Diversity Training every three years. Training completed outside HEE YH can be accepted and proof must be provided to the Lay Rep Administrator.

To read the papers provided for the Appeal Hearing in advance and prepare any questions relating to the evidence.

To understand the reason for the original decision and the Appeal.

To ask questions in advance of the day of the appeal if there are concerns, these will normally be directed to the Panel Chair, but should you experience any difficulties contact the relevant member of HEE Programme Support who is leading on the arrangement for the Appeal.

To contribute to the Appeal Hearing, asking questions of the representatives when relevant.

To reach your own decision on the outcome of the appeal. A Lay Representative has voting rights.

To be present for the feedback to the appellant after a decision has been made, assuming a decision can be made on the day.

To complete a HEE YH feedback form on Appeal organisation and of the Appeal meeting.

*Review Date: April 2019*