

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:

- [HEE YH Guidance on ARCP Reviews and Appeals](#)
- Gold Guide v8 (2020)
- Dental Guidance

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 be present at the ARCP Review, if you as a lay representative were on the original ARCP Panel. The role of the lay representative in this context is the same as an ARCP.

To participate in the Appeal Hearing process as defined in the HEE YH ARCP Reviews and Appeals Guidance.

Please note that the Review/Appeal guidance is being held virtually due to social distancing requirements. There may be some occasions when the process takes place in-person, and if this is a requirement it will be discussed with the lay representative at an early stage.

Appeal Hearing Responsibilities

- 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.