



CROWN PROSECUTION SERVICE – SPECIALIST ADVOCATE PANEL SCHEME

APPEAL PROCESS OVERVIEW (Updated July 2018)

Aim

1. This paper provides an overview of the Specialist Advocate Panel appeal process.
2. The paper explains the scope for appealing against the Specialist Advocate Panel outcome and the process for submitting an appeal.

General Enquiries

3. Enquiries from applicants regarding the appeal process should be directed by email to the following address: advocate.panels@cps.gov.uk

Scope for Appeal

Decision at pre-qualification stage not to accept application into the process	No appeal.
Unsuccessful at the level applied for but successful at the next level down	Appeal against the unsuccessful higher level assessment
Unsuccessful at the level applied for and unsuccessful at the next level down	A single appeal can be submitted against both unsuccessful assessments or just against the lower level assessment.
Unsuccessful application to upgrade	Appeal against the decision not to upgrade

Submitting an Appeal

4. Applicants who have received the outcome of their application to join a Specialist Panel will have been advised whether they were successful or unsuccessful for the level applied for. Where the applicant was unsuccessful for either the level applied for or the next level down they may appeal.
5. Where an applicant is unsuccessful they will be informed of each selection criteria where the assessment panel considered the application failed to meet the acceptable standard. This will help applicants to focus their appeal on the selection criteria which let down their application most.
6. If an applicant wishes to appeal they will have the opportunity to provide reasons for the appeal and any additional evidence using the appeal form.



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Any written submission must be restricted to the word count on the appeal form.

7. Applicants may submit one new additional supporting document with their appeal form. The document must be submitted by the appellant with their appeal form and must only be a single document from one author e.g. a letter of support, an example of written work, a reference etc, but it must not be a compendium of documents.
8. Applicants who wish to appeal are advised to review their original application form against the original guidance on the selection criteria specific to the relevant Specialist Panel and to address gaps and weaknesses in their appeal form.
9. All appeals at level 1 (Extradition Only) will be considered by a single member of CPS staff, who has not previously been involved in the assessment of the appellant's application.
10. All appeals 2, 3 and 4 will be considered by a Central Casework Divisions / CPS POC Appeal Panel. Appeal Boards will consist of a minimum of three members and comprise of CPS staff. Assessment Boards will proceed with two members where, due to a conflict of interest, a member has to excuse themselves from the assessment process. The Chair for the Appeal Panel must be either the Head of Division or Deputy Head of Division. The process will allow original applications to be re-assessed along with the additional information in the appeal form.
11. All appeal forms should be submitted by the applicant electronically to Advocate.Panels@cps.gov.uk.
12. All appeals forms must be submitted by within 28 days of being informed of the result of the application. There is limited scope for applicants to submit a late appeal. Any appeals received after the closing date will not be accepted unless it is for good reason and by prior agreement, for example for reasons of pregnancy, maternity or extended paternity leave.

Result Notification

13. Applicants will receive the outcome of their appeal via email. This marks the end of the appeal process. There is no further avenue of appeal.
14. If the appeal is unsuccessful for a new joiner application at levels 2, 3 or 4, applicants will not be permitted to apply again to that Specialist Panel at that level for 3 years. Applications to join the Extradition Panel at level 1 are accepted any time throughout the year.



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15. If the appeal is unsuccessful for an upgrade application, the applicant will be required to wait 3 years from the date of the unsuccessful application before submitting a further application to upgrade their level on the relevant Specialist Panel.