



Notice of Appeal

Appeal against the Decision of a Standards Committee

Section 1 - Information about the member who is appealing the Decision of a Standards Committee

Full Name	
Address (including Postcode)	
Telephone Number	
Email Address	

Section 2 - Representative Details

Are you going to be represented (e.g. by counsel, a solicitor or other person)?

☐

any

☐

If yes, please provide details below:

Full Name	
Profession	
Address (including Postcode)	
Telephone Number	
Email Address	

The Tribunal should deliver notices concerning the application to the above representative instead of to me.

☐

Do you or your representative have any access requirements? (E.g. cannot manage stairs or need wheelchair access). If so, please give details:

You:

Your representative:

Do you or your representative have any other special needs? (E.g. need an interpreter, hearing assistance etc.). If so, please give details:

You:

Your representative:

You may be asked to give evidence on oath or affirmation. Please indicate your preference.

You:

Oath ☐ Affirmation ☐

Which religious book will you require in order to give evidence under oath?

You:

Please indicate whether you wish the tribunal hearing to be conducted in Welsh or English.

Welsh ☐ English ☐

This document is also available in Welsh. Please contact the Tribunal for a Welsh version of this document or any other of our publications.

APW welcomes receiving correspondence in Welsh or English. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in

responding. The Tribunal also welcomes phone calls in Welsh or English. You may submit forms, documents, and make written representations to the APW in Welsh or English.

Do you want us to correspond with you in: Welsh ☐ English ☐

Verbal communication: Welsh ☐ English ☐

Section 3 - The Tribunal Hearing

Do you wish for the tribunal to make its adjudication by way of written representations?

Yes ☐ No ☐

If the answer is yes, please continue to Section 4

Are you or your representative planning to attend the tribunal hearing?

Yes ☐ No ☐

Are you intending to call any witnesses to support your case?

Yes ☐ No ☐

If the answer is yes please provide the information about the witnesses under Section 9 of this form.

Are there any witnesses as to a material fact or character witnesses (other than those detailed in **Section 7**) that you wish the tribunal to call in order that you may ask them questions? If so please give details below.

Please note that the tribunal does not have the power to summon the Public Services Ombudsman or a representative of the Ombudsman's office. The Ombudsman or a representative is likely, however, attend the hearing in order to present the Ombudsman's Report, to explain its contents and to play such part or to assist the tribunal as appropriate.

Section 4- Your grounds for making the appeal

This section is intended to help you set out your grounds for appeal, as required under regulation 10(3) of the Local Government Investigations (Functions of Monitoring Officers and Standards Committees) (Wales) Regulations 2001 (SI 2001 No. 2281). **Please note that it will also be considered by the President of the Adjudication Panel for Wales when deciding whether to give permission for your appeal to be heard by the tribunal, together with Sections 5 & 6.**

Do you dispute that you failed to comply with the provisions of the code of conduct as determined by the standards committee?

Yes ☐ No ☐

If yes please give your reasons below:

Do you wish to appeal against the sanction imposed by the standards committee?

Yes ☐ No ☐

If yes please give your reasons below:

Please use a continuation sheet if necessary and include the section number on each page

☐ Continuation sheet attached

Section 5 - Response

This section is intended to help you set out your response to the material facts or views about a breach of the Code of Conduct set out in the Public Services Ombudsman for Wales / Monitoring Officer's Report / Standards Committee decision notice?

Please indicate by reference to numbers in the report / decision notice, any paragraphs where you dispute the statements made by the Public Services Ombudsman for Wales or the Monitoring Officer or the findings of the standards committee and give your reasons and outline the facts and position as you consider them to be.

Section / paragraph No.	Your reason(s) for disputing the information/views provided in that section / paragraph.	Outline of the facts or position as you consider them to be, together with brief description of evidence you can supply to support your position.

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Please use a continuation sheet if necessary and include the section number on each page

☐

Continuation sheet attached

Section 6 - Representations

This section is intended to help you set out your representations to be taken into account if the tribunal finds that you have breached the provisions of the code of conduct

Please set out using numbered points any factors you feel the tribunal should take into account if you are found to have failed to follow the provisions of the code of conduct. Please note that no such finding has yet been made by the APW. You may wish to refer to the APW Sanctions Guidance which is available on the website.

No.	Factors for the Appeal tribunal to take into account in deciding upon the appropriate sanction
1.	
2.	
3.	
4.	
5.	

Please use a continuation sheet if necessary and include the section number on each page

☐

Continuation sheet attached

Section 7 – Details of proposed witnesses to be called by the appellant

Witness 1

Full Name	
Address (including Postcode)	
Telephone Number	
Email Address	

Please give details of any access requirements or reasonable adjustments required to assist the witness to give their evidence (e.g. need an interpreter, cannot manage stairs or need wheelchair access etc.)

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Your witness may be asked to give evidence on oath or affirmation. Please indicate a preference if known:

Oath ☐ Affirmation ☐

If on oath, please confirm which religious book your witness will require in order to give evidence?

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Is the witness going to provide evidence about a material fact?

Yes ☐ No ☐

If yes, please provide an outline of the evidence to be given.

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Is the witness going to provide evidence about your character if the tribunal finds that there has been a breach of the provisions of the code of conduct by you?

Yes ☐ No ☐

If yes, please provide an outline of the evidence to be given.

Will the witness be giving evidence in Welsh or English?

Welsh ☐ English ☐

Witness 2

Full Name	
Address (including Postcode)	
Telephone Number	
Email Address	

Please give details of any access requirements or reasonable adjustments required to assist the witness to give their evidence (e.g. need an interpreter, cannot manage stairs or need wheelchair access etc.)

--

Your witness may be asked to give evidence on oath or affirmation. Please indicate a preference if known:

Oath ☐ Affirmation ☐

If on oath, please confirm which religious book your witness will require in order to give evidence?

--

Is the witness going to provide evidence about a material fact?

Yes ☐ No ☐

If yes, please provide an outline of the evidence to be given.

--

Is the witness going to provide evidence about your character if the tribunal finds that there has been a breach of the provisions of the code of conduct by you?

Yes ☐ No ☐

If yes, please provide an outline of the evidence to be given.

Will the witness be giving evidence in Welsh or English?

Welsh ☐ English ☐

Witness 3

Full Name	
Address (including Postcode)	
Telephone Number	
Email Address	

Please give details of any access requirements or reasonable adjustments required to assist the witness to give their evidence (e.g. need an interpreter, cannot manage stairs or need wheelchair access etc.)

--

Your witness may be asked to give evidence on oath or affirmation. Please indicate a preference if known:

Oath ☐ Affirmation ☐

If on oath, please confirm which religious book your witness will require in order to give evidence?

--

Is the witness going to provide evidence about a material fact?

Yes ☐ No ☐

If yes, please provide an outline of the evidence to be given.

--

Is the witness going to provide evidence about your character if the tribunal finds that there has been a breach of the provisions of the code of conduct by you?

Yes ☐ No ☐

If yes, please provide an outline of the evidence to be given.

Will the witness be giving evidence in Welsh or English?

Welsh ☐ English ☐

Section 8 - Statement of Truth



I believe that the facts stated in this statement are true. I understand that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

Full Name	
Date	
Signature	

OR



I am duly authorised by the Appellant to sign this statement and the Appellant believes that the facts stated in this statement are true. I understand that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

Full Name	
Name of representative's firm, if applicable	
Date	
Signature	

Completed forms should be returned to:

Registrar to the Panel
Adjudication Panel for Wales
Government Buildings
Spa Road East
Llandrindod Wells
Powys
LD1 5HA

E-mail: adjudication.panel@gov.wales