



## **External Oversight Committee for Human Givens Therapy (EOC): Procedure for notifying and dealing with appeals against decisions of the HGI Registration Panel**

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### **Introduction**

The External Oversight Committee (EOC) for Human Givens Therapy oversees the activities of the Human Givens Institute (HGI), supporting the good governance of the organisation. One of the functions of the EOC is to consider appeals by members of the HGI whose application to join the HGI Register of qualified therapists has been rejected by the HGI Registration Panel.

The primary purpose of the HGI Registration Panel is to protect the public by ensuring that only qualified and professionally competent individuals proceed to registration with the Human Givens Institute. In so doing, the panel will seek to verify that all applicants applying to join the HGI Professional Register of qualified therapists meet the professional and ethical standards set by the HGI. The HGI Code of Ethics and Conduct can be viewed at: <https://www.hgi.org.uk/about-hgi/ethics-and-conduct>.

The process followed by the HGI Registration Panel when considering applications from holders of the HG Part 2 Diploma and Part 3 post graduate qualification (HG Dip P) is set out in the document, **Guidelines for HGI Registration Panel**: <https://www.hgi.org.uk/sites/default/files/hgi/Guidelines-for-HGI-Registration-Panel.pdf> .

### **Grounds for appeal**

Where an application to join the HGI Professional Register is turned down by the HGI Registration Panel, an unsuccessful candidate may appeal only where s/he believes that in reaching its decision the HGI Registration Panel failed to follow due process, as set out in the HGI Professional Registration Policy and Guidelines for the HGI Registration Panel, which can be viewed at <https://www.hgi.org.uk/sites/default/files/hgi/HGI-Professional-Registration-Policy.pdf> and <https://www.hgi.org.uk/sites/default/files/hgi/Guidelines-for-HGI-Registration-Panel.pdf> , respectively.

## **Powers of the External Oversight Committee (EOC)**

In reviewing appeals against a decision of the HGI Registration Panel, the EOC is empowered to examine the evidence provided by the appellant and the Panel, arriving at an informed decision as to whether or not due process was followed in respect of the appellant's application to join the HGI Register of qualified therapists.

The EOC is concerned only with procedural irregularities; it does not have the power to overturn the professional judgement of a properly constituted Registration Panel.

If an appellant asks for new evidence (that is, information not provided to the Registration Panel at the time of application) to be considered, the EOC will use the following procedure to determine whether or not this can be allowed:

1. New evidence may be contained in the documents submitted to the EOC and/or collected from an investigation and/or hearing.
2. When new evidence is presented, through either method, the EOC will decide whether the appellant's reasons for not presenting the evidence in the first place were compelling and therefore admissible.
3. Only if those reasons are judged to be admissible will the EOC then consider the new evidence and decide whether, in its opinion, it is such that, if the Registration Panel had been aware of it, its decision might have been different.

The outcome of the above procedure will be either that the EOC:

- rejects the new evidence, and bases its decision about the appeal purely on the evidence submitted at the time of the application, and how this was dealt with by the Registration Panel; or
- formally decides that the new evidence is both admissible and so significant that the Registration Panel should be invited to review its decision.

In summary, the EOC can:

- uphold an appeal and request that the HGI Registration Panel reviews its original decision.
- dismiss an appeal, providing the appellant with reasons for its decision.

Decisions of the EOC will be final.

## Appeals process

Appeals will be notified via a pro-forma, stating the appellant's ground for appeal (see '**Grounds for Appeal**' above), and describing their preferred resolution and redress, if appropriate.

<https://www.hgi.org.uk/sites/default/files/hgi/EOC-Appeals-Form.pdf>

### Step 1

The appellant completes the appeals form located at:

<https://www.hgi.org.uk/sites/default/files/hgi/EOC-Appeals-Form.pdf> and forwards this to the HGI Membership Secretary, as instructed on the form.

**Note:** By signing the appeal form, appellants give permission for the Human Givens Institute (HGI) to provide the External Oversight Committee (EOC) appeal panel with access to such information about them as will be necessary for it to come to a decision regarding their complaint, including where relevant, confidential information.

### Step 2

On receipt of the written notification of appeal, the HGI Membership Secretary (the 'Secretary') will advise the EOC members accordingly, alerting them to the need to convene an appeal panel. The Secretary will inform the members of the appellant's name. (The Secretary will not disclose further details of the appeal this stage.)

### Step 3

On learning the appellant's name, EOC members will declare any potential conflict of interest that might prejudice (or be seen to prejudice) their judgement in relation to the case. For example, if a member has prior knowledge of the case and/or has had prior dealings with the appellant, in either a positive or negative context, they must declare a conflict of interest and exclude themselves from the appeal process.

### Step 4

The Chair of the EOC will convene an appeal panel, consisting of a minimum of three members, to include him/herself and a **lay member**.

Note: If the Chair is not available, the Deputy Chair will perform this function; if neither the Chair nor Deputy Chair is available, the panel members will elect a temporary chair.

### Step 5

The Chair will pass the names of the appeal panel members to the Secretary, who will forward the notification of appeal and any related documents provided by the appellant to the members.

At the Chair's request, the HGI Registration Panel will provide the members with its written response to the unsuccessful applicant outlining their reasons for rejecting the application, together with any supporting evidence.

**Note:** EOC appeal panel members can request further information from the appellant and the HGI Registration Panel, as necessary. Any new evidence will be dealt with in accordance with the procedure for new evidence detailed above.

## **Step 6**

The appeal panel members will decide whether to uphold or dismiss the appeal having fully considered the evidence provided and the appellant's ground for appeal as stated on the EOC Appeals Form.

### **Notes**

1. The Chair of the appeal panel and the Secretary will be responsible for ensuring that communication occurs between the EOC panel members, the appellant and the Registration Panel during the appeals process.
2. Whilst every effort will be made to achieve a consensus, the Chair will have the casting vote in cases where a unanimous decision cannot be reached.

## **Step 7**

On reaching its decision, the EOC appeal panel will compose a letter to the appellant, outlining its decision and setting out its reasons for upholding or dismissing the appeal. The appeal panel Chair will forward the letter to the HGI Membership Secretary, who in turn will send it to the appellant by post. (The letter will be marked 'Private and Confidential' and sent to the appellant via the Royal Mail 'signed for' service.) The HGI Membership Secretary will also forward a copy of the decision letter to the Chair of the HGI Registration Panel, who in turn will inform other relevant parties of the decision, as appropriate.

### **Notes**

1. Decisions relating to appeals will be communicated to appellants within **30 working days** of receipt of their notification of appeal. If it is not possible to reach a decision within 30 working days, appellants will be informed of progress. The Secretary will have responsibility for communicating with appellants in this regard, as advised by the Chair of the EOC appeal panel.
2. Since EOC members are located in widely separated geographical areas, it will be necessary to hold appeal panel meetings via a video conferencing platform, or if preferred, a telephone conferencing facility.

3. Where communication between EOC appeal panel members is conducted by email, care will be taken to preserve the confidentiality of sensitive information. To this end, the appellant's name and contact details, together with any further information that might lead to their identification by unauthorised third parties will not be included. In this context, they could be referred to, for example, as 'X', or 'the appellant'.
4. EOC appeal panel decisions will be binding on the HGI Registration Panel.
5. EOC appeal panels will maintain accurate records of their proceedings and decisions. Such records will be stored securely.