

Appeals Procedure

Appeals against the findings and the decisions of the Standards and Ethics Committee

- 1) An appeal may be brought by either the complainant or the person complained against (hereafter referred to as the respondent) within 15 working days of the date of the communication of the ruling by the Standards and Ethics Committee.
- 2) An appeal may be brought against the findings and/or the decisions of the Standards and Ethics Committee for any of the following reasons:
 - a) The processes were not carried out properly
 - b) Any sanction ordered by the Standards and Ethics Committee can be shown to be too severe or too lenient.
 - c) Relevant information was not available to the original hearing or was not properly considered.
- 3) BCPC is not responsible for travel or any other expenses incurred either by the complainant or the respondent in connection with any stage of the complaint. There will be a fee to cover the costs of the appeal but in certain circumstances the Appeal Panel may decide to refund the fee.
- 4) The Standards and Ethics Committee will appoint a panel within 10 working days of 3 persons including 1 graduate of BCPCA, 1 person who is external to BCPCA and a qualified psychotherapist or counsellor and 1 lay person. The composition of this panel must be agreed by both parties; the panel can only be vetoed for clear professional or prejudicial reasons. These parties should be as impartial as possible and different from the panel that heard the complaint. All written material relevant to the case including the transcript of the interviews with the complainant and the respondent will be made available to this panel.
- 5) If necessary, the panel will interview the person bringing the appeal and may interview others at their discretion. These people may bring support people if they so wish.
- 6) The Appeals Panel shall report to the Standards and Ethics Committee within 25 working days of being constituted.
- 7) The findings and decision of this panel is binding on the Standards and Ethics Committee and must be carried out.
- 8) All written material relevant to the appeal should be dated.

- 9) In the case of psychotherapists a further Appeal may be brought to the Central Final Appeals Process of the United Kingdom Council for Psychotherapy.

“A person involved in the complaint who considers that an organisation has not satisfactorily dealt with it, may appeal to the Section within 28 days of receiving the final report of the outcome of the complaint on the grounds that the organisation has not followed due procedure.

In the event that the appeal is upheld, the Section shall require the organisation to re-investigate the complaint.”

UKCP Appeals Procedure 15/2/95

- 10) A further appeal may be brought to the Governing Board of the UKCP if there is a clear allegation that the procedure has not been carried out properly by the Section.
- 11) If the original grievance was brought against the training by a student, an appeal may be made to the Humanist and Integrative Section of the UKCP
- 12) When the case has been resolved and no further appeals possible, the written material should be destroyed.

Amended Feb/Apr/Sept 1996 – adopted BCPCA AGM Nov 1996
Amended November 2003