

***APPEALS COMMITTEE (EQUIPMENT AND ADAPTATIONS)***  
***Agenda***

Date Thursday 3 October 2013

Time 10.00 am

Venue Shaw Room, Civic Centre, Oldham, West Street, Oldham, OL1 1NL

Notes 1. DECLARATIONS OF INTEREST- If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact Paul Entwistle or Lori Hughes in advance of the meeting.

2. CONTACT OFFICER for this Agenda is Lori Hughes Tel. 0161 770 5151 or email [lori.hughes@oldham.gov.uk](mailto:lori.hughes@oldham.gov.uk)

MEMBERSHIP OF THE APPEALS COMMITTEE (EQUIPMENT AND ADAPTATIONS) IS AS FOLLOWS:  
Councillors Heffernan, Moores and Shuttleworth

Item No

1 Election of Chair

The Panel is asked to elect a Chair for the duration of the meeting.

2 Apologies For Absence

3 Urgent Business

Urgent business, if any, introduced by the Chair

4 Declarations of Interest

To Receive Declarations of Interest in any Contract or matter to be discussed at the meeting.

5 Appeal Procedure (Pages 1 - 2)

6 Exclusion of the Press and Public

That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they contain exempt information under paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act, and it would not, on balance, be in the public interest to disclose the reports.

7 Appeal (Pages 3 - 8)



**Oldham**  
Council

## *Oldham Metropolitan Borough Council*

### **AIDS AND ADAPTATIONS APPEALS PANEL PROCEDURE FOR APPEALS AGAINST ADAPTATIONS PANELS DECISIONS**

- 1.1 Aids and Adaptations Appeals will be heard by a panel of three Members, one of whom will act as Chair and who will have a casting vote.
- 1.2 The Chair introduces the participants and outlines the procedure to be used.
- 1.3 The Appellant must have set out their reasons for appeal beforehand.
- 1.4 The Chair will control the procedure with the advice and assistance of the Occupational Therapy Representative from within Oldham Metropolitan Borough Council.
- 1.5 The Chair will ensure that the following procedure is followed
- 1.6 The case for the Local Authority
- 1.7 Questioning by the Appellant (or their representative)
- 1.8 Questioning by Panel Members;
- 1.9 The Case for the Appellant (or their representative)
- 1.10 Questioning by the Local Authority
- 1.11 Questioning by Panel Members;
- 1.12 Summing up by the Local Authority
- 1.13 Summing up by the Appellant (or their representative)
- 1.14 The Panel may adjourn at any point in the proceedings.
- 1.15 Any documentation to be presented at the hearing will be copied to each member and party at least five days before the hearing. Evidence which comes to light either within this time frame or at the hearing will be considered by the Panel.
- 1.16 The Chair recalls both parties and either conveys the decision orally or reserves the decision, in the presence of both parties.
- 1.17 The decision will be confirmed in writing to both parties with reasons as soon as reasonably practical, but in any event within five days of the close of the hearing.

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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

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