

Review procedure for applications to the Reservoir Engineers Panels

Appointments to the panels are made by the Secretary of State and Welsh Ministers, or by Scottish Ministers. In each case, appointments are made after consultation with the ICE Reservoirs Committee. Where an applicant is not successful in being appointed, the UK Administrations suggest that the applicant seeks feedback on their application. If an applicant feels their application was not treated fairly, a review of the decision not to appoint them to a panel, can be requested.

1. Request feedback on an application

The Reservoirs Committee offer unsuccessful applicants an opportunity to discuss their application with a member of the Reservoirs Committee and receive feedback. Applicants should contact the ICE at reservoirs@ice.org.uk within 10 working days of the date of the decision letter about their application, to arrange this.

2. Review of decision not to appoint

Applicants who wish to request a review of a decision not to appoint them to a Panel should do so in writing after receiving the decision letter. This should be within **30 working days of the date of the decision letter** where possible.

Written requests for a decision to be reviewed should clearly set out the grounds on which the request is being made, details and evidence to support this.

Examples of the grounds on which an applicant can ask for a review are:

- The process of application and its administration by ICE has not been followed
- The interview process was biased, unfair or otherwise improper
- An unforeseen event occurred at the interview
- Suggestions of discrimination or a conflict of interest that may have influenced the advice of the Reservoirs Committee

Panels set up under the Reservoirs Act 1975 for England and Wales

A request for a review should be sent to:- ReservoirFM@defra.gov.uk

Panels set up under the Reservoirs (Scotland) Act 2011

A request for a review should be sent to:- Reservoir_safety@gov.scot

If you are applying for a review of a decision in relation to Panel set up under the Reservoirs (Scotland) Act 2011 you should follow the procedures set out in Reservoirs (Scotland) Regulations 2016.

<https://www.legislation.gov.uk/ssi/2016/43/regulation/25/made>.

Written requests for a decision to be reviewed should include the following:

1. The applicant's full name, date of birth, business address, contact email address and telephone number.
2. The grounds for the request to review the decision
2. The decision to which the application relates and details of the application closing date, and, if applicable, the interview date for this application.
3. The decision letter.
4. A copy of their original submitted application form, and if appropriate any further correspondence relating to this application not already covered above.

Defra, Welsh Government and Scottish Government will investigate on behalf of the Secretary of State, Welsh Ministers and Scottish Ministers. This will include seeking input and/or response from the Chair of the Reservoirs Committee to the matters raised by the applicant. A decision on the outcome of the review will be sent to the applicant and copied to the Chair of the Reservoirs Committee.

3. Complaint against an ICE member or the service.

The review process is not to be used for making a complaint against a member of ICE, about a service provided or a member of staff. To make a complaint, please follow the ICE complaints procedure.

<https://www.ice.org.uk/about-ice/who-to-contact#complaints>