LA Community Trigger SPOC to contact Leicestershire County Council CST to get details of partnership CSP Chair that will handle the appeal. Once identified, SPOC to send relevant paperwork (detailed with LLR CT Policy document) within 1 working day

Appeals must be made by writing within 20 working days of the date of being:

* advised that the application has not met the threshold for a case review, *or*
* advised of the outcome of a case review meeting.

Appeals will only take place where at least one of the following measures is met:

1. the threshold review or full case review has failed to consider a relevant process, policy or protocol, and/or
2. the threshold review or full case review has failed to consider

relevant factual information

CSP Chair handling appeal to acknowledge receipt within 5 working days (Letter 4)

Threshold not met

Threshold met

CSP Chair to carry out review and to advise the applicant and SPOC of the outcome (Letter 6 must be sent within 20 working days of date of Letter 4)

CSP Chair to inform applicant and SPOC that a review will not take place (Letter 5 must be sent within 20 working days of date of Letter 4)

**The decision of the independent CSP Chair on any grounds of appeal is final**