

Consider sanctions and notify the outcome of reconsiderations or revised decisions

Summary

How a decision maker notifies an account developer of the outcome of a sanction reconsideration or revised decision, including the revision of sanctions at the same level

Content

When a decision maker (DM) has made a decision on a reconsideration or a revised decision, they must also consider revising sanctions at the same level with a date of failure between 14 and 365 days after the date of failure of the sanction being revised.

Example:

If the date of the original sanction was 01/10/2013, a second sanction of the same level was identified on 01/11/2013 and a third sanction of the same level was identified on 01/12/2013, and the original sanction was allowed on appeal - the duration of the sanctions of 01/11/2013 and 01/12/2014 would need revising as the escalation would be incorrect.

If sanctions of the same level exist, the DM reconsiders these additional sanctions and notes these on the LT54 and uploads this to the Document Repository System.

The DM then takes the action outlined in the following sections depending on whether they have made a decision on a reconsideration or a revised decision.

Reconsideration

If the DM has made a decision on a reconsideration, See Recording the outcome of a sanction reconsideration.

Revised decision

If the outcome of the revised decision referral is 'Original decision upheld', the DM:

1. Accesses the claimant's record in the Work Services Platform.
2. Selects the appropriate 'Doubt'
3. Selects 'Notes'
4. Selects 'Add new note'

5. Populates 'Notes' with the upheld decision details held on the LT54
6. Selects 'Save and Close' from the ribbon