CONCEPT

Legal Analysis of Administrative Decisions and Regulatory Impact Training



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Introduction:

Legal Analysis of Administrative Decisions and Regulatory Impact Training is a 3-day course for legal reviewers, policy and regulatory affairs staff, decision-preparation staff and governance officers, ending with a Decision Legal Review and Impact File. Organisations often sign decisions and procedures without checking authority, fairness, reasons and the effect on those affected, so decisions are later challenged, suspended or reversed. Nominees already prepare or review draft decisions and practise on case studies from public bodies and regulated companies. CoreConcept Training Center delivers this legal analysis of administrative decisions course.

Course Objectives:

- Map the decision chain of a draft decision from request to signature and publication
- Verify the authority, delegation and considerations behind a decision before it is signed
- Check procedural fairness, reasons and the evidence file of a decision or procedure
- Assess the impact of a decision on affected parties using regulatory impact assessment principles
- Score regulatory and legal risk and set mitigation conditions and monitoring indicators
- Produce a decision legal review note with a clear sign-off recommendation

Target Audience:

- Legal reviewers responsible for examining draft decisions and procedures before approval
- Policy and regulatory affairs staff responsible for preparing rules, fees and licensing procedures
- Executive office and decision-preparation staff responsible for submitting decisions for signature
- Governance and internal control staff responsible for delegation registers and approval workflows
- Legal advisers in regulated companies responsible for analysing decisions that affect their organisation

Course Outline:

Day 1: Decision Mapping, Authority and Procedural Fairness Checks

- Decision Chain Map From Request to Signature and Publication
- Authority and Delegation Register Check for Draft Decisions
- Relevant and Irrelevant Considerations Screening Checklist
- Procedural Fairness Check of Notice and Opportunity to Respond
- Statement of Reasons and Evidence File Review Template

Day 2: Impact Assessment and Regulatory Risk Scoring

- OECD Regulatory Impact Assessment Principles Applied to Single Decisions
- Affected Parties Mapping and Distribution of Impacts Table
- Options Comparison Including a No Action Baseline
- Regulatory Risk Scoring Grid for Challenge and Non-Implementation
- Mitigation Conditions, Transitional Measures and Monitoring Indicators Plan

Day 3: Decision Review Case Study and the Decision Legal Review File

- Case Study Reviewing a Service Fee Change Before Approval
- Case Study Analysing a New Licensing Procedure for Applicants
- Internal Review Request Analysis After a Decision Is Issued
- Decision Legal Review Note With Sign-Off Recommendation
- Decision Legal Review and Impact File Completion

Skills You Will Gain:

- Decision Chain Mapping
- Delegation Verification
- Procedural Fairness Review
- Reasons and Evidence Assessment
- Regulatory Impact Analysis
- Affected Party Analysis
- Regulatory Risk Scoring
- Mitigation Planning

Why Attend This Course:

- Deliver a Decision Legal Review and Impact File to the authorising official or the decision committee before a decision is signed
- Recommend whether to sign, amend, phase or withdraw a draft decision on the basis of documented legal and impact findings
- Prevent challenges, suspensions and reversals caused by missing authority, unfair procedure or unassessed effects on affected parties
- Share the decision chain map, fairness checklist and risk scoring grid so colleagues review decisions to one standard

Conclusion:

Back at work, the participant attaches the Decision Legal Review and Impact File to draft decisions and procedures submitted for approval. The authorising official or decision committee uses it to choose whether to sign, amend, phase in or withdraw a decision, seeing the authority check, fairness findings, impact on affected parties, risk score and proposed conditions together. After the first decision reviewed this way, the unit should compare predicted impacts and risks with actual responses and refine the scoring grid and checklists.

Frequently Asked Questions FAQ:

What should participants know before legal analysis of administrative decisions and regulatory impact training?

Participants should already prepare, review or submit draft decisions or procedures at work. Bringing an anonymised draft decision, its delegation basis and any supporting memo lets them apply the decision chain map, fairness checklist and risk grid to a real example.

How does legal analysis of administrative decisions differ from a general administrative law course?

A general administrative law course explains the theory of decisions, discipline and investigations. This course gives a review method for a specific draft decision or procedure: checking authority, fairness and reasons, assessing impact on affected parties, scoring risk and recommending sign-off conditions.

Why does legal analysis of administrative decisions include a regulatory impact assessment?

A decision can be lawful yet still fail because of its effect on those who must comply. Assessing impacts and options, including no action, as regulatory impact assessment principles describe, shows decision makers the cost and distribution of effects before they sign.

What do participants take back from legal analysis of administrative decisions and regulatory impact training?

Participants take back a Decision Legal Review and Impact File: a decision chain map, delegation check, fairness and reasons checklist, affected parties and impacts table, regulatory risk scoring grid, mitigation and monitoring plan and a review note template.