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COURSE BROCHURE

# Administrative Law and Decision-Making Training Course

29 March – 2 April 2027
Geneva

# Administrative Law and Decision-Making Training Course

**Ref:** 882_33349 **Date:** 29 March – 2 April 2027 **Location:** Geneva **Fees:** 6500 GBP

Administrative Law and Decision-Making is a 1-week training course for public sector legal officers and administrators who prepare, approve or defend official decisions, and it ends with each participant building a reasoned decision file. A decision that is lawful, fair and well explained protects both citizens and the authority. Jupiter Prime Training delivers this view of administrative law for decision makers.

## Why Administrative Law and Decision-Making Matters Now

Three forces shape administrative decisions today. Citizens and businesses expect faster digital services yet still demand reasons they can test. Oversight bodies, ombudsmen and courts examine whether an authority stayed within its powers and heard the people affected. Automated and data-driven tools now support many licensing, benefits and enforcement choices, raising new questions about discretion and accountability. An authority that handles these well issues decisions that survive challenge; one that handles them badly faces annulled decisions and repeated appeals. The course rests on the classic grounds of legality, rationality and procedural fairness.

## Who Gains Most from Administrative Law and Decision-Making

- Officers who draft licensing, permit and enforcement decisions on behalf of an authority
- Legal advisers who check the vires and reasoning of proposed decisions before signature
- Administrators who exercise delegated discretion within service departments
- Staff who handle internal objections, grievances and administrative appeals
- Officers who prepare an authority's file when a decision is challenged before a court

A department where drafters, advisers and appeal handlers attend together gains most, because they leave with one shared standard for reasons, hearings and records.

## Administrative Law and Decision-Making Capabilities

Participants move from the source of a power to a decision that can be explained, reviewed and defended.

- Assess whether a proposed decision falls within the enabling power and its delegation — signing authority
- Apply the hearing rule and the rule against bias to a live case — affected applicants
- Weigh relevant and irrelevant considerations when exercising discretion — department heads
- Design a statement of reasons that links facts, rules and conclusion — reviewing courts
- Build an internal appeal route with clear time limits and record keeping — complainants
- Communicate the legal risk of a decision in plain terms — senior officials

## Key Administrative Law and Decision-Making Terms

- Ultra vires — an act done beyond the legal power granted to the authority or officer, making it open to annulment.
- Delegated power — authority passed from a minister or board to an officer, limited by the terms of the instrument delegating it.
- Discretion — freedom to choose between lawful options, which must be exercised reasonably and for the purpose the power was given.
- Procedural fairness — the duty to give affected persons notice, a chance to respond and an unbiased decision maker.
- Statement of reasons — the written explanation linking findings of fact and the applicable rule to the outcome of a decision.
- Judicial review — court supervision of the lawfulness, rationality and fairness of a public decision, rather than its merits.

## Administrative Law and Decision-Making Day by Day

### Day 1: Sources and Limits of Public Power

- Enabling Legislation Mapping — Identifying Which Body Holds the Power
- Delegation Instruments and Sub-Delegation — Who May Lawfully Sign
- Legality Principle — Acting Only Within Conferred Authority
- Public Versus Private Acts — When Administrative Rules Apply
- Vires Checklist — Screening a Draft Decision Before Approval

### Day 2: Fair Procedure and Impartial Decision Makers

- Notice and Disclosure — What the Affected Person Must Receive
- Hearing Rule Options — Written Submissions Versus Oral Hearings
- Bias and Conflict Declarations — Removing Tainted Decision Makers
- Legitimate Expectation — Honouring Promises and Past Practice
- Case File Chronology — Evidence of a Fair Process

### Day 3: Exercising Discretion Rationally

- Relevant and Irrelevant Considerations — Defining the Decision Factors
- Fettering and Rigid Policies — Keeping Discretion Genuinely Open
- Proportionality Testing — Balancing Public Aims Against Individual Burden
- Consistency and Equal Treatment — Explaining Departures From Precedent
- Automated Decision Support — Human Oversight of Scored Outcomes

### Day 4: Reasons, Objections and Judicial Review

- Reasons Writing Structure — Facts, Rule, Assessment and Outcome
- Internal Objection Procedures — Reconsideration Before Escalation
- Grounds of Judicial Review — Illegality, Irrationality and Unfairness
- Remedies and Annulment Effects — Quashing, Remittal and Suspension
- Defence Bundle Preparation — Presenting the Authority's Record to Court

## Day 5: Practising the Reasoned Decision File

- Licensing Refusal Simulation — Applying Vires and Hearing Checks
- Disciplinary Sanction Case — Testing Proportionality and Bias Safeguards
- Peer Challenge Panel — Reviewing Reasons Against Review Grounds
- Appeal Handling Role Play — Reconsidering a Contested Outcome
- Reasoned Decision File — Assembling Power, Process, Reasons and Record

## Applying Administrative Law and Decision-Making After the Course

- Run the vires checklist on the next five decisions issued by your unit.
- Rewrite one standard refusal letter into a statement of reasons that links facts, rule and outcome.

## Administrative Law and Decision-Making Questions FAQ

### What is administrative law and decision-making, and why does it matter now?

It is the body of rules that keeps public decisions lawful, fair and reasoned. It matters now because citizens, oversight bodies and courts scrutinise discretion and digital decision tools more closely, and weak reasons lead to annulled decisions and repeated appeals.

### Which roles gain most from administrative law and decision-making skills?

Officers who draft or approve official decisions gain most. Legal advisers, delegated administrators and appeal staff share its methods.

### How does this administrative law and decision-making course differ from a litigation course?

It focuses on getting the decision right before any dispute. A litigation course centres on pleadings and court advocacy, while this course builds lawful powers, fair procedure and sound reasons into the decision itself.

### What will you bring back from administrative law and decision-making training?

You bring back a reasoned decision file built on a realistic case. It combines a vires check, a fair procedure record, a statement of reasons and an appeal route.

## Administrative Law and Decision-Making: The Way Forward

The reasoned decision file gives an authority one template for lawful choices. Its first use is the next contested refusal or sanction, where it shows that the power existed, the person was heard and the reasons hold. Drafters, legal advisers and appeal officers share it. After the first challenge, revisit how discretion and automated scoring were explained.