**Guidance Document 3**

**Appeal Form**

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| **Please refer to the Grievance Procedure and Appeals Policy before completing this form**  Complete this form if you do not feel that your grievance has been satisfactorily resolved.  |
| **Personal Details**   |
| Name   | Email/contact no.  |
| Job Title   | School/Directorate  |
| Employee Number   | Line Manager  |
| **Grievance Details**   |   |
| Date of Grievance Hearing Outcome  |   |
| **Summary of Appeal**   |
| Please explain why you wish to appeal the outcome of your grievance. Appeals should ordinarily be made on one of the following grounds: * **procedure** - a failure to follow procedure at the Grievance hearing;
* **the decision** - the evidence did not support the conclusion reached;
* **any proposed action** - was inappropriate given the circumstances of the case;
* **new evidence** - which has come to light and was not available during the grievance process

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| **Proposed Resolution**   |
| Explain what you would like to see from your appeal and how this will resolve your concerns  |
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