**Guidance Document 3**

**Appeal Form**

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