Ebor Standard Appeal Process

This is the standard Ebor appeal process which features in all People policies which have been developed or updated after September 2025).

* 1. If the matter has not been resolved to your satisfaction you may appeal in writing to the Director of People & Culture stating your full grounds of appeal, within 10 working days of the date on which the decision was sent or given to you.
	2. An appeal can be made on the basis of submission of additional evidence, which was not available for the initial hearing, evidence that the initial outcome decision was biased or on the basis that the correct procedure was not followed or that an outcome was disproportionate
	3. We will hold an appeal panel meeting without unreasonable delay, normally within 10 working days of receiving your written appeal. This will be chaired by a more senior member of staff (than the initial hearing panel chair) who has not previously been involved in the case. In addition to the Chair, the panel will consist of 2 other leadership staff. An HR colleague will be available to provide advice. You have a right to bring a trade union representative or companion to the meeting.
	4. The employer will confirm a final decision in writing, usually within 10 working days of the appeal hearing. This is the end of the procedure and there is no further appeal. The outcomes of an appeal will one of the following:
* The appeal is unsuccessful and the original decision stands
* The appeal is upheld and the decision is reversed or changed
* In cases where procedures were not followed or the decision is biased, a rehearing of the case may be required. In this instance the rehearing is final and there is no further appeal.

Note: Appeals raised under the Ebor Pay policy do not usually require a panel to be convened (1.3 above). A decision is normally made by the Director of Education in consultation with the Chief Executive Officer.