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| SCRCCG.enquiries@nhs.netTel via: 01723 343660Reference**By Email** | NHS Scarborough and Ryedale CCGScarborough Town Hall - York HouseSt Nicholas StreetScarboroughNorth YorkshireYO11 2HG |
| Address line 1Address line 2Address line 3Address line 4Address line 5 | Tel: 01723 343660Website: [www.scarboroughryedaleccg.nhs.uk](http://www.scarboroughryedaleccg.nhs.uk) ENTER DATE |

Dear

**Confirmation of arrangements for Appeal Hearing**

I am writing to confirm the arrangements for the Appeal Hearing that has been set up to consider the appeal against [please insert] that you lodged on [insert date]

The Appeal Hearing will take place as below;

Date:

Time:

Venue:

The Panel will be chaired by [insert name, job title] who will be supported by [insert name] Workforce Representative. Also present will be [insert name and job title] and [insert name] Workforce Representative] who will present the case for the decision you are appealing against being made. You are entitled to be accompanied by an accredited representative of a recognised Trade union or a CCG colleague not acting in a legal capacity. Please can you advise me of your companion and their contact details at least 6 working days prior to the meeting.

You should submit copies of your case for appeal and any documentation you wish to be considered, to the panel and to management side at least 5 working days prior to the hearing. You and your companion, if applicable, will receive a copy of the management side statement of case 5 days prior to the hearing.

I understand you already have a copy of the Management of Absence Policy, however further copies are on the intranet and if you are not able to access the intranet please request additional copies through me.

Please confirm your attendance at the hearing to me by [insert date] and in the meantime if you have any queries about this letter or the process to be followed please do not hesitate to contact me or a Workforce Representative.

Yours sincerely

Name

**Job title**

Cc: Personal File

 Workforce Representative