



Appeal Policy & Procedure

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1. General Overview

- 1.1 You are entitled to appeal against implementation of our procedures as follows:
- 1.1.1 An appeal may be made within 5 working days of the warning of notice to be issued.
 - 1.1.2 The appeal must be made in writing and will be heard by the manager.
 - 1.1.3 You will be notified in writing of the decision and the reasons for it within 10 working days from receipt of the notice to appeal.
 - 1.1.4 If you are not happy with the decision made by us, the final stage of the appeals process is an appeals panel consisting of two members of staff and the manager.
 - 1.1.5 The appeal will be heard within 14 days from its receipt, and the decision and the reasons for it will be notified in writing immediately.
 - 1.1.6 Nothing in this procedure attempts to remove your rights at law.
 - 1.1.7 Advice at any stage may be sought from any advice agency or a solicitor.

2. Continuation Of Warning

- 2.1 Please note any warnings, or notices, served by us remains effective irrespective of whether or not we have exercised our right to move your accommodation within the premises or to new premises.