



Future Directors Programme

Appeals procedure

1. Introduction

This procedure outlines the process for making an appeal against decisions taken throughout the Future Directors Programme application and assessment processes.

- 1.1 Before considering an appeal it should be borne in mind that all decisions made by Future Directors Reference Group have been subject to rigorous moderation, particularly in cases which are borderline or unsuccessful.
- 1.2 The appeals process will be supported by an Appeals Panel, comprised of representatives from senior members of the Future Directors Reference Group, which is made up of members of the Leadership for Change alliance.
- 1.3 Unsuccessful applicants will be able to reapply for future intakes of the Future Directors Programme and any future applications will not be prejudiced by previous applications/appeals.
- 1.4 The Future Directors Reference Group has responsibility for dealing all with appeals made against unsuccessful applications for the programme.

2. When an appeal may be made

- 2.1 Applicants may appeal against the decision made in respect of their eligibility for the programme at the consideration of the application form stage.

3 Grounds for appeal

- 3.1 When submitting an appeal against a decision taken by the Future Directors Reference Group regarding an application for the programme or the offer of a place on the Future Directors Programme, applicants should make clear the basis of their appeal. Appeals may be made only on the basis of a view that an incorrect decision has been taken in relation to the applicant's eligibility for the Future Directors Programme in response to information provided on the application form.

4 Making an appeal

- 4.1 The first stage of the appeal process is for the person making the appeal to submit their appeal using the Future Directors Programme appeals form. The completed form should be dated and emailed to futuredirectors@leadershipforchange.org.uk with 'Appeals' written in the subject line.
- 4.2 Appeals in respect of a decision taken in response to your application form should be submitted within 5 working days following the receipt of the email, which advises the outcome of the application.



The appeal will commence from the date Future Directors Reference Group receives the completed appeal form.

4.3 The form should be completed in full including:

- the name and contact details of the applicant
- the grounds of the appeal with reference to 3 above,
- any other evidence that is felt to be relevant.

4.4 Please note that it is within the interest of the applicant to include as much information as possible in the appeal documentation. Incomplete/insufficient information may delay the consideration of the appeal.

5 The Appeals Process

5.1 The Future Directors Reference Group will acknowledge receipt of your appeal documentation in writing by email within 3 working days and request any additional information needed to progress the appeal at this stage.

5.2 Challenge to judgement of eligibility

5.2.1 Where the appeal is in respect of a **decision taken in response to your application form**, the following steps will be undertaken:

5.2.2 The application form and references will be re-examined independently by an independent assessor, who was not involved in the original decision.

5.2.3 The Appeals Panel will then consider the appeal, taking into account the advice provided by of the independent assessor, and reach a decision.

5.3 Decision

5.3.1 The decision of the Appeals Panel will be final and will either:

ratify the original decision; or

overturn the original decision and resubmit the case back to the Future Directors Programme team for a final reconsideration by a different assessor, from which there shall be no right of appeal.

5.3.2 Applicants will be receive a letter informing them of the outcome of the appeal and the justification for the decision within five working days of the Appeals Panel's decision.