## **Form 3: Report from respondent on the decision being appealed**

**You may email this form directly to** **appeals@womensequality.org.uk** **or mail it to:**

Appeals Body – Confidential

C/O Studio 18

Blue Lion Place

London SE1 4PU

If you post it to this address, please also alert the Appeals Panel by email to the email address above to alert us to expect it.

The Appeals Body have received an appeal from

 ……………………………………………………..

and have determined that it is eligible and are proceeding to hearing the Appeal. You have been named as a respondent in this Appeal.

Please see the attached Form 1 from the appellant (personal information redacted) showing what they are appealing against and the grounds for appeal.

In keeping with our procedure, ‘Any Respondent in the appeal shall be entitled to make written representations in respect of the appeal within 2 weeks of being told that the appeal is eligible. The Appeals Body will send a copy of this written representation to the Appellant. The Appellant shall be entitled to submit a response in writing to the Appeals Body.’

### **Written representation by the Respondent**

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| **Date the Appeals Body confirmed to you the appeals eligibility** |  |

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| **RESPONDENT STATEMENT – please try to keep this to 500 words. Your comments in this box will be shared with the appellant. You may attach essential documents.** Please list attached documents on a separate page. Additional documents will not be shared with the appellant or decision maker, though please take note of 1.3 in Part One of the Procedure, Procedure Rules. |
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**Please type your name and date below**

|  |  |
| --- | --- |
| **Name** |  |
| **Date** |  |