



Record of members present and business transacted at meeting held on 15th April, 2013 at 11:00am, in the Commissions Secretariat Conference Room, Corporate Centre.

Members Present

Mr Donovan Ebanks	-	Chairman
Ms Andrea Bryan	-	Member
Ms Deanna Lookloy	-	Member
Mrs. Stacey van Develde	-	Member

Others Present

Ms. Deborah Bodden	-	Manager, Commissions Secretariat
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Welcome and Introduction

- The Chairman welcomed the new members to the Commission and thanked them for their willingness to serve on the CSAC. The Manager provided each member with an updated copy of the Public Service Management Law and Regulations and the Chairman reviewed the relevant sections (33-34, 53-54, and 58-62) with the members. These sections cover the basis under which a civil service staff may appeal the decision of a Chief Officer, the Head of the Civil Service, or an Official Member; as well as the composition, time-lines and other relevant information regarding the working of the CSAC.

Outstanding Appeals

- The Manager provided the background on two appeals – one from a hearing held in 2011 which is now in the early stages of a judicial review (filed by the Chief Officer); and a second from a hearing in 2012 where the appellant has made numerous additional requests following the release of the judgment and threatened that failure to grant these requests would result in her filing a judicial review of the CSAC's judgment. A written summary of the cases as well as the judgment in each will be forwarded to the Chairman for his review and consideration as to any necessary future actions by the CSAC.

New Business

- **Policies and Procedures Manual**
Members were informed that the Manager had been working to update the Policies and Procedures Manual. Members will be provided with a copy of the draft manual and are asked to provide feedback within 2 weeks.

New Appeals

- Appeal 001/2013

Following the submission of this appeal the CSAC requested additional information from the Chief Officer against whose decision the appeal was being made. Members have now been provided with that information and will reconvene in one week to consider the appeal submission in detail. The appellant will be informed accordingly.

Actions

- Familiarise themselves with the relevant sections of the PSML (Members);
- Provide the Chairman with the CSAC judgment and a summary of the two cases which are in various stages of possible judicial review process (Secretariat);
- Review the draft Policies and Procedures Manual and provide feedback within two weeks to the Secretariat (Members); and
- Draft correspondence to the appellant in Appeal 001/2013 (Secretariat).



Donovan Ebanks

CHAIRMAN

CIVIL SERVICE APPEALS COMMISSION