



Record of members present and business transacted at meeting held on 13<sup>th</sup> February, 2014 at 12:30pm, in the Commissions Secretariat Conference Room, Corporate Centre.

### **Members Present**

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

### **Apologies**

Mrs. Dorothy Crumbley	-	Member
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### **Others Present**

Ms. Deborah Bodden	-	Manager, Commissions Secretariat
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### **Outstanding Business**

- **Policies and Procedures Manual**

Members provided the Manager with further changes to the Policies and Procedures Manual which seek to clarify the jurisdiction and remit of the CSAC. It is noted that the Manual is still in a draft format. Once it is confirmed the Manager will update the website and all printed documents/pamphlets accordingly. A discussion also took place regarding the need to institute a mechanism for circumstances such as a staff member of the Commissions Secretariat wishing to submit an appeal and also in instances where the Manager and/or other Secretariat staff are conflicted, whether actual or perceived, and therefore unable to offer services to the CSAC.

### **New Appeals**

- **Appeal 001/2014**

The Commission refused this appeal as the submission was not made on grounds which the CSAC had jurisdiction. The appellant will be duly notified.

- **Appeal 002/2014**

For the record it is noted that Members Andrea Bryan and Lemuel Hurlston recused themselves from this matter as the appellant previously worked with both Members. They will continue to recuse themselves from any meeting or matter which relates to this appeal. The CSAC decided it was necessary to request additional information from the Chief Officer

whose decision was being appeal prior to deciding on whether this appeal should be accepted. The appellant will be duly notified.

Actions

- Make requested changes to the Policies and Procedures Manual (Secretariat);
- Draft correspondence to the appellants in Appeal 001/2014 and 002/2014 (Secretariat); and
- Draft correspondence to the relevant Chief Officer in Appeal 002/2014 (Secretariat).



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Donovan Ebanks

CHAIRMAN

CIVIL SERVICE APPEALS COMMISSION