



Record of members present and business transacted at meeting held on 1 July 2015 at 10:00am in the Commissions Secretariat Conference Room, Artemis House.

### **Members Present**

Mr. Donovan Ebanks	-	Chairman
Lemuel Hurlston	-	Member
Mrs. Stacey van Develde	-	Member

### **Apologies**

Mrs. Dorothy Crumbley	-	Member
Ms. Deanna Look Loy	-	Member

### **Others Present**

Mrs. Kirsten Houghton	-	Legal Counsel
Ms. Deborah Bodden	-	Manager, Commissions Secretariat

### **Outstanding Appeals**

- Appeal 004/2015  
The Commission discussed the draft Decision and subsequently requested additional documents from the Respondent. The findings of the Decision were agreed subject to the content of the additional documents requested. Members will review the requested documents when received and Legal Counsel will finalise the draft Decision for review and agreement by members.
- Appeal 005/2015  
The Commission has received the further information and proof of the required medical leave requested and agreed to allow the Legal Representative for the Appellant additional time to submit the substantive appeal.

### **New Appeals**

- Appeal 006/2015  
The CSAC reviewed the Appeal documents submitted by the appellant in order to establish whether the material passed the threshold tests as set out in sections 54(1) and (2) of the PSML in consideration of whether to accept the Appeal.

Following a discussion amongst members, it was agreed that the Appellant should be afforded an opportunity to provide within seven (7) calendar days any additional information or any further documentation which would support her appeal in evidencing:

- the Chief Officer acted in an unfair or biased manner; or
- the processes and procedures specified in the Law or Regulations for a dismissal were not followed; or
- the substantive requirements of the Public Service Management Law or Regulations were not complied with.


The CSAC will consider any further submissions before determining whether or not to accept the appeal.

#### Any Other Business

- The Commission discussed the need for legal advice/assistance in handling appeals versus the costs of such advice/assistance. It was agreed that the members would, in the first instance, discuss amongst themselves any appeal which was submitted to the Commission, prior to requesting legal advice/assistance.
- The Manager requested that the members give consideration to how an appeal would be handled if it was filed by a member of staff from the Secretariat.

#### Actions

- Secretariat to forward requested documents to members when received in Appeal 004/2015;
- Secretariat to liaise with legal counsel to provide members with final draft Decision in Appeal 004/2015;
- Secretariat to inform Appellant's Legal Representative in Appeal 005/2015 that the additional requested time has been granted; and
- Secretariat to draft correspondence, for the Chairman's review, to the Appellant in Appeal 006/2015.



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Donovan Ebanks

CHAIRMAN

CIVIL SERVICE APPEALS COMMISSION