



**Record of business transacted at meeting held on 4 November 2015 at 11:00am in the Commissions Secretariat Conference Room, Artemis House.**

On 30 October 2015 a request was received from Chief Officer Gloria McField-Nixon for the CSAC Chairman, or other member, to meet with Michelle Donovan Stevens (the Director of Human Resources for the British Virgin Islands (BVI) Government) to discuss the role of the Civil Service Appeal Commission (“the Commission”).

The Chairman requested that member Colin Ross meet with Mrs. Donovan Stevens as he was integral in the Cayman Islands Government’s transition from a Public Service Commission (“PSC”) to the appellant body the Commission functions as today.

The discussion surrounded around the upcoming transition of the BVI’s move from a PSC to an appellant body practice and the role Mrs. Donovan Stevens and her Department will play in the transaction. In addition the discussion addressed in detail, *inter alia*, the following questions of particular interest to Mrs. Donovan Stevens:

1. How would you describe the historical journey and introduction of the CSAC and dissolving of the Public Service Commission? Any lessons to share with countries that might be considering the introduction of an Appeal Commission?
2. Are there statistics available for appeals from 2010 to date?
3. What type of complaint(s) has the highest volume of appeals?
4. Is there a general sense that civil servants understand the function of CSAC?
5. Are there grievances that advance to appeals?
6. Is there a medium for appeal trends to be used as learning opportunities for Chief Officers and others?
7. Is there a Charter of Appeals (estimated time frames/guiding operations of the Commission etc.)
8. What avenue of appeal do retirees have if they believe they have been wronged by a Chief Officer?

The meeting concluded at 12:40p.

  
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Colin Ross  
MEMBER  
CIVIL SERVICE APPEALS COMMISSION