



Record of members present and business transacted at meeting held on 2 August 2018 at 10:00am in the Commissions Secretariat Conference Room, Artemis House.

Members Present

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|-------------------------|---|----------|
| Mr. Donovan Ebanks | - | Chairman |
| Mrs. Stacey van Develde | - | Member |
| Mr. Colin Ross | - | Member |
| Mrs. Vicki Hulse | - | Member |
| Mrs. Sheena Sigsworth | - | Member |

Others Present

| | | |
|--------------------|---|----------------------------------|
| Ms. Deborah Bodden | - | Manager, Commissions Secretariat |
| Ms. Sheila Alvarez | - | Administrator/Analyst |
| Ms. Lise Hurlstone | - | Administrator/Analyst |

Purpose of the Meeting

Following a successful application for leave for judicial review by a Respondent in an appeal, the Commission met to consider:

- a) its role in the judicial review; and
- b) the need to review its guidance, policies and procedures to cater to similar developments in the future.

The Commission noted that it continues to await specialist legal advice which it had sought.

It was noted that the Appellant in this matter sought clarification from the Chairman following the Manager's response to her queries. The Commission agreed the process of judicial review could be confusing to a lay person. As such, the Commission agreed the Policies and Procedures Manual and Guidance Notes should be updated to reflect the right of both the appellant and the respondent to file an application for leave for a judicial review in the event they query the lawfulness of the decision. In addition, it should note that the Commission cannot provide legal advice or representation to either parties in the event such an application is filed.

It was further noted that the outcome of the judicial review may determine whether amendments are necessary to the PSML.

Actions

The Chairman will:

- a) Respond to the Appellant's request for information.

The Secretariat will:

- a) Follow-up on the request for specialist legal advice; and
- b) Update the Policies and Procedures Manual and Guidance Notes.



Donovan Ebanks

27 Sept. '18

CHAIRMAN

CIVIL SERVICE APPEALS COMMISSION