



Record of members present and business transacted at meeting held on 15th April, 2014 at 9:35am, in the Commissions Secretariat Conference Room, Corporate Centre.

Members Present

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

Apologies

Mrs. Dorothy Crumbley	-	Member
Mrs. Stacey van Develde	-	Member

Others Present

Ms. Deborah Bodden	-	Manager, Commissions Secretariat
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Confirmation of Previous Minutes

The minutes of 15 April 2013, 1 May 2013, 15 January 2014, 13 February 2014, 6 March 2014 and 1 April 2014 were confirmed. These minutes will be uploaded on the CSAC's website.

Outstanding Business

Flow Chart – Route of a CSAC Appeal

The members confirmed a flow chart which depicts the route a CSAC appeal takes. This flow chart will be added to the website and integrated into the Policies and Procedures Manual as a tool for both appellants and respondents to understand the appeals process.

Outstanding Appeals

- **Appeal 003/0214**

The CSAC has now received a response from the Chief Officer whose decision is being appealed and a submission from the appellant responding to any new information raised in the Chief Officer's response. After carefully reviewing the appeal submission, the response from the Chief Officer and the follow-up response the CSAC considered the admissibility of the appeal and agreed that in relation to the appeal referenced as "Decision 1" that the threshold test set out in section 54(2) had not been satisfied because no evidence had been produced which tended to suggest that the Chief Officer acted in an unfair or biased manner. The CSAC further agreed that in relation to the appeal referenced as "Decision 2",

the threshold test had again not been satisfied, but that, even if it had been, the Chief Officer had provided reasons for the decision to the appellant.

Prior to the release of its decision to the appellant and respondent the CSAC agreed to consult its legal advisor on the matter.

Actions

- Draft correspondence to the appellant in Appeal 003/2014 (Secretariat); and
- Draft correspondence to the relevant Chief Officer in Appeal 003/2014 (Secretariat).



Donovan Ebanks
CHAIRMAN
CIVIL SERVICE APPEALS COMMISSION