



Record of members present and business transacted at meeting held on 17<sup>th</sup> June 2014 at 9:30am, in the Commissions Secretariat Conference Room, Corporate Centre.

### Members Present

Mr. Donnie Ebanks	-	Chairman
Mr. Lemuel Hurlston	-	Member (for part) and Acting Chairman (for part)
Mrs. Andrea Bryan	-	Member
Ms. Deanna Lookloy	-	Member
Mrs. Stacey van Develde	-	Member

### Apologies

Mrs. Dorothy Crumbley	-	Member
-----------------------	---	--------

### Others Present

Mrs. Kirsten Houghton	-	Legal Advisor to the CSAC
Ms. Deborah Bodden	-	Manager, Commissions Secretariat

### Outstanding Business

- Jurisdiction of the CSAC

The CSAC has now received legal advice which clarifies its remit in regards to appeals filed by Police or Prison Officers. The CSAC accepts that it has no jurisdiction over any appeal filed by a Police Officer and that it only has jurisdiction of appeals filed by Prison Officers which do not relate to disciplinary matters. The Policies and Procedures Manual, as well as the website and orientation video will be updated accordingly.

### New Appeals

- Appeal 004/2014

Following the receipt of the legal advice detailed above 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 order that the Appeal may be accepted. As the CSAC had questioned its jurisdiction in the matter the CSAC had not asked the appellant to complete the required Appeals Form. Prior to doing so however the appellant will be asked to provide proof of the date on which he received the letter from the Chief Officer, against whose decision he is appealing. This information is necessary to determine whether the appeal has been made in the time required by law. Once a determination is made that the appeal was made in the time required by law the appellant will be asked to complete the Appeals Form and submit within ten calendar days all documentation referenced in the original

submission as well as any other documentation the appellant would wish for the Commission to consider. If the determination is made that the appeal was filed outside of the time required by law the appeal will be dismissed.

#### Outstanding Appeals

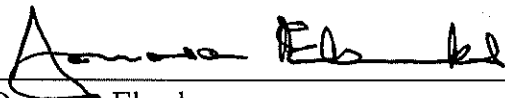
- Appeal 005/2014

For the record it is noted that the Chairman Donovan Ebanks continues to recuse himself from this matter as his former role of Deputy Governor placed him in a relationship of close proximity with both parties. He will continue to recuse himself from any meeting or matter which relates to this appeal and Member Lemuel Hurlston will continue to serve as Acting Chairman.

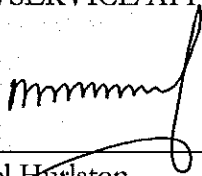
It is noted that the ten calendar days in which the parties were required to respond to the CSAC's request for arguments and further information expired yesterday, 16 June 2014. Submissions have been received by the legal counsel for the Appellant but not from the Respondent Chief Officer. As the deadline fell on a public holiday the Acting Chairman indicated that he would accept submissions from the Respondent Chief Officer if received by the close of business today 17 June 2014. The Secretariat was asked to send an e-mail to the Respondent Chief Officer to this effect.

#### Actions

- Draft correspondence to the appellant in Appeal 004/2014 (Secretariat); and
- Draft correspondence to the relevant Chief Officer in Appeal 005/2014 (Secretariat).



Donovan Ebanks  
CHAIRMAN  
CIVIL SERVICE APPEALS COMMISSION



Lemuel Hurlston  
ACTING CHAIRMAN  
CIVIL SERVICE APPEALS COMMISSION