



*Promoting Fairness,  
Equity and Consistency.*

Record of members present and business transacted at meeting held on 16 March 2017 at 9:30am in the Commissions Secretariat Conference Room, Artemis House.

### **Members Present**

Mr. Donovan Ebanks	-	Chairman
Ms. Deanna Look Loy	-	Member
Mrs. Stacey van Develde	-	Member
Mr. Colin Ross	-	Member
Mrs. Sheena Sigsworth	-	Member
Mrs. Vicki Hulse	-	Member

### **Apologies**

N/A

### **Others Present**

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

### **Welcome**

The Chairman welcomed new members Mrs. Sheena Sigsworth and Mrs. Vicki Hulse to the Commission and thanked them for their willingness to serve.

### **New Appeals<sup>1</sup>**

- Appeal 003/2017

Members considered the appeal form and supporting documents and agreed that the appellant had not provided any evidence, in accordance with the requirements of the Law, to show that the Respondent acted in an unfair or biased manner, or that the processes and procedures specified in the Regulations for this type of decision were not followed.

Members observed, based on the submission, that an opportunity to engage in constructive communication between the Appellant and the Respondent may have been missed. The Commission agreed to correspond with the Respondent and Deputy Governor in order to bring this missed opportunity to their attention.

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<sup>1</sup> It is noted that Appeal 002/2017 was dismissed by the Manager, in consultation with the Chairman, as the matter did not fall within the CSAC's jurisdiction.

- Appeal 004/2017

Members considered the request for an Interim Order and the Notice of Appeal. The Commission agreed that there was no authority to issue an Interim Order as requested as the reference section of the Law was not applicable. In addition, members agreed the Manager should direct the Appellant to the Guidance Notes which indicate that a Notice of Appeal is not considered by the Commission to suffice in filing an application form.

The Appellant will be informed that she must submit her appeal within the 30 day timeframe and in the event that she is unable to file a completed appeal within the 30 calendar day timeframe, he or she should submit the appeal and supporting documents to the extent that they are able, with a covering letter detailing what information is lacking and why, and when it is expected to become available. The matter will be considered and the appellant notified as to the timeframe the Commission has agreed in order to complete the submission.

- Appeal 001/2017

The Commission was updated on the status of this appeal. The parties have indicated that they are involved in without prejudice discussions in an attempt to resolve the matter. The Commission expects to receive a response from the Appellant's legal representative as to whether this matter will be progressed with the Commission, by the end of the month.

#### Any Other Business

- Meetings of the Commission

It was agreed that the Commission will meet at least quarterly to discuss any issues which have arisen during the quarter if there have been no other meetings necessary to consider appeal submissions. In addition, where members are able to consider an appeal via means, other than a physical meeting, the Chairman will determine whether members should be remunerated.

- Education

The Commission discussed the following developments which aim to increase the information and accessibility of the Commission:

- The website has been redeveloped and is now live;
- Members were given two of the three proposed draft pamphlets for approval;
- The Guidance Notes have recently been updated; and
- A press release will be issued in regards to these new developments.

#### Actions

- Members were asked to:
  - review the two draft pamphlets.
- The Secretariat was asked to:
  - draft a decision in Appeal 003/2017 and Appeal 004/2017 for the Chairman's review;

- draft communication to the Respondent and Deputy Governor in Appeal 003/2017 for the Chairman's review;
- complete the third draft pamphlet; and
- draft a press release on the new developments.



Donovan Ebanks  
CHAIRMAN  
CIVIL SERVICE APPEALS COMMISSION