

**STAFF APPEALS COMMITTEE**

A meeting of the Staff Appeals Committee was held on 3 February 2015.

**PRESENT:** Councillors S Biswas (Chair) and Councillors J Hobson and M Saunders

**OFFICERS:** S Dorchell, P Duffy, S Osbon, P Thwaites

**DECLARATIONS OF INTERESTS**

There were no declarations of interest.

**14/21 MINUTES - STAFF APPEALS COMMITTEE - 9 DECEMBER 2014**

The Minutes of the Staff Appeals Committee held on 9 December 2014 were submitted and approved as a correct record.

**14/22 PROCEDURE NOTES FOR APPEAL HEARING**

Following introductions, the Chair reaffirmed the procedure to be followed at the meeting, a copy of which had been previously circulated to all representatives.

The Chair asked the Appellant if she had any representation from her Trades Union and she confirmed that she did not.

**14/23 EXCLUSION OF PRESS AND PUBLIC.**

ORDERED that the press and public be excluded from the meeting for the whole of the business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 and that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

**14/24 APPEAL CASE REFERENCE: AD/04/14**

The Committee considered an appeal, Case Reference AD/04/14, in respect of the decision to issue a final written warning to the Appellant for taking unauthorised time off work for a holiday.

A statement of case from the Management Representative and information received from the Appellant had been circulated to all parties concerned prior to the meeting.

The Management Representative presented the Council's case and responded to questions asked by the Appellant and Members of the Committee.

The Appellant presented her case and responded to questions asked by the Management Representative and Members of the Committee.

Following the summing up of the cases by the Management Representative and the Appellant, they withdrew from the meeting. Before doing so, the Chair advised the Management Representative that he did not have to wait for the decision if he needed to attend to other matters. The Legal Representative, Human Resources Advisor and Governance Officer remained whilst the Committee determined the appeal.

The Appellant returned to the meeting room for the announcement of the Committee's decision, details of which would be confirmed in writing to the Appellant by the Legal Services Representative.

**ORDERED** that, having given full consideration to all of the evidence presented, the appeal against the decision to issue a final written warning be not upheld.

