



## **Employee Appeals Committee**

Date: Wednesday, 31 October 2018

Time: 2.00 pm

Venue: Room 132, Ground Floor, Old Town Hall

Everyone is welcome to attend this committee meeting.

### **Membership**

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**Councillors –**

Rahman (Chair), Connolly, Nasrin Ali

## Agenda

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**1. Urgent Business**

To consider any items which the Chair has agreed to have submitted as urgent.

**2. Appeals**

To consider any appeals from the public against refusal to allow inspection of background documents and/or the inclusion of items in the confidential part of the agenda.

**3. Interests**

To allow Members an opportunity to [a] declare any personal, prejudicial or disclosable pecuniary interests they might have in any items which appear on this agenda; and [b] record any items from which they are precluded from voting as a result of Council Tax/Council rent arrears; [c] the existence and nature of party whipping arrangements in respect of any item to be considered at this meeting. Members with a personal interest should declare that at the start of the item under consideration. If Members also have a prejudicial or disclosable pecuniary interest they must withdraw from the meeting during the consideration of the item.

**4. Exclusion of the Public**

The officers consider that the following items contain confidential information as provided for in the Local Government Access to Information Act and that the public interest in maintaining the exemption outweighs the public interest of disclosing the information. The Employee Appeals Committee is recommended to agree the necessary resolutions excluding the public from the meeting during consideration of these items.

An appeal process exists for members of the public who wish to appeal against the officers' recommendation for confidentiality. Anyone who does wish to appeal should contact the Committee officer as soon as possible (preferably at least 48 hours) before the meeting

**5. Appeal Against Dismissal (LGM) - Libraries**

## Information about the Committee

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The Employee Appeals Committee deals with appeals by Council employees against disciplinary action. The subject of the meetings involves consideration of personal information that has been specifically exempted from public disclosure. The public is therefore excluded from these meetings.

The Committee is made up of the Executive Member for the employee's service department (or deputy) and two further member drawn from a pool of members appointed by the Council.

The procedure for the Committee is attached.

Joanne Roney OBE  
Chief Executive  
3rd Floor, Town Hall Extension,  
Lloyd Street  
Manchester, M60 2LA

## Further Information

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For help, advice and information about this meeting please contact the Committee Officer:

Donna Barnes  
Tel: 0161 234 3037  
Email: [d.barnes@manchester.gov.uk](mailto:d.barnes@manchester.gov.uk)

This agenda was issued on **15 October 2018** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 3, Town Hall Extension (Mount Street Elevation), Manchester M60 2LA

### **The Procedure during appeal hearings**

1. The department representative(s) and the appellant (and/or representative) will be invited into the meeting room to sit before the Committee.
2. The department representative to then put forward the reason(s) for disciplinary action to the Committee and call witnesses as necessary\*.
3. The appellant (or their representative) may question the department representative on the evidence presented by them and any witnesses.
4. The members of the Committee can then question the department representative and any witnesses.
5. The department representative will finish off their presentation.
6. The appellant (or their representative) put the case against the reason(s) put forward by the department representative and call witnesses as necessary\*.
7. The department representative is then allowed to question the appellant and any witnesses.
8. The members of the Committee can question the appellant and any witnesses.
9. The appellant (or their representative) will finish off the presentation.
10. The department representative and the appellant (or their representative) will be asked to sum up only the main points of the evidence they have presented.
11. The department representative and the appellant and representative will be asked to leave the room.
12. The Committee (in the presence of the officers appointed as Governance Officer and Personnel Adviser to the Committee) will, in private, consider all the evidence submitted and the presentations made by both parties. Both parties may be recalled, if necessary, to clarify points of evidence already given.
13. Both parties will be invited back into the meeting room. The Chair will announce the decision of the Committee to both parties. A letter confirming the decision will be sent to the appellant within 48 hours of the hearing.

\*The Committee has discretion as to whether any evidence/witness is admitted.

By virtue of paragraph(s) 2 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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