



MANCHESTER  
CITY COUNCIL

## **Employee Appeals Committee**

Date: Friday, 7 December 2018

Time: 10.00 am

Venue: Room 1009, Town Hall Extension

This is a supplementary agenda containing additional evidence which was not available at the time of the original publication.

### **Membership**

---

**Councillors** – N Murphy (Chair), Stone and Watson

## Agenda

---

5. **Appeal Against Dismissal (KO)**

5 - 22

A revised copy of the report of the Head of Manchester Adult Education Service is enclosed. This contains additional items that were omitted from the list of appended documents in the original publication. For clarity these were referred to in the original papers as appendices 28b, 28c and 28d but are now named 39, 40 and 41 respectively.

## Information about the Committee

---

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

---

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 **3 December 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.