



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.

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Chief Executive
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Lloyd Street
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Further Information

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

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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) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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