

Crawley Borough Council

Staff Appeals Board

Agenda for the **Staff Appeals Board** which will be held in **Committee Room A**, Town Hall, Crawley, on **Tuesday 10 July 2012** at **11.00 a.m.** **prompt**

Nightline Telephone No. (01293) 551636



Head of Legal and Democratic Services

To the following Members of the Staff Appeals Board:-

Councillors D G Crow, S J Joyce, R A Lanzer.

Also, to Councillors R G Burgess and C A Cheshire (who as the nominated reserve Members of the Staff Appeals Board, will be on standby to attend the meeting if required).

All other Councillors

Please contact Roger Brownings (Legal and Democratic Services Division) if you have any queries regarding this agenda.

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Email: roger.brownings@crawley.gov.uk

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Refreshments, including sandwiches, will be available at the meeting

With reference to my letter of arrangements, circulated to the five Board Members identified above, dated 22 June 2012, those Members are reminded that a pre briefing (to include general appeal issues) will take place in Committee Room A, at 10.00 a.m. on 10 July 2012 (prior to the Staff Appeals Board meeting). As with the Board meeting itself, the reserve Members should only attend the pre briefing if contacted and asked to do so.

Emergency procedure for meetings will be circulated to Members and visitors attending this meeting. Please familiarise yourself with these procedures and the location of fire exits.

Business - Part A

1. Appointment of Chair.

To appoint a Chair for the meeting.

2. Apologies for Absence

3. Members' Disclosures of Interest

In accordance with the Council's Code of Conduct, members of the Council are reminded that it is a requirement to declare interests which are Personal or Personal and Prejudicial, where appropriate.

4. Exempt Information – Exclusion of the Public

The Committee is asked to consider passing the following resolution:-

That under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

Business – Part B

5. Appeal Against Dismissal on the Grounds of Ill Health Capability in Accordance with the Absence Management Procedure. (Exempt Paragraph 1 - Information Relating to an Individual)

To consider the appeal against dismissal on the grounds of ill health capability in accordance with the Absence Management Procedure by a member of staff detailed in **Enclosures A and B** of this agenda.

Please note:-

Enclosure A – Management Case Papers.

Enclosure B – is evidence requested for submission by the Appellant.

Enclosures A and B have only been distributed to the Members and the officers attending the meeting, and to the reserve Members.

This information is available in different formats and languages. If you or someone you know would like help with understanding this document please contact the Democratic Services Team on 01293 438549 or email: democraticservices@crawley.gov.uk