



Epping Forest District Council

STAFF APPEALS PANEL **Friday, 7th August, 2009**

Place:	Civic Offices, High Street, Epping
Room:	Committee Room 1
Time:	1.00 pm
Democratic Services Officer	Graham Lunnun – The Office of the Chief Executive Tel: 01992 564244 Email: glunnun@eppingforetsdc.gov.uk

Members:

Councillors J M Whitehouse (Chairman), P Gode, B Rolfe, B Sandler and J Wyatt

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- 1. APOLOGIES FOR ABSENCE**
 - 2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

(Assistant to the Chief Executive) To report the appointment of any substitute members for the meeting.
 - 3. DECLARATIONS OF INTEREST**

To declare interests on any item on the agenda.
 - 4. MINUTES (Pages 5 - 8)**

To confirm the minutes of the last meeting of the Panel held on 2 November 2007 (attached).
 - 5. STAFF APPEALS PANEL PROCEDURE (Pages 9 - 16)**

To note the procedure for determining staff appeals (attached).

6. EXCLUSION OF PUBLIC AND PRESS

Exclusion: To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

<i>Agenda Item No</i>	<i>Subject</i>	<i>Exempt Information Paragraph Number</i>
7	Staff Appeal No.1 – 2009/10	1

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Confidential Items Commencement: Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

Background Papers: Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

7. STAFF APPEAL NO. 1-2009/10

To consider a restricted report and case papers (to follow).