



Epping Forest District Council

STAFF APPEALS PANEL **Tuesday, 26th June, 2012**

Place:	Civic Offices, High Street, Epping
Room:	Council Chamber
Time:	10.00 am
Democratic Services Officer	G Lunnun (Office of the Chief Executive) democraticservices@eppingforestdc.gov.uk

Members:

Councillors J M Whitehouse (Chairman), B Sandler (Vice-Chairman), Mrs T Cochrane, Mrs R Gadsby and B Rolfe

THERE WILL BE A BRIEFING FOR MEMBERS OF THE PANEL AT 9.30 am IN THE ACTING CHIEF EXECUTIVE'S OFFICE

1. APOLOGIES FOR ABSENCE

2. SUBSTITUTE MEMBERS

(Assistant to the Chief Executive) To report the attendance of any substitute members for the meeting.

3. DECLARATIONS OF INTEREST

To declare interests on any item on the agenda.

4. MINUTES (Pages 5 - 12)

To confirm the minutes of the last meeting of the Panel held on 7 August 2009 (attached).

5. STAFF APPEALS PANEL PROCEDURES - JOB EVALUATION APPEALS (Pages 13 - 100)

(Assistant Director (Human Resources)) To note the attached introductory statement, policies and procedures which need to be taken into account in relation to the appeals to be considered at this meeting.

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):

Agenda Item No	Subject	Exempt Information Paragraph Number
7	Staff Appeal No.1 – 2012/13	1
8	Staff Appeal No.2 – 2012/13	1
9	Staff Appeal No.3 – 2012/13	1
10	Staff Appeal No.4 – 2012/13	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 -2012/13 - LICENSING COMPLIANCE OFFICERS

To consider statements and background documents (circulated separately).

8. STAFF APPEAL NO. 2 - 2012/13 - ESTATES MANAGEMENT ADMINISTRATOR

To consider statements and background documents (circulated separately).

9. STAFF APPEAL NO. 3 - 2012/13 - SENIOR CONTRACTS LAWYER

To consider statements and background documents (circulated separately).

10. STAFF APPEAL NO. 4 - 2012/13 - SENIOR FINANCE OFFICER (PROCUREMENT AND ADMINISTRATION)

To consider statements and background documents (circulated separately).