



PERSONNEL APPEALS PANEL (GRIEVANCE)

**TUESDAY 16 SEPTEMBER 2008
9.30 AM ***

PANEL AGENDA (LICENSING AND GENERAL PURPOSES)

**COMMITTEE ROOM 6,
HARROW CIVIC CENTRE**

* Please note: There will be a briefing for Members of the Panel at 9.00 am
in Committee Room 6

MEMBERSHIP

Councillors:
Mrs Lurline Champagne
Mrs Anjana Patel
Mr Bob Currie

**Issued by the Democratic Services Section,
Legal and Governance Services Department**

**Contact: Lysandra Dwyer, Democratic Services Officer
Tel: 020 8424 1264 E-mail: lysandra.dwyer@harrow.gov.uk**

***NOTE FOR THOSE ATTENDING THE MEETING:
IF YOU WISH TO DISPOSE OF THIS AGENDA, PLEASE LEAVE IT BEHIND AFTER THE MEETING.
IT WILL BE COLLECTED FOR RECYCLING.***

HARROW COUNCIL

PERSONNEL APPEALS PANEL

TUESDAY 16 SEPTEMBER 2008

AGENDA - PART I

1. **Appointment of Chairman:**

To appoint a Chairman for the purposes of the meeting.

2. **Declarations of Interest:**

To receive declarations of personal or prejudicial interests, arising from business to be transacted at this meeting, from all Members of the Panel.

3. **Arrangement of Agenda:**

To consider whether any of the items listed on the agenda should be considered with the press and public excluded on the grounds that it is thought likely, in view of the nature of the business to be transacted, that there would be disclosure of confidential information in breach of an obligation of confidence or of exempt information as defined in Part 1 of Schedule 12A to the Local Government Act 1972.

4. **Minutes:**

[Note: Personnel Appeals Panel minutes are:-

- (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chairman for that meeting;
- (2) printed into the Council Minute Volume, published monthly;
- (3) not submitted to the next panel meeting for approval.

Reasons: The Personnel Appeals Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting is likely to comprise a different Chairman and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provides appropriate approval scrutiny].

AGENDA - PART II

5. Grievance Appeal:

- (i) Procedure for Hearing (Page 1)
- (ii) Grievance Procedure (Pages 2-6)
- (iii) Appellant's Statement (Pages 7-9)

Document One (Page 10)
Document Two (Page 11)
Document Three (Page 12)
Document Four (Page 13)
Supplemental (Page 14)
Document Five (Pages 15-17)
Grievance record Form (Page 18)
Employee Handbook

- (iv) Management's Case Statement (Pages 19-31)

Appendix One (Pages 32-35)
Appendix Two (Page 36)
Appendix Three (Page 37)
Appendix Four (Page 38)
Appendix Five (Pages 39-40)
Appendix Six (Pages 41-47)
Appendix Seven (Pages 48-49)
Appendix Eight (Page 50)
Appendix Nine (Pages 51-52)
Appendix Ten (Page 53)
Appendix Eleven (Page 54)
Appendix Twelve (Page 55)
Appendix Thirteen (Page 56)
Appendix Fourteen (Page 57)
Appendix Fifteen (Page 58)

[Note: The above reports are included in Part II of the agenda as they contain exempt information in accordance with Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972. (Information relating to a particular individual)]

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