

SELECTION DECISION: APPEALS ' PROCEDURE

In implementing this procedure, Officers of Eastbourne Borough Council will ensure that our approach promotes and protects equality of opportunity in service delivery, at all times, in line with corporate policies and training.

INTRODUCTORY NOTES

1. All employee or workers of the Borough Council are entitled to appeal against a selection decision where they perceive a breach of the Council's stated policies or procedures.
2. All parties involved should use this procedure correctly, fairly and speedily, in order to maintain good working relationships. Officers using the procedure should endeavour to settle the matter at its point of origin.
3. The following are **not** regarded as being matters which should be raised under this procedure:-
 - Appeals against wages or salary levels or against job evaluation decisions.
4. The following could be among possible reasons for appealing against a selection decision: discrimination on the basis of sex, ethnic origin, disability; selection decision based on other factors than those specific to the job requirements.
5. The parties to an Appeals procedure may, by mutual agreement, modify the time limits referred to below.

The Appeals' procedure against Selection Decisions consists of two possible stages:

STAGE ONE

1. A employee or worker who has issues relating to his or her non-selection for a post with the Borough Council should raise the matter directly with the selecting manager in writing within two working days of the selection decision being given. A copy of this letter should be forwarded to the Employee Relations Adviser for central records and Equalities' purposes.
2. The selecting manager will meet with the employee or worker, as soon as possible thereafter, and certainly within three working days of receipt of the letter of notification from the employee or worker. The employee or worker may choose to be accompanied by a nominated fellow employee or worker of their choice or a Trade Union representative.
3. The selecting manager will address the concerns raised by the individual, providing clarification and reviewing the selection decision, as appropriate. S/he should then respond formally in writing within two working days of this meeting.
4. Exceptionally, the parties may agree that a full written response be made to all points raised as an alternative to a meeting. Where this occurs, the selecting

manager should respond formally in writing within three working days of receiving the written complaint.

3. An employee or worker, for whom the outstanding issues have not been resolved at this meeting, may lodge a final appeal in writing. This final appeal must be lodged within two working days of receiving the selecting manager's written decision.

STAGE TWO – Final Appeal

1. The employee or worker, or his or her nominated fellow employee of their choice or Trade Union representative, should make the appeal in writing to the divisional Head of Service or, if the Head of Service was the selecting manager at Stage One, to the Chief Officer of the Department. A copy of this written appeal must be forwarded to the Employee Relations Adviser for central records and Equalities' purposes.

2. The relevant Chief Officer, Head of Service or other senior officer authorised by him or her for this purpose, will obtain all relevant documentation from the selection process and from Stage One of this procedure. S/he will, within three working days of receipt of the letter of appeal, convene the Final Appeal meeting with the interested parties. An appropriate representative from Personnel should also be present to advise the relevant Chief Officer or Head of Service during this process.

3. After hearing the Appeal, the Chief Officer, Head of Service or senior officer authorised by him or her for this purpose, should give his or her decision verbally to the employee or worker and to any representative at the meeting or within two working days thereafter. This final decision must also be confirmed in writing within three working days from the date of the meeting.

2. Stage Two is the final level of appeal.