



Department  
for Work &  
Pensions

# Civil Service Appeal Board

Annual report – April 2013 to March 2014

Published August 2014

# Civil Service Appeal Board

## Annual report – April 2013 to March 2014

### **Background**

The Department for Work & Pensions (DWP) took over the administration of Civil Service Appeal Board (CSAB) from the Cabinet Office in January 2012. From that date the board only considered appeals on the following grounds:

- non-payment of compensation or the amount of compensation paid on dismissal from the Civil Service on inefficiency grounds for unsatisfactory attendance or poor performance
- forfeiture of superannuation decisions
- refusal of permission to participate in political activities

From January 2012 to March 2014, the CSAB Secretariat has considered 168 appeals to the CSAB which included 10 cases held in abeyance by the Cabinet Office.

### **Board members**

Since taking over the administration of the CSAB, a review of the board members was undertaken and new members have been recruited to sit on the CSAB panel. See appendix 1 for the list of board members.

### **Administration of CSAB**

The Secretariat consists of a manager and five caseworkers who administer the incoming work. The Secretariat manages a caseload of appeals and provides advice to departments and appellants Civil Service wide. Their key function is to ensure cases are progressed within set timescales and to provide support to the Board members.

The Secretariat has worked with GOV.UK to publish a [user-friendly guide for appellants and departments and agencies](#). The guidance provides a clear route way for customers accessing our services explaining how to appeal, timescales and guidance on preparing a statement to the board.

The Secretariat has worked with the Civil Service HR Casework team to develop a good practice guide to assist Departments. This guide incorporates feedback from board members, useful tips on preparing a submission to the board and a checklist for users.

## **Current state of play**

There are a significant number of appeals currently being prepared for the board, all at various stages in the process. Appellants are now increasingly asking for a face to face board and there have also been requests for appeals to be heard via tele-conferencing

## **Statistics for the period April 2013 to March 2014**

### **Appeals received**

The Appeal Board received 91 appeals during this period – this is an increase of 78% from the previous year. The appeals were from 31 government departments or Non Departmental Public Bodies (NDPBs) of which 39% have been from DWP and 10% from HM Revenue & Customs.

### **Of the appeals received**

- 48 appeals were not heard by the board for the following reasons:
  - appellants had no right of appeal to the board
  - appellants had submitted their appeal out of time
  - appellants were successful on internal appeal
  
- 43 appeals were considered by the board :
  - 42 on the grounds of compensation
  - 1 on the grounds of refusal to participate in political activities

### **Appeal outcomes**

- 12 decisions were considered fair / found in the departments favour
- 31 decisions were considered unfair / found in the appellants favour and an increase in the level of compensation was awarded. Only 19 of the 31 cases resulted in an uplift to 100% compensation

### **Types of hearings**

- 36 appellants chose to have a paper hearing
- 7 appellants chose to have an oral hearing

# Appendix 1

## **Board members**

### **Chairpersons**

John Barker CB

Christine Alderson

### **Management board members**

Mr Stephen Swan

Ms Maz Frost

Mr Patrick Hughes

Mrs Yvette Long

### **Trade Union board members**

Mr Charles Cochrane

Mr Russell Yates

Mr Paul Curtis