



Staff Liaison Committee

Terms of Reference

Reference	Approved	Ratified	For Review	Amended
Ref: SLTOF	13 <sup>th</sup> Dec 2021	28 <sup>th</sup> Feb 2022	13 <sup>th</sup> Dec 2022	

## Staff Liaison Committee – Terms of Reference

*From PPN Handbook Pg 58*

“The Secretariat oversees the work of the PPN in between Plenaries and facilitates and enables the day-to-day activities of the of the Resource Worker, Support Worker and any casual, part-time or Scheme staff engaged by the PPN to further its objectives. As it is not possible for up to 15 people on one Secretariat to be responsible for the day-to-day support of staff, each Secretariat must appoint a Staff Liaison Committee consisting of three members of the Secretariat who will directly engage with staff in respect of their day to day activities.

As soon as possible after the appointment of the Staff Liaison Committee, all three members must ensure to attend HR and management training before taking on their role as part of the Staff Liaison Committee”.

The staff liaison group is a support network for the coordinator and support worker. In the event of information of a personal nature being shared with this group, confidentiality will be respected.

Secretariat Members	Anne Crowe Liz Denieffe Declan Nolan Sarah Shakespeare (should a member not be available)
Resource Worker/ Coordinator Support Worker	Grainne Fleming Grace Clarke
Meeting schedule	Second Thursday of every month at 11am via zoom (the Thursday before Monday Secretariat meeting)
Scope of this group	<ul style="list-style-type: none"> <li>To directly engage with the PPN Workers and support them in their role.</li> <li>To meet regularly with staff to discuss ongoing issues, share ideas, get feedback on proposals, and prepare for Secretariat meetings if required.</li> <li>In the event of a complaint or grievance the staff liaison committee has a role, (Outside of the official HR process) in keeping with guidelines outlined in the PPN handbook and the PPN Grievance &amp; Disciplinary Procedure.</li> </ul>
Outside the scope of this group	This group is not a decision-making forum. Any requirement for decisions must be brought to the Secretariat for ratification.