



Mevagh Family Resource Centre
Terms of Reference for Staff Liaison Sub-committee

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What is this?	This is Mevagh Family Resource Centre's (Mevagh FRC) Terms of Reference for the Staff Liaison Sub - committee
Date Policy Approved:	These TOR was approved by the (VBOD) of Mevagh FRC at its meeting on 16.06.2025
Review Date:	These TOR will be reviewed by the (VBOD) of Mevagh FRC on 16.06.2028

Introduction

The Voluntary Board of Directors (VBOD) retains overall responsibility as the employer of staff at Mevagh Family Resource Centre (MFRC), while delegating day-to-day responsibility for employment issues to the Staff Liaison Sub-committee. With Board approval, suitably qualified individuals with relevant employment knowledge may be co-opted onto the Sub-committee to provide further support. Additionally, the Sub-committee can avail of external expertise, if required. The Sub-committee ensures clear two-way communication between the Board and staff, particularly regarding work responsibilities, methods, standards, and timelines.

Purpose of the Staff Liaison Sub-committee

The Project Manager holds key responsibilities for ensuring the organisation complies with employment laws and follows best practice HR policies and procedures. The Staff Liaison Sub-committee, on behalf of the VBOD, provides oversight and support to help ensure these practices meet legal requirements and align with the organisation's goals.

Key responsibilities include:

- Ensuring legislative compliance, particularly in health and safety and equality.
- Managing recruitment, selection, and induction of staff in line with organisational policies.
- Overseeing probationary periods and ensuring contracts clearly define terms and conditions.
- Reviewing employment terms and updating the VBOD, as needed.
- Maintaining complete and accurate personnel files, including attendance, leave, appraisals, and other employment records.
- Providing structured support, supervision, and annual appraisals for all employees.
- Promoting positive employer-employee relations and being accessible to all staff, including temporary and placement workers.
- Ensuring all staff are treated with dignity and respect, and addressing conflicts through established policies.
- Preventing workplace bullying in line with legislative requirements and the Centre's health and safety statement.
- Recommending staff training and development needs to the VBOD.
- Undertaking relevant training to support their employer role and stay informed on employment law and best practice.

Composition of the Staff Liaison Sub-committee

The Staff Liaison Sub-committee will consist of 2 to 4 members from the VBOD, with efforts made to ensure gender balance. Members should have strong communication skills, a good understanding of HR processes, sound judgment, and the ability to work collaboratively while maintaining confidentiality and fairness. Where necessary, external experts may be co-opted to provide additional support. Members commit to serving a minimum of one year. If a member misses three consecutive meetings without valid reason, their membership will be considered lapsed and a replacement will be appointed. Continuous service on the Staff Liaison Sub-committee is limited to a maximum of three years.

Organisation of the Group

The Staff Liaison Sub-committee will appoint one member as Chairperson. The Chairperson is responsible for:

- Organising meetings as necessary with the Project Manager to discuss staffing issues and scheduling meetings with other staff as requested/required.
- Serving as the main communication link between staff and the VBOD on employment matters.

- The FRC will support the Staff Liaison Sub-committee with administrative support to include scheduling meetings, taking minutes, and circulating documents ensuring that staffing related data is securely filed and complies with data protection regulations. Access will be provided to relevant policies and procedures to inform discussion and decisions.
- The Staff Liaison Sub-committee should have a professional, collaborative relationship with FRC staff, providing guidance, maintaining clear communication, and supporting shared goals while respecting staff responsibilities.

Power of the Staff Liaison Sub-committee

The Staff Liaison Sub-committee has the authority to manage day-to-day staffing issues and make recommendations to the VBOD for informed decision-making. However, it does not have the authority to make decisions on the following:

- Changes to employment terms, conditions, or contracts.
- Decisions with legal or financial implications not previously approved by the VBOD.
- Implementing disciplinary or grievance procedures without VBOD consent.
- Approving changes in staff numbers.
- Ratifying the membership of the Staff Liaison Sub-committee.

Communication

The Staff Liaison Sub-committee will report to the VBOD as needed, through the Chairperson of the group. A verbal report will be provided, and the details will be recorded in the minutes of the Board meeting.

Confidentiality

Staff Liaison will inform employees that some workplace information may be exempt from the Confidentiality Policy. For example, if a staff member discloses information with legal implications for the Centre, Staff Liaison is obligated to investigate its accuracy and report it to the VBOD. All actions will comply with Data Protection Legislation 2018.

Review and Evaluation

This policy will be reviewed every three years, or more frequently if necessary. Any required adjustments will be made at that time and must be approved by the VBOD.

Signed by the Chairperson: Eva Byrne

Date: 16/6/25

Signed by Director: M. McCafferty

Date: 16/6/25

Revision History

Revision No.	Approval Date	Document Reference and Changes Made	Name