



Staffing subcommittee - Terms of Reference

The Staffing subcommittee is a subcommittee of the Sanday Development Trust.

The subcommittee exists to consider matters relating to the Trust's responsibilities as an employer, and to consider disciplinary and grievance cases.

1. Membership

Chair
S Ray
E Brown
AFO
PGO

The AFO and PGO attend in an advisory capacity only and do not have decision making powers.

2. Appointment of Subcommittee

Membership will be confirmed following the Annual General Meeting (AGM) each year or at other times during the year in the event of personnel changes.

Other members of the board of directors can be substituted if considered necessary in the event of disciplinary and grievance hearings, for example if a director is unable to attend a hearing or if a director has prior contamination in a specific case.

3. Frequency of Meetings

The subcommittee shall meet as required. For disciplinary and grievance hearings the quorum will be three directors.

4. Recording of Meetings

The subcommittee shall ensure that an agreed written record of each of their meetings is forwarded for receipt at the next confidential meeting of the full board of directors.

5. Role and Purpose of the Subcommittee

- 5.1 Consider staffing matters (eg creation and implementation of annual leave policy, period of notice policy, pay policy etc) and make recommendations to the full board
- 5.2 Hold disciplinary and grievance hearings as per the approved disciplinary and grievance procedure
- 5.3 Seek advice as necessary eg from Voluntary Action Orkney Human Resources service.

6. Powers

To decide on disciplinary and grievance cases as per the approved disciplinary and grievance procedure.