

## **Protocol on Confidentiality of Salary Reviews and Appraisals**

The Council has given full delegated authority to the Staffing Committee regarding staff reviews and annual salary discussions and to take the necessary action thereon. It is good practice in employment matters that such items are kept confidential, other than the legal framework required from Local Councils.

As a general principle, in order to have access to confidential information, a councillor must demonstrate their “need to know”. In the case of performance and salary matters, this is predefined for members of the Staffing Committee. Any councillor who believes they should have access to the material must demonstrate this “need to know” to the satisfaction of the Chairman of the Committee, whose decision is final. This includes attendance at meetings, or those portions thereof, when confidential materials are being discussed.

The right of a councillor to attend any committee meeting of which they are not a member is recognised although they do not have a vote as per SO53, and subject to the above limits of confidentiality.