



# LEIGHTON-LINSLADE TOWN COUNCIL

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### SUB-COMMITTEES

#### TERMS OF REFERENCE 2018-2019

#### POLICY AND FINANCE COMMITTEE

##### **Grants & Awards Sub-Committee**

1. To approve or refuse grant applications, in accordance with Council policy.
2. To consider other requests for funding from the Town Council and where appropriate, make recommendations to Policy & Finance accordingly.
3. To consider and make recommendations in respect of the annual Honorary Burgess award, in accordance with Council policy.
4. To consider options in respect of nominations for other award schemes, as appropriate.

##### **Disciplinary, Grievance and Appeals**

Delegated powers to hear and action, as appropriate, employee grievances, appeals and disciplinary matters when referred by the Town Clerk.

##### **Community Safety Sub Committee**

1. To co-opt non-voting members who are deemed to be able to make a contribution to local issues affecting community safety.
2. To make recommendations to the Policy and Finance Committee relating to the use of Council funds for activities and initiatives that will enhance community safety within the Parish.
3. To receive reports from Bedfordshire Police on local operational matters with specific reference to the work of Safer Neighbourhood Teams.
4. To receive reports on the work of officers participating in Operation Dodford and to make recommendations to the Policy and Finance Committee on the financing and work of that initiative.



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5. To support schemes such as Neighbourhood Watch, Home Watch, Street Watch and Speed Watch within the Parish.
6. To have oversight of the Town Council's contribution to the work of Central Bedfordshire's Community Safety Partnership.

## **Personnel Sub-Committee**

1. Overview of staffing structure and staffing budget, ensuring that it is commensurate with objectives of the Council.
2. Review staff sickness absence.
3. Review staff training and identify and agree training needs for the Town Clerk and other senior members of staff.
4. Ensure Council employees are working in a safe environment.
5. Produce Code of Conduct for staff.
6. Review policies and procedures affecting human resources.
7. Review Job Description and Statement of Main Terms and Conditions of Town Clerk.
8. Receive notification of the Town Clerk's annual leave and matters relating to overtime working and sickness.
9. Informally hear any grievances raised by the Town Clerk.
10. Informally advise the Town Clerk on any disciplinary matters.
11. Succession plan for key staff who may wish to retire.
12. Recruitment and/or termination of contract for the Town Clerk and other senior members of staff.



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**CULTURAL & ECONOMIC SERVICES COMMITTEE**

**Markets Sub-Committee**

To work with the Market Manager in setting policies, rules, regulations and charges for the running of the Street Market.

Approved by:

Cultural & Economic Services Committee 12 June 2017 &  
Policy & Finance Committee on 19 June 2017