



## **SUB-COMMITTEES**

### **TERMS OF REFERENCE**

#### **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 Community Volunteer Award ~~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.
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 at least once per year.
3. To form a panel comprising three Councillors to undertake the Town Clerk's annual performance appraisal, including target setting and identifying training needs.
4. Ensure Council employees are working in a safe environment.
5. Review all new and revised policies and procedures affecting employees and make recommendations to the Policy and Finance Committee.
6. Review Job Description and Statement of Main Terms and Conditions of Town Clerk.
7. Where appropriate, to consider matters relating to the Town Clerk's employment including training, overtime, annual leave and sickness absence. Informally hear any grievances raised by the Town Clerk.
8. Informally advise the Town Clerk on any disciplinary matters.
9. Support the Town Clerk in succession planning for key senior staff.
10. Recruitment and/or termination of contract for the Town Clerk and other senior members of staff.
11. To consider and where appropriate, approve proposed minor amendments in staffing structure, where proposed changes are within existing salary budgets and will not have any adverse impact upon existing employees.
12. To monitor and make decisions regarding contracts & service level agreements relating to employment matters, where these are within existing budgets.

Last changes Approved by:  
Policy & Finance Committee on 30 July 2018