

STANDING COMMITTEES

ENVIRONMENT AND LEISURE COMMITTEE

UNDER DELEGATED POWERS

1. To monitor the administration of the day to day running of the Market House, Painted Room, Cemeteries and Community Facilities under the control of the Council
2. To be responsible for the maintenance of the vehicles and machinery, in connection with the Council's services
3. To implement the works programme of the Council in respect of the Market House Hall, Cemeteries and Community Facilities
4. To authorise the Clerk to carry out all of the Council's statutory functions with regard to the Cemeteries in line with the Council's responsibilities as a burial authority
5. To review the fees in respect of the Cemeteries and Market House, subject to not exceeding an increase above the Consumer Price Index (CPI)

BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

1. To consider public representations relating to the provision of services provided by the Council in respect of the Environment and Leisure and to make recommendations where appropriate
2. To contribute to the formulation and implementation of the corporate plan, making appropriate recommendations
3. To make recommendations regarding the purchase of vehicles in connection with the Council's services
4. To make recommendations on any increase in the fees in respect of the Cemeteries and Market House which exceed the CPI
5. To make recommendations on the expenditure of monies in respect of services/purchases of goods or equipment etc. for the Halls, Cemeteries and Community Facilities which exceed its budget allocation
7. To make recommendations on any repairs and expenditure in respect of the Listed Buildings under the Council's Management
8. To feed into the annual budget setting cycle

LEDBURY TOWN COUNCIL

RESOURCES COMMITTEE

UNDER DELEGATED POWERS

1. To receive information in respect of sickness absence figures in respect of all council staff
2. To receive information on the training and development of all council staff and councillors
3. To monitor the implementation of the Council's appraisals scheme, enabling all staff to be appraised on an annual basis
4. To ensure that all staff contracts are compliant with legislation
- 5.. To make decisions on the Training and Development budget process for staff and Councillors
6. To receive and consider applications for vacant posts within the Town Council, in respect of Senior post i.e. Clerk & Deputy Clerk and to interview successful shortlisted candidates
7. To appoint Appeals Panels as required noting members' independence to any given situation
8. To be responsible for monitoring Health and Safety through a standing agenda item, keep under review staff working conditions and ensure that all policies/procedures are being implemented

BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

1. To review and make recommendations concerning amendments to or introduction of new policies and procedures in accordance with legislation and agreed legislations
2. To make recommendation on requests for vocational training.
3. To give consideration and make recommendations on general staffing and establishment issues, staff structures, working patterns and associated budget implications
4. To contribute to the formulation and implementation of the corporate plan, making appropriate recommendations
5. To consider and make recommendations on requests for job evaluations
6. To make recommendation on the appointment of all Senior Council staff