

LEDBURY TOWN COUNCIL

TERMS OF REFERENCE

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
9. To receive and note for monitoring purposes budget reports relevant to this committee.

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

5. To consider and act upon accordingly Complaints and Grievances received from staff
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
7. To feed into the annual budget setting cycle