

TERMS OF REFERENCE

Finance & General Purposes Committee

- (a) To advise the Council generally as to its financial and economic policies and to deal with the allocation and control of financial resources (Annual estimates).
- (b) To consider the recommendations of other committees so far as they would materially affect resources not approved in the annual budget.
- (c) To maintain an overall view of staffing requirements and the allocation of such resources and to deal with all matters pertaining to staff, subject to all new posts on the Council's establishment being approved by the Council.
- (d) To be concerned in the appointment of staff.
- (e) To maintain an overall view of land requirements, resources and allocation in consultation with the committees concerned.
- (f) To review, and where necessary, to secure the improvement of management methods to ensure they are effective in meeting the objectives of the Council.
- (g) To deal with all matters relating to boundaries and representation.
- (h) To make arrangements for press and public relations.
- (i) To recommend Standing Orders and Financial Regulations of the Council and to review such Standing Orders and Financial Regulations from time to time.
- (j) To deal with irrecoverable or doubtful debts.
- (k) Management of the loan debt of the Council.
- (l) To deal with the insurances and pensions of the Council.
- (m) Payments of accounts.
- (n) Requests for loans, financial assistance, grants, subscriptions, donations, etc., which are not directly to the functions of any committee.
- (o) To deal with personnel matters generally and in particular:-
 - Recruitment and appointment procedures.
 - Staff welfare.
 - Terms and conditions of service.
 - Discipline
 - Matters arising under legislation relating to contracts of employment and industrial relations.
- (p) To maintain and review and to advise upon the required level of staff resources and their deployment.

Delegation of functions to the Town Clerk

- (a) To advertise staff vacancies. All advertisements to be subject of approval of the Town Mayor.
- (b) To do all those things which it is customary for Clerks to do in day to day administration and management. To act according to the conditions which have customarily been applied, except to the extent that the same may have been amended or modified herein.
- (c) To authorise attendance of staff at conferences, courses, etc. subject to prior consultation with the Town Mayor.