
TERMS OF REFERENCE

The Sub-Committee's terms of references, as agreed at Annual Council, are set out below:-

1. To consider and report on –
 - a) all matters relating to the corporate resources of the Council;
 - b) setting priorities in the Council's development programme of all new projects taking into account policy objectives, financial implications and all other relevant factors;
 - c) reviewing progress of Council projects by reference to contract progress reports to the appropriate service Committee;
 - d) the operation of all Council Services in accordance with policy, service level agreements and performance review procedures, advising service Committees on their performance;
 - e) the provision, control and sale of all land and buildings held by the Council except in relation to the Council's housing functions;
 - f) the provision and control of offices, furniture, equipment and motor vehicles;
 - g) matters relating to sustainable development and Local Agenda 21 within the purview of this Sub-Committee.
- 2 To keep under review and make recommendation on the Council's use of Information Technology and to review the IS/IT strategy once a year.
- 3 To be the forum for joint consultation with the workforce under Health and Safety legislation.
- 4 Responsibility for the Council's Performance and Development Review Scheme and training programmes for staff and councillors.
- 5 To carry out the performance review of the Chief Executive and to monitor the performance of Corporate Directors and Heads of Service.
- 6 To appoint delegates to attend conferences on matters within the purview of this Sub-Committee.
- 7 To deal with all applications for grants or financial assistance.

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- 8 To consider all matters affecting the conditions of service of the Council's workforce, its manpower policies and the structure of the Council's Departments.
 - 9 To deal with any negotiations, consultations and discussions with the staff representatives on matters concerning the Council's manpower levels, policies and working arrangements.
 - 10 To consider initiatives for economic and employment generation including the availability of advice about setting up and maintaining business in Town Centres.
 - 11 To consult with persons or bodies representative of persons in the District subject to Non-Domestic Rates about proposals for expenditure.
 - 12 To consider and report on all matters connected with Town Centre policies, including Vision Statements and regeneration strategies.

Andrew Smith

Head of Administrative and Member Services

Background Papers:

None.

For further information please contact Guy Brazendale on (01702) 546141