Organisation Review Steering Group (org Review SG) – Terms of Reference (v2)

Background. At its meeting of the 3rd of December 2024, the Council endorsed the recommendation of the Implementation Oversight Panel that the organisation review by the Local Government Staff Commission should be considered and progressed through a steering group of Councillors.

Purpose of the Organisation Review Steering Group: To consider the findings of the November 2024 review by the Local Government Staff Commission and to make recommendations to the Corporate Policy and Resources committee about the future structure of the Council.

Objectives. To consider:

- The number of directorates required to ensure effective and efficient service delivery;
- The optimum combination and alignment of service areas;
- The appointment of deputies to improve resilience;
- The management of the Finance function, and its inter-relationship with Internal Audit;
- Where the Planning Service best sits within the organisation;
- Emerging opportunities for innovation / digitalisation;
- The affordability of any structural changes.

Membership. Six elected members selected by political parties of the Council using the 2023 election d'hondt calculation.

The membership will engage with senior management, tier 3 managers, and trade unions as required.

Date and Time of Meetings. Meetings will normally be held online on the 3rd Thursday of the month at 6pm. Other meetings may be called as required and in person to deal with certain issues and opportunities.

Agenda and supporting documents will be issued by the Clerk to the Council. The business conducted at the meeting, and actions required, will be recorded in the minutes prepared by a Committee Clerk.

Reporting. The Steering Group will report to the Corporate Policy and Resources Committee with the intention of concluding its work by October 2025.

Standing Agenda

The standing agenda is detailed below:

1. Apologies;
2. Declarations of interest;
3. Number of Directorates;
4. Alignment of Service Areas;
5. Deputisation;
6. The Finance Service / Internal Audit;
7. Planning Service.
8. Opportunities for innovation / digitalisation of services;
9. DONM.