



## **ORGANISATIONAL DEVELOPMENT COMMITTEE**

**MEETING** : Monday, 24th February 2014

**PRESENT** : Cllrs. James (Chair), Llewellyn, Hilton, Haigh and Wood

**Others in Attendance**

Sue Mullins, Head of Legal and Policy Development

Penny Williams, Interim Democratic and Electoral Services Manager

### **11. DECLARATIONS OF INTEREST**

11.1 There were no declarations of interest.

### **12. MINUTES**

12.1 The minutes of the meetings held on 9 December 2013 and 24 January 2014 were approved as correct records and signed by the Chair, subject to the minutes of 9 December recording that Councillor Wood Chaired the meeting.

### **13. PROPOSED NEW POST WITHIN LEGAL AND POLICY DEVELOPMENT TEAM**

13.1 Members considered the report of the Head of Legal and Policy Development which sought approval for a new post of Corporate Policy and Projects Officer within the Legal and Policy Development Team to fulfill the Council's corporate Policy Development function.

13.2 The Head of Legal and Policy Development introduced the report, together with the background and rationale for its creation.

13.3 The Cabinet Member for Performance and Resources spoke in support of the post and explained that the Council needed the additional resilience and support for policy development.

13.4 A robust debate ensued and the Leader of the Labour Group expressed her concerns regarding both the creation of the role and the duties of the post holder. Moreover that that the post should have been identified earlier and included in the management restructure.

13.5 In response to the points raised the Director of Resources explained that it had always been the intention to create the role once the manager was in place and

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that the funding for the post would come from savings identified from within the Legal and Policy Development Service and elsewhere in the Council.

- 13.6 Members identified the need for the post to have clear outcomes, and for the policy responses to be coordinated.
- 13.7 Members discussed how the post would be advertised and if they could have sight of the person specification and job description. The debate concluded with Members agreeing that whilst the role should report to the Head of Legal and Policy Development there needed to be a clearer understanding of the function of the role and the outcomes that would be delivered.
- 13.8 **RESOLVED** - That the Corporate Policy and Project Officer post be approved, subject to the job description being approved by Members of the Organisational Development Committee.

**14. ORGANISATIONAL DEVELOPMENT COMMITTEE - TERMS OF REFERENCE AND OFFICER STRUCTURES**

- 14.1 Members considered the report of the Head of Legal and Policy Development which sought clarification of delegated functions within the Constitution relating to the approval of staffing structures.
- 14.2 Members debated the report at length and concluded that there were significant benefits to any changes to organisational structure being presented to them and it was for the Committee to decide if it was appropriate for them to make those decisions.
- 14.3 **RESOLVED** – That the Terms of Reference for the Organisational Development Committee remain unchanged.

**15. DATE OF NEXT MEETING**

Monday 7 July 2014 at 18.00 hours.

**Time of commencement: 18:30 hours**

**Time of conclusion: 19:20 hours**

**Chair**