

## Appendix 2

To amend the Terms of Reference for the Organisational Development Committee to ensure that minor changes to officer structures can be approved by the Head of Paid Service without the requirement for Member approval.

### 10. Organisational Development Committee

The Committee shall have the functions, powers and responsibilities set out below and in Article 8 of this Constitution.

**Membership:** 5 ( Quorum 2) (Politically Proportional)

**Comprising:** Members drawn from each of the political groups.

#### Frequency

**of Meetings:** ~~The Corporate Director of Resources will call meetings as and when required and also for training purposes.~~ 4 meetings per year and at other such times as required

**Requirement:** Members appointed to the Organisational Development Committee shall be obliged to abide by Employment Legislation and current personnel policies, procedures and guidelines, especially in respect of recruitment, discipline and grievance.

#### (a) Role:

- (i) Consider all relevant matters relating to the salaries and contractual terms of the Head of Paid Service, Corporate Directors, S151 Officer and Monitoring Officer.
- (ii) Identify the processes and to take actions to secure the recruitment and selection of the Head of Paid Service, Corporate Directors, S151 Officer and Monitoring Officer.
- (iii) Determine the numbers and responsibilities of Corporate Directors and to take actions to give effect to this including, the declaration of the redundancy of Corporate Director posts where appropriate.
- (iv) Agree adjustments to officer structures and management ~~organization~~ organisation that affect two or more staff or any posts at Grade I or above.
- (v) Approve terms for retirement and redundancy at the Head of Paid Service, Corporate Director and statutory officer level.
- (vi) Approve and oversee the management of change process, including processes for appointments (to be made by the Head of Paid Service and/or the relevant Corporate Director(s)) to senior management positions and the Monitoring Officer, with, as necessary, consultation. After consultation with Employee Forum, modify personnel policies and to advise the Corporate Director of Resources in pursuit of his/her delegated powers on changes to personnel policies.
- (vii) To form, as required, a panel of three Members to conduct employee grievance and disciplinary appeals involving the Head of Paid Service, Corporate Directors and Statutory Officers in accordance with the Council's grievance and disciplinary procedures. Panel members will require necessary training for this role.