

**Directorate Restructuring Panel**

**Proposed Terms of Reference**

**1. Constitution**

- 1.1 The Panel will be appointed by the Council in accordance with the pro rata rules as set out under the Local Government and Housing Act 1989 and will include representatives of each political group on the Authority.
- 1.2 The Panel will consist of 7 Councillors, including a Chairman and Vice Chairman.
- 1.3 The Chairman and Vice Chairman of the Panel shall be appointed by the Council from among the 7 Councillors appointed to the Panel.
- 1.4 The Chairman, Vice Chairman and other members of the Panel shall be appointed for one year and shall be eligible for re-appointment for further terms of office of one year at each subsequent Annual Council meeting.
- 1.5 Casual vacancies on the Panel will be filled as and when they arise at the next available Council meeting or, in cases of urgency on the nomination of the Group Leader of the political group holding the seat where the vacancy occurs.

**2. Duties and Responsibilities**

**(a) Directorate Restructure**

- 2.1 To receive a copy of the statutory report of the Head of Paid Service on a Directorate structure for consultation purposes only.
- 2.2 To comment informally on the report of the Head of Paid Service, prior to its submission to the Council whilst accepting that, as a statutory report any changes may only be made with the comment of the Head of Paid Service.
- 2.3 To secure the implementation of the new Directorate structure for 1 April 2014

**(b) Appointment of Chief Officers**

- 2.4 To be responsible for the following;
  - (i) procure and appoint suitable advisers to assist with the recruitment and assessment process as necessary;
  - (ii) consider and agree all aspects of the recruitment process, assessment and appointment of Chief Officers in accordance with Council policy and specialist advice;
  - (iii) agree Chief Officer job descriptions, person specifications and other relevant documents;

- (iv) appoint the Directors in accordance with the Council's Constitution – Officer Employment Rules, for the implementation date of 1 April 2014; and
- (v) ensure the terms and conditions of Chief Officers are within the framework of the JNC National Conditions Service for Chief Officers.

**(c) Redundancy of Chief Officers**

- 2.5 To recommend any Chief Officer redundancies to Council in accordance with the Council's Constitution – Officer Employment Rules, for the implementation date of 1 April 2014.

**3. Management of the Panel's Work**

- 3.1 To be responsible for the management of the Executive's right of objection to any appointment as set out in the Employment Procedure Rules in the Constitution in conjunction with the Proper Officer appointed for the purposes of the relevant Government regulations.
- 3.2 To procure, through the Solicitor of the Council, specialist legal advice from sources external to the Council as necessary.
- 3.3 To conduct the work of the Panel in accordance with;
  - (i) the advice of the Head of Paid Service;
  - (ii) the advice of the Monitoring Officer and Chief Financial Officer;
  - (iii) the Constitution and Employment Procedure Rules.
- 3.4 The Chairman on behalf of the Panel shall give a written progress report to each Council meeting on progress in discharging its responsibilities, including where necessary any recommendations on matters requiring a Council decision.
- 3.5 To receive reports on any conflicts of interest which arise concerning staff supporting the Panel.