



Council	16th June 2015	Matter for Decision
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Title: **CHANGE MANAGEMENT COMMITTEE – TERMS OF REFERENCE**

Author: **Mark Hall, Chief Executive**

1. Introduction

1.1 This reports requests members' consideration and adoption of the terms of reference for the new Change Management Committee

2. Recommendation

2.1 That members consider and adopt the terms of reference suggested in this report

3. Information

3.1 These terms of reference are based on the existing standard format used by the Council

3.2 **Suggested Terms of Reference for Change Management Committee**

1. **Purpose and Remit of the Committee**

- a. To carry out the employment and staffing functions of the council which are not delegated to officers or reserved to full council. This includes The Local Authorities (Standing Orders) (England) Regulations 2001 (as amended)
- b. To provide oversight and scrutiny of any major change management projects being carried out within the organisation
- c. To provide oversight and scrutiny of any major staffing related issues that could affect the outcomes delivered by the council
- d. To make any consequent recommendations arising out of the above to the appropriate committee of the Council or to the Council

2. **Membership**

- a. Members will be appointed to the Committee at the Annual General Meeting of each municipal year
- b. The membership of the Committee will reflect the political representation of the Council as a whole

3. Accountability and Duration

- a. The lead officer will meet/liaise with the Chair of the Committee at least one week prior to the committee meeting
- b. The Chair of the Committee for 2015/16 is Councillor M Charlesworth
- a. The lead officer will vary depending upon the subject matter being considered by the Committee

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Implications	
Financial	No significant implications
Risk (AC)	CR6 Regulatory Governance.
Equalities (AC)	None significant
Legal	These Terms of Reference incorporate the most up to date statutory requirements and should be read in conjunction with Agenda Item 11.