

# **CORPORATE ESTABLISHMENT REVIEW**

## **Draft - Terms of Reference**

### **Objective**

To review the effectiveness of existing organisational structure, functions, roles and responsibilities to deliver the Council's Corporate Priorities with a view to establishing potential efficiency savings.

### **Specific**

1. Review the complete organisational structure and consider realignment of services under the senior management team.
2. Consider current vacant posts and impact on relevant service areas if vacant posts were to be removed from the establishment.
3. Review use of all temporary staff including interims and consultants.
4. Consider any recommendations from staff audits and Peer Reviews.
5. Review rate of recruitment and retention.
6. Consider scope for creating shared services with other local authorities.
7. Consider scope for making staff efficiency savings by automating services and progressing digital transformation.
8. Consider feedback from member and staff surveys regarding capacity issues.