

TASK AND FINISH GROUP TERMS OF REFERENCE

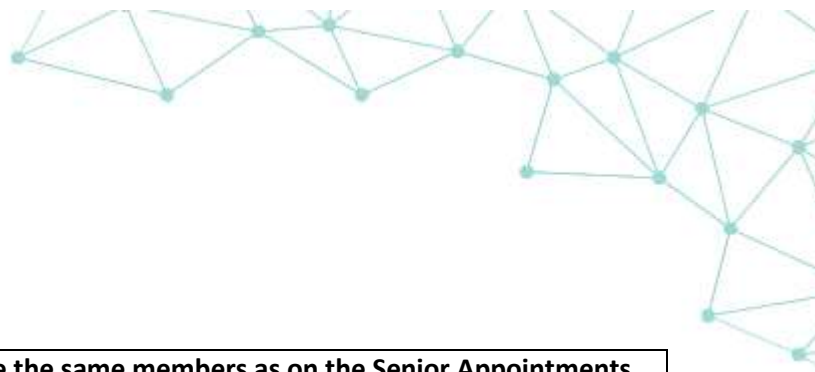
West Shadow Authority

SENIOR APPOINTMENTS	
Purpose of the Group	
To ensure that agreed leadership structures and statutory officer appointments are in place for the West Unitary Authority.	
Description of the Task to be completed (Scope)	
To ensure that agreed leadership structure and statutory officer appointments are in place for the West Unitary Authority, including overseeing the permanent appointments process for statutory officers by the Shadow Authority.	

Key Activities	Outcomes Sought
Support the design of role profiles and person specification documents.	Agreed leadership structure in place and successful appointments made for statutory officer roles; and a clear time bound process in place to achieve this.
Recommend senior recruitment committee / panel for statutory roles.	
Develop interview structure /format.	
Develop and agree interview questions and presentation titles.	
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Key dates:	
May 2020	Agreed role descriptions for statutory officers.
June 2020	Identification of senior recruitment committee / panels for statutory roles.
June 2020	Agree selection process.
June 2020	Develop interview questions and other selection tools for statutory roles.
June /July 2020	Develop recommendations for other senior roles within the structure and clear timeline to progress recruitment and selection for these.
Finish date:	December 2020

How will we know when the Task is finished?
Statutory Officer roles successfully appointed by December 2020. Leadership structure has been agreed and recruitment plan developed for other non- statutory officer senior roles.



Task Group Members (Eight members – to be the same members as on the Senior Appointments Committee)	
Chair:	Cllr Ian McCord
Deputy Chair:	
Member:	
Member:	
Member:	
Member:	
Member:	
Member:	

Task Group Officers	
Enabling Lead / Lead Officer:	Marie Devlin-Hogg, Enabling Lead: HR
Interim Statutory Officer:	Chief Executive
Support Officer:	
SME:	
SME:	

Any external Support or Input required	
External Support / Input	Output
Penna for executive Search and Select support for statutory senior roles.	Wide pool of high calibre candidates put forward for selection process.

Dependencies
Vision and Culture Task and Finish Group.

Document owner: Marie Devlin-Hogg

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