

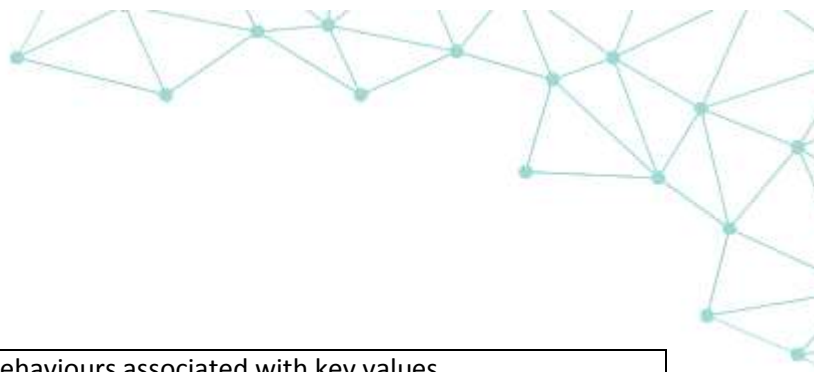
TASK AND FINISH GROUP TERMS OF REFERENCE

West Shadow Authority

VISION AND CULTURE
Purpose of the Group
To establish a high level vision and values statement for the West Unitary Authority.
Description of the Task to be completed (Scope)
To establish a high level vision and values statement for the West Unitary Authority, working with external support and the permanent CEO and Statutory Officers.

Key Activities	Outcomes Sought
Engagement Session with members and Head of Paid Service to identify key values; reviewing work on values in January 2019.	Develop new blueprints for overarching vision statement and set of harmonised values and behaviours for the new authority.
Review of key values against prospectus for change key principles.	
Engagement / focus groups with existing staff across the Sovereign Councils.	
Develop and agree overarching new vision for the new authority.	
Develop a set of high level values that reflects the vision.	
Identify and agree expected behaviours that support vision and values.	
Agree communication of vision and values as part of the on-boarding process.	Vision and values an integral part of the TUPE induction / on-boarding process where high level values are understood by employees and prospective new employees.

Start date:	July 2020
Key dates:	
July 2020	T&FG Engagement session to map out plan and key requirements and outcome.
August 2020	Review previous work on vision and values.
September 2020	Focus groups with members to explore and identify overarching vision statement and key values.



October 2020	Identify a set of behaviours associated with key values.
November / December	Explore vision statement, key values and behaviours with existing staff focus groups.
January / February 2021	Agree vision statement, high level values and behaviours for new authority.
Finish date:	February 2021
FREQUENCY OF MEETINGS	

How will we know when the Task is finished?

The authority will have high level vision statement and values agreed; with a set of behaviours that support these.

Task Group Members

Chair:	CLlr Ian McCord
Deputy Chair:	
Member:	
Member:	
Member:	

Task Group Officers

Enabling Lead / Lead Officer:	Marie Devlin-Hogg
Interim Statutory Officer:	Chief Executive
Support Officer:	
SME:	
SME:	

Any external Support or Input required

External Support / Input	Output

Dependencies

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Document owner: Marie Devlin-Hogg

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Approved:

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