

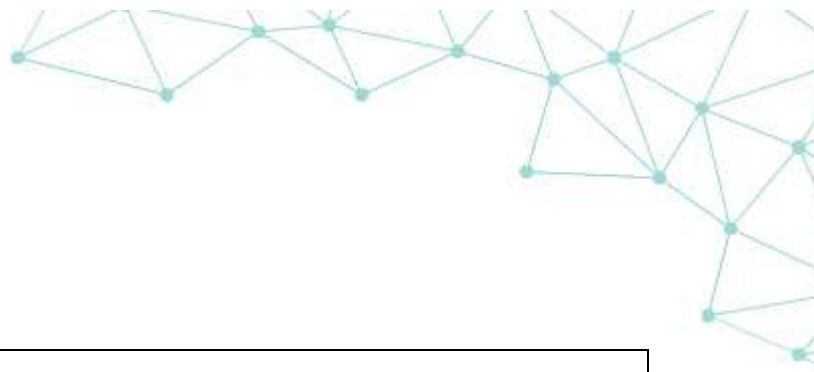
## TASK AND FINISH GROUP TERMS OF REFERENCE

### North Shadow Authority

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

<b>Key Activities</b>	<b>Outcomes Sought</b>
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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<b>Key dates:</b>	
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:	<b>December 2020</b>
<b>FREQUENCY OF MEETINGS</b>	



**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 (same Members as on the Senior Appointments Committee)**

Chair:	CLlr Martin Griffiths
Deputy Chair:	CLlr Lesley Thurland
Member:	CLlr Annabel de Capell-Brooke
Member:	CLlr Jean Addison
Member:	CLlr Barbara Jenney

**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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Approved:

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