

Annexe 1**Guildford and Waverley Borough Council: Trial Period Sign Off Framework for consideration by the Joint Appointments Committee**

| Date             | Details   | Key Activities by the end of this period (NB they can happen prior to period starting)   | Outcomes  |
|------------------|---|--|---|
| 1 December 2021  | Trial Period Starts                                       | <ul style="list-style-type: none"> <li>• Meet all relevant SMT/CMT/Specialist Leads to introduce self</li> <li>• Begin to identify with Leaders initial (first three month) objectives</li> <li>• Meet all relevant Portfolio Leads/Executive Members</li> <li>• Familiarise self with Guildford IT systems and be able to send/receive messages as Guildford JCX</li> <li>• Familiarise self with Guildford complaints process</li> <li>• Set up initial communications with Guildford and Waverley staff</li> <li>• Meet with Guildford/Waverley Unison</li> <li>• Identify key Guildford stakeholders and initiate contact</li> <li>• Commence the design and development of a provisional governance structure for joint governance and management of both Councils</li> </ul> | <ol style="list-style-type: none"> <li>1) All key contacts including staff, executive, Union and stakeholders in both councils have had some initial contact with JCX and know how to contact JCX</li> <li>2) Complaints process to JCX in both Councils is established</li> <li>3) Initial (first three month) objectives agreed with Leaders</li> <li>4) Outline design of joint governance process over first three months agreed with Leaders</li> <li>5) Overview of Guildford IT and communication systems completed</li> </ol> |
| 13 December 2021 | Leaders advise to HR Managers if trial period is on track | Feedback is on anticipated activities, outcomes and behaviours as outlined in the Job Description. Any barriers to completing activities identified and discussed.   |   |
| 20 December 2021 | Leaders advise to HR Managers if trial period is on track | Feedback is on anticipated activities, outcomes and behaviours as outlined in the Job Description. Any barriers to completing activities identified and discussed.   |   |
| 29 December 2021 | Trial period ends   | Report on completed activities prepared for JAC by JCX. Any barriers identified. Joint CX must identify <b>by</b> this date if they would like to end the role during the trial period.  |   |
| TBC              | JAC meet to sign off trial period                         | Meeting must be within two weeks of 29 December 2021. JAC must sign off trial period unless: <ol style="list-style-type: none"> <li>1) JCX has requested redundancy by 29 December 2021 <b>or</b></li> <li>2) There is substantial failure to reach the 5 outcomes above with no reasonable explanation.</li> </ol>  |   |