

**Terms of Reference for a Self-Review of  
[Agency Name]**

Insert agency logo here

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| Status | Author | Date | Version |
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## Introduction

[organisation name] is undertaking a Self-Review using the Agency Capability Model.  This Terms of Reference defines the objectives, scope, responsibilities, and timeframes for the Self-Review.

## Purpose

Capability Reviews are designed to help chief executives and senior leaders build the capability their organisation’s need to improve delivery. By undertaking this Self-Review using the Agency Capability Model we aim to achieve the following objectives:

* [list out the sought objectives from the Self-Review]

*You may wish to include other material on the benefits of a Self-Review and the wider Capability Review Programme, such as the material presented on the Public Service Commission’s website URL*

*If this Self-Review is part of a wider Capability Review, include the following text:*

This Self-Review is being conducted as part of an Agency Capability Review, to be led by [Lead Reviewer 1], and [Lead Reviewer 2], with their final report expected to be completed by [month and year].

# Scope

*Describe the scope of the review and any constraints.* *The value of the Agency Capability Model is that it provides a wide view of capability. Therefore, do not limit scope unnecessarily.*

# Roles and responsibilities

|  |  |
| --- | --- |
| Role | Responsibility |
| Sponsor  <name> | The Self-Review Sponsor is either the chief executive or a second tier manager. This role provides oversight, promotes the Self-Review across the organisation and works to remove barriers if they arise. |
| Project Manager  <name> | The Project Manager plans the review, schedules the activities, and trains and leads the Self-Review team. The Project Manager monitors progress and may also edit the draft report. |
| Review Team Members  <names> | Review team members analyse documents, conduct interviews where required, and write up draft findings for the topic areas they are allocated. The team finalises the draft report together, providing challenge and consistency across the review. |
| Review Administrator <name> | The Administrator collates the documents required by the team, assists with project reporting, and arranges interviews, workshops, and briefings as required. |
| Peer Reviewer(s)   <name> | Peer review helps ensure the report and ratings are robust and fair and are supported by evidence. |
| Senior leadership team  <names> | The senior leadership team works with the review team to finalise the report and drafts the senior leadership team response. |

# Deliverables and timeframes

|  |  |
| --- | --- |
| Deliverable | By date |
| **Initiation** |  |
| Terms of Reference signed |  |
| Review team members identified |  |
| Any external support requirements agreed |  |
| Organisation staff informed about the Self-Review |  |
| **Planning** |  |
| Approach agreed and detailed planning undertaken |  |
| Team training |  |
| Definition of Government Priorities and Core Functions |  |
| Documents collected |  |
| **Delivery** |  |
| Review including any interviews and focus groups |  |
| Team synthesis of findings |  |
| Report drafted |  |
| Report finalisation with the leadership team |  |
| Senior Leadership Team Response |  |
| Next Steps |  |

# Resources

*List any resources that are required in addition to the Review Team, particularly those resources with financial budget implications such as external support personnel.*

**Agreement to the Terms of Reference**

I am satisfied that the approach outlined in the Terms of Reference will achieve the stated objectives of this review.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<name>

Chief Executive(s), <organisation name>

Date