

A practical planning template for employers

Use this brief to define an interim company secretarial requirement before approaching candidates or a recruitment partner.

Complete what you can. Where something remains uncertain, record it as a point to resolve during the recruitment process.

The Requirement

Organisation Details

Organisation:

Sector:

Main contact:

Date completed:

Preferred start date:

Expected assignment length:

Days required per week:

Why Is Interim Support Required?

Select all that apply:

- ☐ Unexpected vacancy or departure
- ☐ Parental or long-term leave
- ☐ Support during a permanent search
- ☐ Transaction or significant project
- ☐ Annual reporting or AGM support
- ☐ Governance remediation or backlog
- ☐ Organisational restructuring
- ☐ Review of the permanent team structure
- ☐ Other:

The Immediate Requirement

What has created the need for interim support?

What must the interim address first?

Critical Dates

Record any board meetings, committee meetings, filings, reporting deadlines, transactions or other fixed dates.

Date	Requirement

Successful Outcome

What should have been achieved when the assignment ends?

Scope and Seniority

Main Responsibilities

Select the areas likely to form part of the assignment:

- ☐ Advice to the Chair or board
- ☐ Board and committee support

- ☐ Annual reporting
- ☐ AGM preparation
- ☐ Statutory filings and records
- ☐ Subsidiary or entity management
- ☐ Listed-company governance
- ☐ Regulatory governance
- ☐ Transaction support
- ☐ Governance remediation
- ☐ Governance systems or processes
- ☐ Team leadership
- ☐ Permanent recruitment or succession support
- ☐ Handover to a permanent or returning employee
- ☐ Other:

Governance Environment

Organisation type:

- ☐ Listed company
- ☐ FCA-regulated organisation
- ☐ Private company
- ☐ Professional-services firm
- ☐ Growth business
- ☐ Other:

Number of legal entities:

Jurisdictions involved:

Boards and committees supported:

Existing company secretarial team:

Systems currently used:

Known backlogs, control concerns or governance issues:

Required Level

Which level appears most appropriate?

- ☐ Assistant Company Secretary
- ☐ Governance Manager
- ☐ Deputy Company Secretary
- ☐ Company Secretary
- ☐ Group Company Secretary
- ☐ Head of Governance
- ☐ To be determined
- ☐ Other:

Authority and Reporting

Reports to:

Access required to the Chair or board:

Team-management responsibility:

Decisions the interim can make independently:

Matters requiring escalation:

Will the interim be formally appointed as Company Secretary?

- ☐ Yes
- ☐ No
- ☐ To be determined

Candidate and Assignment Details**Essential Experience**

What experience must the successful person already possess?

- ☐ Listed-company experience
- ☐ FCA-regulated experience
- ☐ Board and committee experience
- ☐ Annual reporting experience
- ☐ AGM experience
- ☐ Transaction experience
- ☐ Subsidiary governance
- ☐ International entities
- ☐ Team leadership
- ☐ Governance remediation
- ☐ Relevant sector experience
- ☐ Particular systems experience
- ☐ Professional qualification
- ☐ Other:

Essential requirements:

Desirable requirements:

Working Arrangements

Location:

Office attendance required:

Working pattern:

Expected hours:

Proposed engagement route:

- ☐ Fixed-term employment
- ☐ Agency-supplied worker
- ☐ Contractor arrangement
- ☐ To be confirmed with the appropriate advisers

Approved budget or day-rate range:

Recruitment Process

People involved in the decision:

Number of interview stages:

Latest acceptable decision date:

Latest acceptable start date:

Are decision-makers available to interview promptly?

- ☐ Yes
- ☐ No
- ☐ To be confirmed

Onboarding and Handover

What information will be available when the interim starts?

- ☐ Board and committee calendar
- ☐ Previous minutes and action logs
- ☐ Governance policies and frameworks
- ☐ Terms of reference
- ☐ Statutory records
- ☐ Annual-reporting timetable

☐ Entity-management information☐ Details of key stakeholders☐ Existing handover notes☐ Other:

What must the interim document or hand over before leaving?

Final Check

Before beginning the search, confirm:

☐ The immediate priorities are clear☐ The required level has been considered☐ Critical dates have been recorded☐ Reporting lines and authority are understood☐ Essential experience has been separated from preferences☐ The budget and working arrangements can be discussed with candidates☐ The recruitment decision-makers are available

Need Help With the Requirement?

Ingen Partners supports organisations recruiting interim Company Secretaries and governance professionals.

We can help refine the brief, assess the appropriate level and identify candidates with relevant experience.

Email: info@ingenpartners.co.uk

Telephone: +44 7720 882356

Website: ingenpartners.co.uk/contact/

This planner is intended as a recruitment and resourcing tool. Employment status, tax, contractual and formal appointment requirements should be confirmed with the organisation's appropriate advisers.