

# Business Performance Working Party

## Terms of Reference

### Introduction

1. SOLGM is a national membership organisation. Our vision is “*professional local government management, leading staff and enabling communities to shape their future*”. SOLGM exists to build capability within the local government sector, and to provide sector leadership in the issues of relevance to local government professionals.
2. In undertaking its core businesses SOLGM relies on the input of local government professionals to help it:
  - identify the training and professional development opportunities and good practice that build the capability of the local government sector; and
  - provide technical and policy advice to support SOLGM’s sector leadership activity.

### Purpose

1. The Business Performance Working Party (BPP) supports SOLGM’s vision by promoting high standards of financial management, performance measurement and management, risk management and asset management, and the use of these disciplines as drivers of business transformation.

### Scope

2. BPP will:
  - ensure that financial and asset management meet the statutory and regulatory requirements
  - develop and promote means for ensuring that financial and asset management disciplines are used appropriately as a decision support or business transformation tool
  - develop and promote risk management practice to appropriate standards
  - develop and promote mechanisms for improving performance within the local government sector
  - contribute to the development of SOLGM positions on issues relevant to financial managers and staff.
3. BPP may be called on to advise on any or all of the following: accounting, financial strategy and planning, asset management, funding, rating, borrowing, taxation, risk management, shared services, acquisition of scale, performance measurement and performance management. Other matters may be referred to FBP from time to time.

6. If there is doubt as to whether a particular issue falls within the scope of BBP, the Chief Executive of SOLGM shall make a binding decision, having consulted first with the Chair of BPP.

### **Accountability**

7. BPP is accountable to the SOLGM Chief Executive, and may not undertake any action not in accordance with these terms of reference without the approval of the Chief Executive.
8. BPP must prepare a proposed annual work programme for consideration by the Chief Executive. That proposed work programme will include sufficient detail of financial, staffing, and consultancy needs to enable accurate costing of the proposals.
9. BPP must provide the Chief Executive with a report on its activities, at least once per year, or at other times as the Chief Executive determines. In turn, the Chief Executive will report to the Executive Committee.

### **Responsibilities**

10. The Chief Executive expects members of BPP to:
  - a. monitor the environment within which local authorities operate and provide the Chief Executive with timely advice on important issues that fall within the scope of paragraphs 4 and 5
  - b. develop and present sector responses on issues in response to developments in the policy and operational environment, or in anticipation of such developments. Development of such responses may be in conjunction with other bodies (for example, IPWEA, Local Government New Zealand, Chartered Accountants Australia and New Zealand)
  - c. identify good practice in financial management, asset management, risk management and business transformation and disseminate this to the local government sector
  - d. identify training and professional development needs in financial management, asset management and business transformation, and develop or commission programmes to meet those needs
  - e. build relationships with those stakeholders with interests in, or the ability to influence practice in these disciplines.

## **Powers**

11. In fulfilling its purpose and responsibilities, BPP may:
  - a. appoint subcommittees to cover subject areas of particular interest
  - b. appoint working groups or teams
  - c. recommend the retention of specialist advisors to the Chief Executive of SOLGM for one-off projects.
  
11. In fulfilling its purpose and responsibilities, BPP must:
  - a. ensure that its activities do not conflict with the policies and procedures of SOLGM.
  - b. ensure that its advice meets any SOLGM standards for policy advice, and the professional requirements of finance professionals.

## **Membership**

12. The SOLGM Executive may, at its discretion, appoint the Chair and Deputy Chair of Working Parties. All other working party members will be appointed or removed by the Chief Executive. Any vacancy on BPP may only be filled by the Chief Executive having first called for nominations from amongst the membership of SOLGM.
  
13. Members of BPP must be a full member of SOLGM. Members of any subcommittees or project teams need not be members of SOLGM. The appointment of members from outside the sector to a subcommittee (other than observers appointed under paragraph 15) will require the approval of the Chief Executive of SOLGM or their nominee.
  
14. Except as provided above, BPP may appoint and remove members to its subcommittees or project teams as it sees fit
  
15. At its discretion, BPP may invite representatives from other organisations to attend meetings in an "observer" capacity. Observers will have speaking rights, but may not move or vote on recommendations. Participation in meetings by observers does not bind those organisations to any statement, submission or other release or publication, however issued, by BPP and may not to be taken as the position of any or all of the other participating organisations.

## **Review of Terms of Reference**

16. BPP will review these Terms of Reference not less than once every three years. At this time it may make recommendations to the Chief Executive that it considers will ensure BPP can effectively achieve its purpose.
17. The Chief Executive may review these Terms of Reference at any time.