

## Workforce 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

3. The Workforce Working Party (WWP) supports achievement of SOLGM’s vision through its identification of the local government sector’s present and future workforce needs, and developing means for meeting those needs, at reasonable cost.

### Scope

4. WWP will:
  - a. identify and report to the sector on the sector’s evolving skill workforce needs – including skill and capability needs
  - b. periodically assess the diversity of the sector workforce (such as the participation of women and of Māori) and consider strategies for enhancing the diversity of the local government workforce. periodically review SOLGM’s competency framework for currency and relevance
  - c. monitor and assess developments in sector practices in capability acquisition, talent identification and human resource management
  - d. monitor the environment for competing and complementary offerings from providers of skills and capability acquisition programmes
  - e. periodically assess SOLGM’s learning and development opportunities
  - f. provide advice on the direction of SOLGM’s recruitment and retention programme

- g. provide advice on other workforce matters as the Chief Executive shall determine from time to time.

## **Accountability**

6. WWP 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.
7. WWP must prepare a proposed work programme by the end of February each year. That proposed work programme will include sufficient detail of financial, staffing, and consultancy needs to enable accurate costing of the proposals.
8. WWP 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**

9. The Chief Executive expects WWP to:
  - a. monitor the environment within which local authorities operate and provide the Chief Executive with timely advice on issues that fall within its scope
  - b. provide sound strategic advice in regards SOLGM's learning and development and recruitment and retention activities
  - c. stay informed of, and advise in regards the skill and capability issues raised in the work of other working parties
  - d. operate, at all times, in accordance with effective and prudent commercial practice
  - e. build effective working relationships with other sector organisations (e.g. Equip, New Zealand Planning Institute) and private sector providers.

## **Powers**

10. In fulfilling its purpose and responsibilities, WWP 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, WWP 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.

## **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 WWP may only be filled by the Chief Executive having first called for nominations from amongst the membership of SOLGM.
13. Members of WWP 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 or project team (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, WWP may appoint and remove members to its subcommittees or project teams as it sees fit.
15. At its discretion, WWP 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 the CWP and may not to be taken as the position of any or all of the other participating organisations.

## **Review of Terms of Reference**

16. WWP 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 WWP can effectively achieve its purpose.
17. The Chief Executive may review these Terms of Reference at any time.