

Workforce Reference Group

Terms of Reference

Introduction

1. Taituarā is a national membership organisation. Our vision is “*professional local government management, leading staff and enabling communities to shape their future.*” Taituarā 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 business Taituarā relies on the input of local government professionals to help it:
 - a) Identify the training and professional development opportunities and good practice that build the capability of the local government sector; and
 - b) Provide technical and policy advice to support Taituarā’s sector leadership activity.

Purpose

3. The Workforce Reference Group supports Taituarā’s vision and objectives through understanding and proactively responding to workforce opportunities and challenges of the sector, to enable council organisations to successfully fulfil their purpose of enabling democratic decision-making and promoting community wellbeing.

Scope

4. The Workforce Reference Group will:
 - a) Ensure workforce strategy/ies meets the needs of the sector, now and in the future. This means identifying issues and needs in the attraction, recruitment, and retention of staff, as well as building staff capability and advising on appropriate responses.
 - b) Monitor workforce trends and sector culture to inform responses that are relevant and add value.
 - c) Take a strategic view of the sector and the impact on the workforce and workforce culture to ensure strategies are future focused to position the sector to adapt to change.
 - d) Embrace te ao Maori through the work of the Reference Group and subsequent workforce strategies and programmes.
 - e) Actively work toward increasing the diversity of the workforce to better reflect the communities they serve.

- f) Provide direction on health, safety and wellbeing focus and priorities.
- g) Provide direction on training and development opportunities that build workforce capability of the local government sector.
- h) Provide feedback and direction on specific programmes to ensure they are fit-for-purpose.
- i) Build a community of practice of HR professionals to enable them to share ideas and best practice for the betterment of their organisations.
- j) Take responsibility for driving the People & Capability Forum and other initiatives as determined.
- k) Provide advice on other workforce matters as the Chief Executive shall determine from time to time.

Accountability

- 5. The Workforce Reference Group is accountable to the Taituarā Chief Executive, and may not undertake any action not in accordance with these terms of reference without the approval of the Chief Executive.
- 6. The Workforce Reference Group 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.
- 7. The Workforce Reference Group 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

- 8. The Chief Executive expects the Workforce Reference Group 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 to Taituarā's activities and programmes within the scope of the WFC.
 - c) Stay informed on workforce trends, best practice, and future thinking.
 - d) Operate, at all times, in accordance with effective and prudent commercial practice.
 - e) Build effective working relationships with other sector organisations and private providers.
 - f) Take an active role in delivery of programmes/ products where a by the sector for the sector approach is the most appropriate.

Powers

- 9. In fulfilling its purpose and responsibilities the Workforce Reference Group 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 Taituarā for one-off projects.
10. In fulfilling its purpose and responsibilities, the Workforce Reference Group must:
- a) Ensure that its activities do not conflict with the policies and procedures of Taituarā
 - b) Ensure that its advice meets any Taituarā standards for policy advice.

Membership

11. The Taituarā 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 the Workforce Reference Group may only be filled by the Chief Executive having first called for nominations from amongst the membership of Taituarā. Every endeavour will be made to ensure diversity of membership.
12. Members of the Workforce Reference Group must be a full member of Taituarā. Members of any sub-committees or project teams need not be members of Taituarā. The appointment of members from outside the sector to a sub-committee or project team (other than observers appointed under paragraph 14) will require the approval of the Chief Executive of Taituarā or their nominee.
13. Except as provided above, the Workforce Reference Group may appoint and remove members to its sub-committees or project teams as it sees fit.
14. At its discretion, the Workforce Reference Group 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 Workforce Reference Group and may not be taken as the position of any or all of the other participating organisations.

Review of Terms of Reference

15. The Workforce Reference Group 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 the Workforce Reference Group can effectively achieve its purpose.
16. The Chief Executive may review these Terms of Reference at any time.

Approved 13/4/23

By Acting Chief Executive Sean Mahoney