

# **Community Wellbeing Committee**

## **Terms of Reference (DRAFT)**

### **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 on 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:
  - 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 its sector leadership activity.

### **Community Wellbeing Committee**

3. These Terms of Reference apply to the Taituarā Community Wellbeing Committee.

### **Purpose**

4. The purpose of the Community Wellbeing Committee (CWC) is to support the local government sector to achieve intergenerational community wellbeing.

### **Scope**

5. In promoting its purpose, the CWC will:
  - a. scan the environment for trends, issues and opportunities that are, or have the potential to impact on local authorities and their ability to deliver wellbeing, and provide the Taituarā Chief Executive with timely advice on these issues
  - b. contribute to the development of Taituarā positions on issues relevant to community wellbeing, including the Review of the Future for Local Government
  - c. identify and promote leading practice for community wellbeing, including partnerships for wellbeing
  - d. promote tools that support high quality planning, policy development, service delivery and reporting for community wellbeing
  - e. build relationships with those stakeholders with interests in, or the ability to influence local government’s achievement of community wellbeing
  - f. work with others on programmes, projects or initiatives that build local government’s capability and capacity to meet the wellbeing needs of its communities.

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

## **Accountability**

7. The CWC 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.
8. The CWC 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. The CWC 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 the CWC to:
  - a. oversee the development of a Community Wellbeing work programme and monitor its progress
  - b. monitor the environment within which local authorities operate and provide timely advice on issues that fall within its scope, as outlined in paragraph 5 above
  - c. contribute to, prepare and present submissions representing local government sector concerns from a management and operational perspective to appropriate organisations and Ministers
  - d. identify and disseminate good practice for community wellbeing, and promoting programmes to meet local government's training and professional development needs
  - e. build relationships with those stakeholders with interests in community wellbeing, or the ability to influence local government's operating environment.

## **Powers**

11. In fulfilling its purpose and responsibilities, the CWC may:
  - a. appoint working groups or project teams
  - b. recommend the retention of specialist advisors to the Chief Executive of Taituarā for one-off projects.
12. In fulfilling its purpose and responsibilities, the CWC 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**

13. The Taituarā Executive Committee may, at its discretion, appoint the Chair of the CWC. All other Committee members will be appointed or removed by the Chief Executive and Chair of the CWC. Any vacancy on the CWC may only be filled by the Chief Executive having first called for nominations from amongst the membership of Taituarā.
14. Members of the CWC must be a full member of Taituarā. Members of any groups and project teams the CWC decides to establish, must also be members of Taituarā. The appointment of members from outside the sector to any reference groups or project teams (other than observers appointed under paragraph 15) will require the approval of the Chief Executive of Taituarā or their nominee.
15. At its discretion, the CWC 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 CWC and may not be taken as the position of any or all of the other participating organisations.

## **Review of Terms of Reference**

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