

Canterbury Corporate Forum: Terms of reference (November 2023)

Background

1. These terms of reference replace terms of reference agreed in October 2022.

Purpose

2. The purpose of the Forum is to:
 - align corporate working groups' work programmes with the priorities and workprogramme of the Canterbury Chief Executives Forum
 - improve consistency, collaboration and value for money in the provision of local services by Canterbury councils.
3. The Forum reports to the Chief Executives Forum and is mandated by the Canterbury Local Authorities' Triennial Agreement 2020–22.
4. Matters within the scope of the Corporate Forum include finance (including rating), human resources, information management, records management, and health and safety.

Membership and operation

5. The members of the Forum are one corporate services manager from each of the 11 local authorities in Canterbury region, including the convenors/chairs of the:
 - Canterbury Finance Managers Group
 - Canterbury Chief Information Officers Working Group
 - Canterbury Records and Information Management Group
 - Canterbury Public Records Act Executive Sponsors Group
 - Canterbury Health and Safety Advisors Group
 - Canterbury People and Capability Working Group.

Mayors standing together for Canterbury.

Secretariat, E: secretariat@canterburymayors.org.nz W: www.canterburymayors.org.nz
C/- Environment Canterbury, PO Box 345, Christchurch 8140 T: 03 345 9323

6. The Forum may invite other agencies to present and participate in its consideration of local government corporate services, as the Forum considers appropriate.
7. A Chair shall be appointed annually by the Chief Executives Forum from its membership. The Chair is eligible for reappointment. The regional forums secretariat will provide secretariat support.
8. The forum may elect a deputy chair from its members to support the Chair.

Work programme

9. The Forum will develop its work programme annually and report on this quarterly to the Chief Executives Forum.
10. The Forum will meet virtually or in person at least three times each year.

Review and amendment of these terms of reference

11. The Forum may recommend changes to its terms of reference to the Chief Executives Forum.
12. The Chief Executives Forum will review the terms of reference three-yearly in the year following local authority elections.

Approved by the Canterbury Chief Executives Forum 6 November 2023