

Canterbury Policy Forum: Terms of reference (November 2023)

Background

1. These terms of reference replace terms of reference approved by the Chief Executives Forum in January 2021.

Purpose

2. The purpose of the Forum is to:
 - 2.1. align the work programmes of strategy, policy and planning working groups with the priorities and work programme of the Canterbury Chief Executives Forum
 - 2.2. provide analysis and advice to support the Canterbury Mayoral Forum's advocacy on issues affecting Canterbury
 - 2.3. reduce duplication of policy effort and support smaller councils when assessing national and regional policy initiatives
 - 2.4. facilitate communication and engagement with Ngāi Tahu on strategy and policy
 - 2.5. build local government policy capability in Canterbury.
3. The Forum reports to the Canterbury Chief Executives Forum and is mandated by the Canterbury Local Authorities' Triennial Agreement 2020–22.

Membership and operation

4. The members of the Forum are a strategy/policy manager from each of the 11 local authorities in Canterbury region and the chairs/convenors of the:
 - 4.1. Canterbury Planning Managers Group
 - 4.2. Canterbury Climate Change Working Group
 - 4.3. Canterbury Natural Hazards Working Group.
5. Forum members will share learnings from their council's engagement with Papatipu Rūnanga on policy issues at each meeting.

Mayors standing together for Canterbury.

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6. The Forum may invite other agencies to present and participate in its consideration of local government strategy and policy issues, 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's work programme will include but not be limited to the following:
 - 10.1. monitor the progress of central government regulation and identify opportunities to influence policy making
 - 10.2. identify emerging issues impacting on the region
 - 10.3. test agreement between councils on key regional policy positions and develop or commission the development of submissions for consideration by the Canterbury Mayoral Forum
 - 10.4. identify training and development needs to build policy capability in Canterbury councils.
11. From time to time, Forum members may be called upon to present findings and submissions to the Chief Executives Forum and/or Mayoral Forum or other decision-making bodies.
12. The Forum will meet virtually or in person at least quarterly.

Review and amendment of these terms of reference

13. The Forum may recommend changes to its terms of reference to the Chief Executives Forum.
14. 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.