

Canterbury Chief Executives Forum: Terms of reference (July 2020)

Purpose

1. The purpose of the Forum is to:
 - 1.1. advise the Canterbury Mayoral Forum and implement its strategy and decisions as agreed from time to time
 - 1.2. identify opportunities to improve consistency, collaboration and value for money in the provision of local services by Canterbury councils
 - 1.3. develop and implement a three-year work programme that aligns and integrates the work programmes of regional forums and working groups and report on this quarterly to the Mayoral Forum.
2. The Forum reports to the Canterbury Mayoral Forum and is mandated by the Canterbury Local Authorities' Triennial Agreement 2020–22.

Membership and operation

3. The members of the Forum are the Chief Executives of the 11 local authorities in Canterbury region.
4. The Forum has extended an open invitation to the Kaiwhakahaere, Te Rūnanga o Ngāi Tahu, to attend and participate in its meetings.
5. The Forum may invite other agencies to present and participate in its discussions as the Forum considers appropriate.
6. A Chair shall be appointed annually by the Forum from its membership. The Chair is eligible for reappointment. The regional forums secretariat will provide secretariat support.

Work programme

7. The Forum will develop its work programme annually and report on this quarterly to the Mayoral Forum.
8. The Forum will meet virtually or in person at least quarterly.

Mayors standing together for Canterbury.

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Review and amendment of these terms of reference

9. The Chief Executives Forum will review its terms of reference three-yearly in the year following local authority elections.

Approved by the Canterbury Chief Executives Forum, 27 July 2020