

Social Sector Forum – Terms of Reference

Membership Criteria: The Social Sector Forum is intended to be a voice for the non-government and not for profit sector. Other organisations and government agencies are welcome to attend as participating observers.

Purpose: The purpose of the Social Sector Forum (the forum) is to draw on existing experience and positively contribute to the on-going evolution and success of the SmartGrowth Strategy (the Strategy).

The forum will provide a view that reflects the interests of social and community groups across the wider western Bay of Plenty.

The forum will enable direct social sector industry participation in Strategy implementation and monitoring in order to provide vital sector input (in collaboration with the Strategy partners and lead agencies) into the wide range of challenges faced in the sub-region, including specific input into:

- Building the Community
- Housing affordability
- The contribution of the social sector to economic growth

Role: The Forum will have on-going input into Strategy development and implementation including the following specific aspects:

- Providing input and feedback in respect of partner projects relating to strategy actions
- Monitoring of strategy actions.
- The development of statutory and non- statutory policies by the SmartGrowth Partners that either arise from the strategy or have the potential to impact on the strategy.
- SmartGrowth representations to regional and national forums and central government.
- Identifying proposed actions during Strategy review/update to respond to emerging social and community issues

Other SmartGrowth Forums and the SmartGrowth Strategic (Managers) Group (SSG) – Linkages and Reporting:

In order to provide transparency, a member (an alternate can be appointed) of the other SmartGrowth Forums and the SSG (as selected by those groups) will be invited to attend and participate in the Social Sector Forum meetings. The Social Sector Forum may also appoint a member to attend and contribute to the wider Strategic Partner Forum. Meeting minutes and reports from each of the SmartGrowth Partner Forums will be made available to the other forums, to SSG and to SLG.

SmartGrowth Leadership Group (SLG) – Linkages and Reporting: The forum members are able to present to the SmartGrowth Leadership Group at any of the formal meetings with agreement of SLG Chair and at any agreed workshops, held between SLG and the forum. Every six months SLG has a workshop with the individual forums to discuss a range of matters and issues. The minutes of the forum meetings are provided to SLG as part of the regular reporting process and any particular issues are drawn out and highlighted in the bi-monthly report presented to SLG by the Independent Chair, Programme /Implementation Manager and Strategic Adviser.

Information Provision and Feedback:

Relevant draft reports, ideas, submissions, and proposed initiatives are provided to the Forum for discussion and input prior to matters going to SLG for decision-making. These may be part of a meeting agenda item, or if between meetings, circulated by email to the Forum Chair, for feedback. This feedback will be presented to SLG as per item 5 above.

Meetings: Attendance and presentations:

- The Independent Chair, Programme Manager and Implementation Advisor may attend meetings from time to time, provide written reports, advice and seek input on various matters.
- SLG members may also be invited to attend the Forum from time to time.

Frequency: The Forum will meet bi-monthly, prior to the SLG meeting to provide information and feedback on specific issues directly relating to Strategy implementation.

Servicing: The Forum will be serviced by SmartGrowth through the Programme Manager, for matters including venues, agenda circulation, minute- taking and report materials.

Chair: A Chair will be appointed by the Forum.