**MBIE & PSA Working Group - Terms of Reference**

1. **The purpose of this document is to:**

* Provide an overview of the project i.e. the “what”, “when” and “why”
* Detail “how” the project will be managed and “who” will be involved
* Provide a baseline document against which the Governance Group can assess progress and resolve issues.

1. **Mahi Tahi Working Together**

* Recommendations to the Governance Group by consensus where possible
* Where agreement cannot be reached escalate the issue to the Governance Group
* The parties will communicate with each other openly, timely and freely
* The parties will work together openly and transparently to establish and maintain a relationship based on co-operation and partnership
* Additional attendees by agreement between the parties
* The parties agree to work collectively to complete this work as per the agreed project timeline.

1. **Objectives**

* To develop a culture of open and transparent engagement
* To encourage innovation and creativity
* To resolve issues in a timely fashion
* Working towards a bi-cultural organisation that supports Ngā Kaupapa and Te Ara Amiorangi

1. **Programme Scope**

The current programme of work includes the following projects: (see detailed schedules in the appendix of this document). Additional projects can be added by agreement and the relevant scope schedules will be agreed in the Working Group and taken to Governance for approval.

* 1. Career & Pay Progression v3.0
  2. Flexible Working
  3. Shift work provisions, including formation of a Roster Committee
  4. Mahi Tahi – education and guidance for people leaders
  5. Policy reviews ensuring Te Ao Māori overview
  6. Future commitment to recognition of service for NZ Police, NZDF and other bodies
  7. Hauora allowance guidelines
  8. Gender & Ethnic Pay Action Plan (GEPAG) – quarterly review
  9. Success Measures Framework

1. **Roles and Responsibilities**

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| **GROUP** | **MEMBERS** | **ROLE** |
| **Joint Governance Group** | PSA Assistant Secretary/National Sector Lead  PSA Lead Organiser  PSA Organiser  National Delegate Co-convenor/s    DCE Te Whakatairanga – Service Delivery  DCE Ngā Pou o te Taumaru  Head of Employment Relations  Head of Remuneration & Reward | Agree to outcomes recommended by the Working Group  Agree any amendments to the CA for formal approval eg (variations, MOU’s, Policies etc)  Resolve escalations where agreement cannot be reached at the Working Group (exceptions basis) |
| **Working Group** | PSA Lead Organiser  PSA Local Organiser  National Delegate Co-convenors  Hinonga Mangai Maori and Va Moana  Head of Employment Relations  Head of Remuneration & Reward  Principal Employment Relations Advisor  Implementation Lead  TBC – MBIE representative  TBC – MBIE representative | Work with SME’s and members to ensure their views are represented in the room  Recommend outcomes to the Governance Group  Agree any amendments to the CEA for formal approval by the Governance Group eg (variations, MOU’s, policies etc) |
| **Resources / SME/Expert Input as required** | * PSA Delegates and Delegate Groups including our Runanga and Pasefika delegates * PSA Sector Leads * PSA legal * I&D Council Hui (representatives) * MBIE Employee Network Groups * MBIE Business Representation * MBIE P&C Leads (Eg Organisational Development/Talent Acquisitioning/People Services) | SME and Member advice and input for the working group to consider |
| **Observers** | TBD on an as needs basis | Opportunity to ensure both MBIE employees and PSA delegates are able to sit in the meetings and observe and learn the working group philosophy to ensure future engagement and participation |

1. **Timeframes/ Meeting Dates:**

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| --- | --- | --- |
| **Group** | **Frequency** | **Dates** |
| Governance Group Meetings | Monthly – 1 hour | To be agreed |
| Working Group | Fortnightly – 2 full days | To be agreed |

## Costs

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The costs of this project are expected to be absorbed within BAU baselines. Any additional funding for initiatives recommended by the working group will have to go through MBIE approval and delegations processes

MBIE will fund the cost of external consultants to provide assistance with best practice and modelling if required.

MBIE will fund the paid release and backfill of PSA project team members for the meetings and preparation time on a one-to-one basis with meetings.

PSA will fund the participation of PSA officials.

MBIE will cover flights, accommodation and expenses for PSA delegates as per Travel policy and Sensitive Expenditure policy.

1. **Timing**

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Timing and prioritisation of the programme of work will be agreed in the working group to ensure contractual obligations, legal requirements and government expectations are met.

**APPENDIX**

Schedule A: Career & Pay Progression (CAPP) Review <example – this would need to be completed for all>

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| **IN SCOPE** | **OUT OF SCOPE** | **ADDITIONAL INFORMATION** |
| * Consideration of expansion of CAPP into other roles and agree criteria for expansion * Review of relativity of roles on the ladder (substantive and senior) * Clarify the definition of “what is a Senior’ * Review the “Senior” PD’s for roles in CAPP to ensure consistency across Senior roles and technical capabilities are clarified * Explore minimum experience requirements * Review the process and the possibility of integration into existing career development processes (including the number of rounds per year) * Explore the role of the People Leader and the role of the Panel in the process * Clarify the review process and criteria for review * Consider feedback from Employee network groups and suggestions on how to make the process more inclusive * Progression in small teams | Roles that currently have seniority integrated into their role (such as Team Leaders & Managers) will not be considered for inclusion in CAPP  Relativity check is limited to those roles currently part of the agreed list in the CEA  Business agreement and budget considerations/approval | Senior definition should not overwrite the original design principles, but should add to clarification of this.  Being part of CAPP does not automatically result in unlimited progression numbers. This must be agreed by the business  Business agreement and budget considerations |