

North Hertfordshire District Council (NHDC) faces significant challenges and therefore a need to continually develop and adapt. To focus the way the organisation addresses this a programme called 'Shaping our Future' was introduced in 2020 to co-ordinate the many elements.

### **Working Group Purpose**

To steer and support Shaping our Future' activities and provide co-ordination between the development of activities related to Elected Members and those related to Officers and the Management of the organisation. These elements should be complimentary and result in achieving the stated outcomes of:

- A high quality, diverse, inclusive and resilient workforce, meeting the needs of our community;
- A healthy, creative and productive organisation;
- A vibrant culture that embodies our values and behaviours.

### **Terms of Reference**

- Assist and advise in the development, implementation and review of activities and projects that support the achievement of the stated outcomes
- Ensure co-ordination of programme strands to ensure maximum benefit is achieved
- Ensure an alignment with the Values and Behaviours of the organisation in all strands, elements and activities related to organisational Development.
- Ensure an alignment in all parts of the organisation relating to both Political and Officer structures, culture, values and behaviours.
- Be innovative in coming up with new ideas to support the achievement of the outcomes
- To collectively scrutinise organisational development activity related to both Members and Staff
- Provide a conduit for communication relating to these matters for both Members and staff
- Monitor and assess results of the programme against the outcomes

### **Membership**

The group shall comprise of:

- Programme Leads, Service Director – Resources
- Specialist Advisor and Equalities Lead, Learning and Employee Engagement Manager
- Key Management Representation, Managing Director, Service Director – Commercial and Service Director Transformation (subject to approval of this role)
- Employee Champions and Specialists, as required on main group or in subgroups
- Member Representation:
  - Group Leader of all parties
  - Member Development Champions
- Administrative support will be identified by the officer programme lead and will be responsible for arranging the venue, agenda and action notes. The group may co-opt, in a consultative capacity, representatives of a particular area or section affected by an item under discussion or those officers whose expertise in a particular subject area is deemed necessary.

The group will provide regular updates to, and consult with, the Staff Consultation Forum. This will be through the Service Director: Resources.



## **Constitution**

- The group has been put together to drive organisational development towards the stated outcomes and in line with Organisational Values and Behaviours.  
The values are:

We are together

We are continually improving

We are forward thinking

We are Customer focused

We are listening

We are performance focused

- In view of this the group will operate informally with a collaborative approach that reflects these values
- The programme outcomes and the activities needed to achieve them are intended to allow for longevity of organisational development regardless of specific political direction. The culture and operation of the group will reflect that
- Generally, meetings will take place monthly or as agreed by the Programme Leads
- Meetings shall be held during normal office working hours unless agreed by the group
- The group can convene subgroups as required