**Terms of reference**

**September 2014**

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**Purpose**

The OD Network is a collaborative forum developing and sharing best practice, identifying potential cross-council strategic interventions and efficiencies in the delivery of workforce development activities.

Its purpose is to support the work priorities of the London Councils Heads of HR Group

**Membership**

Members of the Network should comprise the appropriate OD or Learning & Development lead from each Council. It is important that those attending have influence and are able to speak authoritatively on behalf of their Councils.

**Meetings**

* Group will meet on a monthly basis
* Additional meetings will be arranged should there be a specific or urgent requirement
* The chair will agree the agenda in consultation with the sponsors and distribute to all members 2 weeks prior to the meeting
* Every meeting will review progress against the work programme plan

**Role of the Chair**

* Are appointed on a 12 monthly basis
* Set the date of the next meeting(s)
* Work in partnership with the network sponsors to ensure work programme is relevant to Heads of HR group
* Distribute the agenda ensuring that recommendations and outstanding actions from previous meeting(s) are recorded for review
* Arrange attendance of a guest speaker as appropriate
* Record decisions and recommendations
* Ensure the network’s work programme is updated after the meeting and circulated to all members

**Roles and responsibilities of the members**

* To attend network meetings. If a member cannot attend they must nominate a suitable colleague to attend in their place
* To volunteer and to take the lead on elements of the network’s work programme
* To contribute to the activities within the network’s work programme
* Obtain appropriate authority to outline their Council’s position to contributing to cross-council initiatives
* Provide data to enable benchmarking analysis to enable efficiency and best practice reviews
* To cascade recommendations, information and progress against the network’s work programme within their organisation
* Proactively work with the Heads of HR Group