



# Business Reference Group – Terms of Reference

These Terms of Reference outline the roles and responsibilities of the Business Reference Group (BRG).

## PURPOSE

1. The Business Reference Group (BRG) has been established as an advisory group to New Zealand Government Procurement. The group brings supplier perspectives together and represents the interests of business in New Zealand, to:
  - work collaboratively for economic growth in New Zealand, and
  - inform and influence government procurement strategy, policy, and practice in New Zealand.

## BACKGROUND

2. The government spends around \$51 billion per year purchasing the good and services needed to deliver public services. Supplying government can contribute to the success of a business. Effective government procurement that includes policies that are fair, encourage competition and innovation, and improve access to international markets, can stimulate business growth.

To support and enable procurement system leadership we:

- establish and maintain the system settings and outcomes
- drive the performance of the system
- maximise public value from government procurement spend
- improve transparency and accountability.

## BRG STRUCTURE

3. The New Zealand Government Procurement (NZGP) branch of the Ministry of Business, Innovation and Employment (MBIE) is responsible for the establishment, membership approval and provision of support to facilitate BRG.
4. BRG will act as a sounding board and provide feedback from a business perspective, on key programmes of work, initiatives and current issues.
5. Meetings will be held quarterly.
6. Minutes and records of BRG meetings will be maintained and stored securely by NZGP.



## **MEMBERSHIP OF BRG**

7. BRG will, at minimum, consist of and be supported by the following:
  - designated Chair – this will be chaired by NZGP
  - ~10-15 members that represent a cross section of key industry sectors, critical to the delivery of procurement system leadership priorities
  - members can be representative of a business or industry body.
8. BRG members will typically:
  - have a broad perspective of New Zealand markets
  - be recognised for their strategic leadership expertise
  - have established credibility within their respective organisation / industry
  - understand opportunities and issues from various points of view, will engage constructively and bring proactive initiatives to the group.
9. Membership will be refreshed as needed to support government priorities, but not more often than annually.
10. Members are selected for their individual capabilities and experience and therefore substituting or replacing members at BRG meetings will generally not be accepted. Replacement of members will be approved by NZGP.

## **ROLES AND RESPONSIBILITIES**

11. The BRG Chair is responsible for ensuring:
  - meetings are conducted in a professional manner in line with the agenda
  - accurate minutes are taken of the meetings.
12. All BRG members will have the opportunity to express their views and opinions
13. Members of BRG will:
  - undertake pre-meeting reading, regularly attend meetings and actively contribute to group discussions
  - contribute ideas and creative solutions to the development and implementation of proposed actions
  - contribute to mutually useful working groups, where deemed to be a BRG priority
  - act as a conduit between NZGP and the business community
  - seek input or comments from colleagues in their own organisations and industry and share key information beyond BRG, as appropriate
  - manage conflicts of interest and information in accordance with these Terms of Reference.



## **PROBITY**

14. While members play a role in liaising between BRG and the business community, they also need to be able to offer free and frank advice, while maintaining discretion about that advice in wider circles.
15. Given the nature of the information BRG deals with, NZGP applies strict practices around managing conflicts of interest and maintaining confidentiality. Confidentiality will be addressed in each meeting to confirm what can or can't be discussed or shared from the meetings.
16. All BRG members are required to complete Conflict of Interest and Confidentiality Agreements and regularly review their individual position, in terms of conflicts of interest, ahead of each BRG meeting.
17. It is expected that any actual or perceived conflicts of interest will be immediately raised with the Chair and NZGP for review and appropriate management.

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