

## Ministry for Women Advice Cover Sheet

Thursday, 9 November 2017

### National Advisory Council on the Employment of Women

Briefing No:	MW 17-18 0091
Doc Ref No:	D-215635
Min Office No:	
Priority:	Choose item

### Purpose

To provide information on the National Advisory Council on the Employment of Women prior to the meeting on Tuesday 14 November.

### Action sought

From	Action sought	Suggested Deadline
Minister for Women Hon Julie Anne Genter	<p><b>Agree</b> to attend the meeting of the National Advisory Council on the Employment of Women on Tuesday 14 November.</p> <p><b>Note</b> the role and purpose of the National Advisory Council on the Employment of Women and your responsibilities to the Council.</p>	13 November 2017

### Resources used to prepare this advice

Work Programme	Output Plan or Ministerial Priority <input type="checkbox"/>	Responding to ad hoc requests <input type="checkbox"/>	Other agency work (budget/governance) <input type="checkbox"/>
Name of Project	National Advisory Council on the Employment of Women		
Other resources used to provide this advice			

### Contact for telephone discussion

Name	Position	Section 9 (2) (a)	Telephone	1 <sup>st</sup> Contact
Margaret Retter	Director, Policy			√
Megan Krishnan	Advisor, NACEW			

## National Advisory Council on the Employment of Women (NACEW or the Council)

### Purpose of this paper

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You have been invited to attend the NACEW meeting on Tuesday 14 November. This paper provides you with:

- a brief summary of the history and recent changes for NACEW
- the agenda for the meeting on 14 November
- your responsibilities as Minister for Women as outlined in NACEW's Terms of Reference
- recent priorities for NACEW and the assistance they can provide to you
- summary of NACEW's work over the previous twelve months.

### Brief summary of the history, purpose and recent changes for NACEW

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1. The Council is a Ministerial advisory committee established in 1967 to provide a way for the responsible Minister to gain independent advice from a range of perspectives on women's employment issues.<sup>1</sup>
2. The Council reports to the Minister for Women, with secretariat support provided by the Ministry for Women and the Ministry of Business, Innovation and Employment.<sup>2</sup>
3. As stated in the Terms of Reference "The Council's purpose is to provide the Minister with high quality advice on employment issues for women and inform government policy development in this area that align with Ministerial priorities. Through its work, it enables women's participation in employment, leading to greater economic independence and better outcomes for women."
4. In July 2012, responsibility for the Council transferred from the Minister of Labour (now Minister for Workplace Relations and Safety) to the Minister of Women's Affairs (now Minister for Women). Secretariat support for the Council transferred from the Department of Labour to the Ministry of Women's Affairs. The transfer of the Council to the Ministry for Women occurred within the larger structural change for the establishment of the Ministry of Business, Innovation and Employment (MBIE) which sought to combine related functions within the most appropriate Ministerial portfolio, agency and Vote.

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<sup>1</sup> The Council is not a separate legal entity and was not established under legislation.

<sup>2</sup> The Council is funded by an appropriation under Vote Women (\$200,000 in 2016/17 and out years).

5. The Council underwent a number of changes in 2016 to refresh and refocus, including:
  - new terms of reference which clarify the Council's role as a Ministerial advisory committee to the Minister for Women and update the process for appointing members to the Council
  - new appointments to the Council in September 2016 to provide experience in large businesses, high growth sectors and industries where women are over-represented
  - joint secretariat to be provided by the Ministry for Women and the Ministry of Business, Innovation and Employment (provided solely by the Ministry for Women between 2012 and 2016).
6. The terms for Council members expire in September 2019. A full list of members and a brief biography is attached as Appendix one.
7. The Council meet four times a year. Traci Houpapa (Chair) has sought a separate meeting with you to ascertain your priority areas, it is hoped that this will occur via telephone on Monday 13 November.

### **Meeting of the Council on 14 November**

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8. The agenda for the Council meeting is attached as Appendix two.
9. The Council expressed a desire to have a blue skies planning session to review the 2016/17 priorities, identify issues that they believe are important and, where they can have the most impact and influence. This will of course be dependent on your own priorities and how you would like the Council to operate in their advisory capacity
10. The Council is keen to meet you and discuss how you would like to work with them. If you are able to attend they are also likely to share with you some of their outcomes from the earlier blue skies planning session.

### **Your responsibilities as Minister for Women as outlined in NACEW's Terms of Reference**

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11. Section 4 of the Terms of Reference (Appendix three) states that the Minister for Women will set out expectations annually, outline the Terms of Reference, protocols and any other relevant expectations of the Council. These expectations would include areas of focus and priority for you.
12. This letter of expectations is now due, the secretariat recommend that this is drafted following the NACEW meeting on November 14.

13. Section 3 of the Terms of Reference details the functions of the Council, while you can set the agenda and focus, the Council also have a responsibility to identify any issues or express opinion related to the employment of women.

### **Recent priorities for NACEW and the value they can provide to you**

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14. We understand you have a specific interest in closing the gender pay gap in the public sector and progressing women in leadership.
15. In our view, the Council can support your priorities through:
- providing an independent view from business communities that may differ from that of the public service advice you receive
  - utilising their networks and ability to influence change
  - operating as a 'sounding board' for new policy approaches or tools regarding the gender pay gap and providing an experienced and expert view on the progression of women in leadership in the private sector and how this could be strengthened
  - utilising the skills and knowledge of the leaders in high growth sectors (such as Science, Technology, Engineering and Maths and Primary Industries) to ensure that women are presented with opportunities to develop their career paths in a high paid, high growth industry.
16. The areas of focus for the previous 12 months, as directed by the previous Ministers for Women, has been:
- women returning to work - including access to childcare and flexible work
  - women's leadership progression
  - employment opportunities for women in high growth sectors
  - pay equity and the gender pay gap
  - low income and non-working women.

### **Achievements of the Council in the past 12 months**

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17. In the previous 12 months, the Council has:
- discussed and heard from experts on the areas of childcare and flexible work with a return to work focus
  - completed a small qualitative research project to hear the voices of women and their experiences in employment

- provided funding to assist MBIE develop and launch a 'Return to IT' pilot which supports women with a digital technology background back into the workforce after a break of 2-5 years
- provided their perspective and views to the Minister for Women on the Employment (Equal Pay and Pay Equity) Bill and other matters related to the former priority areas
- provided advice to the Ministry for Women on the use of gender pay gap tools.

We can provide you with further information on this advice if you wish.

## Recommendations

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The Ministry recommends that you:

1. **Agree** to attend the meeting of the National Advisory Council on the Employment of Women on Tuesday 14 November.

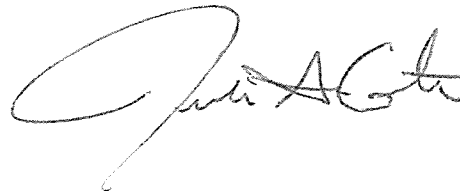
**Noted**

2. **Note** the role and purpose of the National Advisory Council on the Employment of Women and your responsibilities to the Council.

**Noted**



**Renee Graham**  
Chief Executive



**Hon Julie Anne Genter**  
Minister for Women

Date: *13 Nov 2017*

## APPENDIX ONE – Membership of the National Advisory Council on the Employment of Women

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18. **Traci Houpapa.** Ms Houpapa has been the Chair of the Council since September 2012. She is an award winning company director and a recognised industry leader, specialising in providing strategic and economic development advice to Māori, iwi, public and private sector clients.
19. Ms Houpapa brings extensive governance experience and holds a number of board and Ministerial appointments including Chair, Federation of Māori Authorities; Chair, Landcorp Farming; Council Member, Victoria University and Ministerial appointee, Waikato River Authority.
20. **Norah Barlow.** Ms Barlow is an Independent Director and holds a number of directorships, in New Zealand and Australia, in NZX listed and private companies. Her directorships include Methven Ltd, Evolve Education, Ingenia (Aus), Estia Health (Aus), Cigna Life and Vigil Monitoring. Ms Barlow was the Chief Executive of Summerset Holdings Ltd for twelve years, resigning from this role in 2014.
21. **Andrew Cleland.** Dr Cleland is the Chief Executive of the Royal Society of New Zealand and was previously the Chief Executive of the Institution of Professional Engineers New Zealand (IPENZ) for 14 years.
22. **Tagaloatele Peggy Fairbairn-Dunlop.** Professor Fairbairn-Dunlop is Professor of Pacific Studies at Auckland University of Technology and has been researching and publishing on Pacific development issues for over 30 years. Professor Fairbairn-Dunlop has extensive experience on boards including Chair of the Health Research Council Pacific Committee (2010-2013) and National President of PACIFICA Inc (2013-2014).
23. **Theresa Gattung.** Ms Gattung has been involved in a wide spread of governance positions and entrepreneurial start-ups including co-founder of My Food Bag. Ms Gattung has a number of directorship including the Chair of AIA Australia Ltd, Telco Technology Services and Wellington SPCA.
24. **Kerry Prendergast.** Ms Prendergast is currently Chair of the Environmental Protection Agency and has extensive governance and leadership experience including nine years as Mayor for Wellington City Council. Ms Prendergast was a registered nurse and practised as a midwife for 25 years.
25. **Mark Verbiest.** Mr Verbiest is currently Chair of Spark and member of the Treasury Commercial Operations Advisory Board, along with holding a number of other directorships. Mr Verbiest is also a Champion for Change through the Global Women Network.

26. **Katherine Rich.** (Business New Zealand representative) Ms Rich is the Chief Executive of New Zealand Food and Grocery Council. Ms Rich has been a Member of Parliament and has extensive Board and Advisory Group experience.
27. **Erin Polaczuk** (NZ Council of Trade Unions representative). Ms Polaczuk has worked in the union movement as a paid official for more than 12 years in a variety of roles. She is currently the National Secretary for the Public Services Association. Ms Polaczuk was also a member of the tripartite Joint Working Group on equal pay principles.

**Appendix two – Agenda for the National Advisory Council on the Employment of Women meeting on Tuesday November 2017.**

**National Advisory Council on the Employment of Women  
Schedule of Meeting  
14 November 2017**

Venue: Ministry for Women, Level 9 Qual IT House, 22 The Terrace, Wellington.

<b>Time</b>	<b>Item</b>	<b>Lead</b>
12.45	Tea and Coffee available	
12.55	Welcome	Traci Houpapa
1pm	Blue skies planning	Sarah Tocker
3.15 pm	Afternoon tea	
3.25 pm	<b>Areas of work already identified – are these still projects to progress?</b> <ul style="list-style-type: none"> <li>• Return to IT</li> <li>• Employment Experience research</li> <li>• Census of Women's Participation</li> </ul>	Traci Houpapa
3.45 pm	<b>Renee Graham – Chief Executive, Ministry for Women</b> <ul style="list-style-type: none"> <li>• Stakeholder engagement – how the secretariat can function to best meet your needs.</li> </ul>	Renee Graham
4.00 pm	<b>Minister for Women - Hon Julie Anne Genter - TBC</b>	Minister Genter
4.30 pm	Wrap up	
4.35 pm	Meeting Ends	



## Appendix three – Terms of Reference for the National Advisory Council on the Employment of Women.

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### National Advisory Council on the Employment of Women: Terms of Reference 2016

#### 1. Background

- 1.1 Established in 1967, the National Advisory Council on the Employment of Women (NACEW) (the Council) is a long-standing Ministerial advisory body. It has a track record of addressing issues of concern for women in employment. Its work has included addressing immediate employment needs, identifying emerging employment issues and undertaking research about concerns that may not currently be addressed by employers or government agencies. The Council has included two *contributing partner organisations* (the New Zealand Council of Trade Unions (NZCTU) and Business NZ) and links to five additional *partners* (the National Council of Women of New Zealand, the Māori Women's Welfare League, PACIFICA, YWCA, and Rural Women New Zealand). Prior to 2012 NACEW reported to the Department of Labour.
- 1.2 Historically, the Council was established to directly advise the Minister for Women (the Minister). Over time the Council developed its own priorities and work programme, and more recently has had a less direct relationship with the Minister. Following a review of its purpose and functions, the Council has been updated as an advisory body responsible directly to the Minister for Women. The Council is independent of the Ministry for Women (the Ministry), which provides a support (secretariat) role to the Council.
- 1.3 This Terms of Reference supersedes previous Terms of Reference.

#### 2. Purpose

- 2.1 The Council's purpose is to provide the Minister with high quality advice on employment issues for women and inform government policy development in this area that align with Ministerial priorities. Through its work it enables women's participation in employment, leading to greater economic independence and better outcomes for women.

- 2.2 The Council provides advice that assists the Minister and government in planning and delivering tangible results for New Zealand women by improving their employment outcomes.
- 2.3 The Council identifies emerging issues, providing a diverse range of views including knowledge about trends in employment.

### **3. Functions**

- 3.1 The Council is charged with the following responsibilities:
  - a. Expressing views and making recommendations to the Minister on matters relating to the employment of women:
    - i. Identifying issues arising from current laws and regulations that affect the utilisation and/or participation of women in employment.
    - ii. Providing policy suggestions for engaging women in positive employment outcomes.
    - iii. Providing feedback on government agency performance.
  - b. Considering the views of Council *partners* and networks (as appropriate).
  - c. Identifying systems and strategies to improve outcomes for women in employment.
  - d. Supporting strategies to improve outcomes for women within the business community.
  - e. Being able to provide, or access, in-depth information on women in employment as needed.
  - f. Using their own networks to identify partnerships and collaborate with key stakeholders and provide feedback to the Minister on initiatives for women in employment from these groups.
  - g. Ensuring that matters of significance are brought to the Minister's attention.

### **4. Protocols**

- 4.1 The Minister for Women will set out expectations annually, outlining the terms of reference, protocols and any other relevant expectations of the Council. The terms of reference will be reviewed at least once every three years.
- 4.2 Expectations of committee members:
  - a. Bring matters relating to women in employment to the attention of the Minister

- b. Bring perspectives on women in employment based on experience and interests.
  - c. Provide free and frank advice on women in employment while maintaining discretion beyond the Council membership.
  - d. Not disclose any information provided to the Council in confidence.
  - e. Declare any conflicts of interest.
  - f. Adhere to the convention of 'no surprises' policy at all times.
- 4.3 Government and Ministers retain the right to reject any advice provided by the Council. In addition, the Council will not publish the advice it gives to the Government. Public comment on Council matters will be made by the Chair and after advising the Minister.
- 4.4 On occasion, the Council may consult with, and/or inform, *partners*, about particular issues relating to the employment of women with the approval of the Minister.

## 5. Membership

### 5.1 Composition of membership:

- a. Membership will include people with expertise and understanding of current and emerging issues on the employment of women.
- b. Members will be selected for a combination of their individual skills, expertise, and networks.
- c. The membership, will aim to provide a diverse range of perspectives on the employment of women, which may include business, unions and women's organisations, and to reflect the increasing diversity of New Zealand society at any given time.

### 5.2 Specific member skill sets:

- a. Wide knowledge and experience of matters relating to the employment of women.
- b. Strategic thinking.
- c. A track record of results and a focus on outcomes.
- d. Well-developed skills and experience in board or committee work.
- e. Connections and networks related to the employment of women, including a global perspective.
- f. Demonstrated judgement and the ability to work with and influence a wide range of people.

- g. Ability to bring a specific perspective as required (e.g. Māori, Pasifika, science, technology).

## **6. Appointment**

### 6.1 General appointment process:

- a. All members of the Council and the Chair are appointed by the Minister for a term of up to three years (through a public nominations process).
- b. The current contributing partner organisations, the NZCTU and Business NZ, will be allocated one member each on the Council. Each organisation will put forward three candidates for nomination, with the Minister making the final appointments.

### 6.2 Conditions of appointment:

- a. There will be a maximum of nine members at any time (and a minimum of seven).
- b. Members and the Chair may be reappointed from time to time. There is no limit to the length of service. Any reappointments are made at the Minister's discretion.
- c. Any member of the Council may resign at any time by advising the Minister in writing.
- d. The Minister may, by written notice, terminate the appointment of a member or the Chair.
- e. Council members will receive fees and allowances in accordance with the government's Fees Framework.
- f. From time to time, the Minister may alter or reconstitute the Council to ensure it meets the needs of the Minister.

## **7. Accountability and reporting**

### 7.1 The Council is required to:

- a. Provide a six-monthly progress report to the Minister summarising any advice it has given to the Minister.
- b. Meet at least four times a year. Minutes of meetings will be maintained and will remain private and confidential. All members should endeavour to attend every meeting unless extenuating circumstances prove otherwise. The Minister will attend these meetings.
- c. A simple majority of members is needed to be present in order to have a quorum (including either the Chair or Deputy Chair).

7.2 The Minister will:

- a. Provide an annual expectations letter which sets out the terms of reference, the protocols and any other relevant expectations of the Council.

## **8. Roles and responsibilities**

8.1 The Chair will act as a member of the Council as well as fulfilling the position of the Chair for a period of twelve months or as specified in the notice of appointment.

8.2 The Chair will be responsible for:

- a. Ensuring that the Council develops and implements processes and systems to maintain its effectiveness.
- b. Establishing an agenda for meetings with the Secretariat.
- c. Overseeing meetings.

8.3 The Chair will be supported in this role by the Ministry.

8.4 The Minister may appoint a Deputy Chair to assist the Chair in his or her absence, and as required from time to time.

8.5 The Deputy Chair is also expected to:

- a. Take over the role of the Chair when the Chair is unavailable.
- b. Determine the appropriate action if the Chair has a potential conflict of interest.
- c. Attend meetings the Chair has with the Minister (as required).
- d. Provide support to the Chair to facilitate the running of the committee and so the objectives of the Chair can be met.

## **9. Conflict of interest**

9.1 Members must:

- a. Perform their functions in good faith, honestly and impartially and avoid situations that might compromise their integrity or otherwise lead to conflicts of interest.
- b. Sign a declaration of conflicts of interest upon commencement of their term. Every conflict of interest must be recorded in the Conflict and Declaration of Interest Register.
- c. Members are to advise the Chair of a matter that could be seen as a potential conflict of interest.

## 10. Administration

- a. Secretariat support will be provided from the Ministry for Women and the Ministry for Business Innovation and Employment.
- b. The Ministry for Women will undertake all administrative responsibility, such as preparation of meeting agendas, taking of minutes, planning of meetings, as well as preparing papers as directed by the Council and following up on actions as required.
- c. Ministry of Business Innovation and Employment will contribute to the preparation of papers for the meeting and will provide access to appropriate data where available.
- d. The Minister shall undertake a satisfaction survey of the Council every twelve months.
- e. The Council will meet with the Minister up to four times every year.
- f. In addition, the Council will be expected to communicate prior to Ministerial meetings to discuss, prepare advice, and prepare adequately.
- g. Ministerial meetings will take approximately two hours.
- h. Any questions about the Council will be referred to the Secretariat, [info@women.govt.nz](mailto:info@women.govt.nz), (04) 915-7112.