

18. REVIEW OF COMMITTEE STRUCTURE

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The purpose of this report is to provide the Board with an opportunity to review its current committee structure. The Board put its committees in place in November 2001, and agreed to review the committee arrangement in 2002. With the change in Councillor appointment to the Board due to take place in November, it is now considered appropriate to undertake this review for 2003.

HISTORICAL BACKGROUND

Prior to November 2001, the Board had not established standing committees. Instead, the Board had set up ad hoc committees and working parties to work through the details of issues. In the previous term, the Board established 18 of these informal committees, resulting at times in confusion over membership, payment, purpose, timeframes and power to act. Attendance at ad hoc committee meetings qualified for meeting allowance payments, while the more informal working parties were unpaid. Some of these committees and working parties were established for a short time, while others were in existence for over a year. These committees and working parties considered issues arising from topics such as green open space, cemeteries, early childhood education, out of school programmes, heritage awards and bus stops. On occasion, a working group set up for a particular task progressed a separate item without reviewing membership.

CURRENT COMMITTEE STRUCTURE

In November 2001 the Board established the three committees outlined below. All Board members may attend meetings of these committees, although only committee members have the ability to vote on committee decisions.

Community, Policy and Finance Committee

The Community Policy and Finance Committee's Terms of Reference are:

The consideration of issues relating to the Council's annual planning process, funding, consultation and communication, Out of School Programmes, allocation of Community Events and Special Days Fund, target groups such as children, youth and the elderly funding, community and social policies, community facilities and social initiatives.

Members of the CPF Committee are Linda Rutland (Chair), Bob Todd, Rod Cameron, David Cox, Erin Baker and Yani Johansen.

The table below sets out the dates on which the CPF Committee met, and the agenda items considered.

Meeting Date	Agenda Items
28 January	<ul style="list-style-type: none">• Brookhaven and Linrose Retirement Village Bus Services• Other matters
18 February	<ul style="list-style-type: none">• Youth Initiatives Facilitator's Report• Out of School Programme Report• Crèche's Operating Times• Funding of Phillipstown Festival• Other Funding decisions• Terms of reference
20 May	<ul style="list-style-type: none">• Administration of funds of the former Woolston Park Amateur Swimming Club• Linwood Park and Redcliffs/Sumner Creche Update• Draft report of financial update for 30 June 2002• Development of Board Criteria for Funding

17 July	<ul style="list-style-type: none"> • Linwood Park Update • Community Events and Special Days Fund – Administration Issues • Community Service Awards • Swimming Pool for Ferrymead
21 August	<ul style="list-style-type: none"> • Funding Criteria • Rose Historic Chapel Trust – Request for Funding for Promotional Brochure • Mt Pleasant Community Centre – Request for Funding for Building Maintenance Fund and Computer Programme Equipment • Linwood North School – Request for Funding for Edible Garden Project • Neighbourhood Support – Request for Funding for Coordinator • Community Awards – Partnership with Eastgate • Swimming Pool Facility in Ferrymead Ward

The table below sets out the Committee members' attendance at the CPF Committee meetings, and the total meeting allowance entitlements paid.

Meeting Date	Attendees	Cost
28 January	Erin Baker Rod Cameron David Cox John Freeman Yani Johanson Linda Rutland Bob Todd	
18 February	Rod Cameron David Cox Yani Johanson Linda Rutland Bob Todd	
20 May	Erin Baker Rod Cameron David Cox Linda Rutland Bob Todd	
17 July	Rod Cameron David Cox Yani Johanson Linda Rutland Bob Todd	
21 August	Rod Cameron David Cox Yani Johanson Linda Rutland Bob Todd	
		\$4,185

Works and Traffic Committee

The Works and Traffic Committee's Terms of Reference are:

The consideration of traffic and city streets issues and bus stops. The consideration of Local Area Traffic Management Schemes, and Neighbourhood Improvement Plans agreed in previous years to ascertain progress on implementation.

Members of the W&T Committee are David Cox (Chair), Bob Todd, Rod Cameron and John Freeman.

The table below sets out the dates on which the W&T Committee met, and the agenda items considered.

Meeting Date	Agenda Items
28 January	<ul style="list-style-type: none"> • Buckleys Road/Kerrs Road Traffic Signals: Pedestrian Crossing Extension • Buckleys Road At Eastgate Mall: Pedestrian Traffic Signals • General Business
11 February	<ul style="list-style-type: none"> • Muritai Terrace Footpath
30 April	<ul style="list-style-type: none"> • Bus Shelter At 402 Ferry Road • Bus Stop On Linwood Avenue
12 June	<ul style="list-style-type: none"> • Linwood Avenue/Gloucester Street Intersection Proposed Relocation Of Trees • Linwood Avenue/Gloucester Street Intersection Traffic Signal Proposal
23 July	<ul style="list-style-type: none"> • 33 Woolston Bus Service • Application for Carpark On Scarborough Road

The table below sets out the Committee members' attendance at the W&T Committee meetings, and the total meeting allowance entitlements paid.

Meeting Date	Attendees	Cost
28 January 2002	Rod Cameron David Cox John Freeman Bob Todd	
11 February 2002	Rod Cameron David Cox Bob Todd	
30 April 2002	Rod Cameron David Cox John Freeman Bob Todd	
12 June 2002	Rod Cameron John Freeman Bob Todd	
23 July 2002	Rod Cameron David Cox John Freeman Bob Todd	
		\$2,790

Environment Committee

The Environment Committee's Terms of Reference are:

The consideration of all matters relating to green space issues, parks and waterways, cemeteries, issues relating to the estuary, rivers, Living Streets and bylaws.

Members of the Environment Committee are Yani Johansen (Chair), Linda Rutland, John Freeman and Bob Todd.

The table below sets out the dates on which the Environment Committee met and the agenda items considered.

Meeting Date	Agenda Items
14 May	<ul style="list-style-type: none"> • Election of Chairperson • Formulate submission on behalf of Hagley/Ferrymead Community Board on Environment Canterbury "Looking Ahead 2002-2011"
23 July	<ul style="list-style-type: none"> • Northern Pegasus Bay Coast Vehicle Access Strategy • Nicholson Park & Reserve Classification

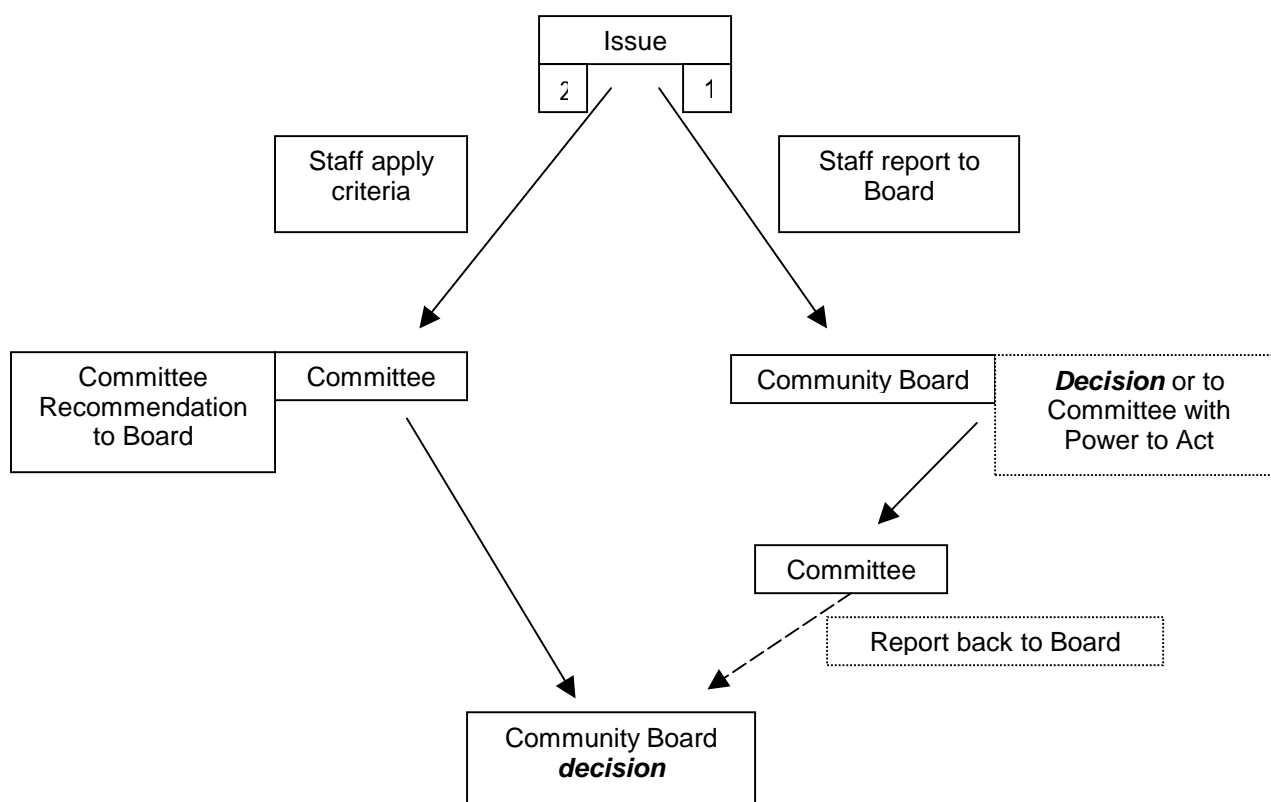
The table below sets out the Committee members' attendance at the Environment Committee meetings, and the total meeting allowance entitlements paid.

Meeting Date	Attendees	Cost
14 May	John Freeman Yani Johanson Linda Rutland Bob Todd	
23 July	John Freeman Yani Johanson Linda Rutland Bob Todd	
		\$1,240

COMMITTEE PROCESS AND DECISION-MAKING

Committee meetings are only scheduled when they are required, however a schedule of possible meeting times is created for the year. Issues are referred to a committee by the two methods outlined below. These methods have been confirmed as appropriate by Peter Mitchell, Legal Services Manager.

- 1 An issue is raised at a board meeting and referred to a committee. If the Board gives power to act to the committee, the decision is made by the committee and reported back to the next Board meeting.
- 2 An issue is identified by staff and referred to a committee. The committee then makes a recommendation to the Community Board for decision.



Not every issue goes to a committee. Committees are intended to provide the opportunity for dialogue on issues that might take up a considerable amount of Board meeting time. They also allow for more Board member community interaction and site visits.

Unless the Board has given a committee power to act on a specific matter, the decision is made by the Board following a report from a committee.

The Chairperson is elected by committee members at the inaugural meeting of the committee.

FEEDBACK ON CURRENT COMMITTEE STRUCTURE

The following feedback in favour of the committee structure has been received:

1. Improved communication between Board members and staff.
2. Improved skills development (especially for Board members in chairing committees and gaining confidence).
3. Assists with Board meeting process, especially in clarifying difficult matters and getting extra work done before Board meetings.
4. Provides less formal forum for information and discussion.
5. Works better than previous adhoc committee and working party system, which was confusing and difficult to administer.

The following less favourable feedback has also been received:

1. While intended to provide the opportunity for dialogue on issues that might take up a considerable amount of Board meeting time, the committees do not always result in lessened dialogue at Board meetings. Instead, committee meeting agenda items are sometimes revisited in full at Board meetings by members not in attendance at committee meetings.
2. The committee structure, at times, places great demands on staff administration time, especially in weeks when the three committees meet. The benefit gained from the committees should be commensurate with the resources used.
3. Confusion exists over whether to direct items to the Environment or the Works and Traffic Committee. Given the direction towards Living Streets and Neighbourhood Improvement Plans, all streets matters could be viewed in a wider environmental context, not purely "traffic".

POSSIBLE OPTIONS FOR 2003

The Board may like to consider the following alternative options for 2003:

1. Continue the committee structure and process in its current form.
2. Continue the committee structure and process in its current form, while revisiting membership.
3. Continue the committee structure and process in its current form but merge the Works and Traffic Committee and Environment Committee into one committee with combined Terms of Reference, as the issues considered by these committees often fall within both committees' Terms of Reference. (Membership could also be revisited in this context.)

It is not recommended that the Board consider reverting to the previous adhoc committee and working party system because of the historical confusion over membership, meeting allowances, purpose, timeframes and power to act.

Staff**Recommendation:**

1. That the Board resolve the constitution of its committees (that is, the committee structure and Terms of Reference) to take effect from 2003.
2. That the Board resolve to finalise membership of each of its committees following the change of Councillor appointment to the Board in November.
3. That the Board determine the scheduled dates and times for its committees to meet in 2003 (when required), following the change of Councillor appointment to the Board in November.

Chairperson's**Recommendation:**

That the recommendations be adopted.