

## 9. REVIEW OF MEETING ARRANGEMENTS OF COMMUNITY BOARDS

<b>Officer responsible</b> Community Advocate, Burwood/Pegasus	<b>Author</b> Adrian Carpinter - Community Secretary, DDI 941-5305
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The purpose of this report is to inform the Board of a review of the meeting arrangements of community boards initiated by the Council and to invite the Board to consider how it wishes to undertake the review.

### REQUEST FOR REVIEW

The Council has agreed to the recommendation of the Annual Plan Subcommittee that community boards review their current meeting arrangements with a view to achieving further savings. Savings have been identified from the Council's revised committee structure approved in December 2002.

A discussion on the review was held at a community boards workshop on 10 April 2003. The City Manager suggested that a discussion of the wider context, such as the role and function of community boards, would be valuable as it could also inform the review of electoral structures to be undertaken for either 2004 or 2007.

The electoral review process was to be referred to the Council meeting on 24 April 2003. The Strategy and Finance Committee recommended that an all day seminar for all elected members be held to discuss options.

The Community Relations Manager intends to draw together the outcome of the six separate reviews of meeting arrangements in a combined report to the Strategy and Finance Committee in June. The deadline set for responses is Wednesday 28 May 2003.

The Board is free to determine the nature and scope of its review. Assistance is available from the Community Relations Manager, Special Projects Manager and the Business Support Manager. The focus of the review is about costs between now and the next election, as a new remuneration regime will be in place for elected members after the election.

The Chairperson has requested more details of actual meeting expenditure and the comparative costs of other meeting arrangements and Alan Dunlop, Business Support Manager, will be in attendance to provide this advice.

### RECENT REVIEW UNDERTAKEN BY BOARD

The Board reviewed its processes and meeting structure in November 2002, following the change made to two ordinary Board meetings per monthly cycle from March 2002. The Board decided at that time to continue to hold two ordinary meetings each monthly cycle and to maintain a reasonable limit on the convening of additional subcommittees and working parties. The Board also agreed that meetings be cancelled where there were insufficient agenda items and the scheduled meetings on 17 March and 14 April 2003 were cancelled on this basis.

The following table shows the actual number of paid meetings convened by the Board for the year to the end of April 2003, compared to the two previous corresponding periods:

#### Burwood/Pegasus Community Board Meetings

	<b>Ordinary</b>	<b>Special</b>	<b>Seminars</b>	<b>Subcommittees</b>
July 2002 - April 2003	17	3	10	5
July 2001 - April 2002	13	4	8	8
July 2000 - April 2001	12	4	13	8

#### Staff

- Recommendations:**
1. That the information be received.
  2. That the Board determine a review process of its meeting arrangements in order to respond to the Community Relations Manager by 28 May 2003.

**Chairperson's****Recommendations:**

1. That the information be received.
2. That a copy of the Board's review of its processes and meeting structure in November 2002 be forwarded to the Community Relations Manager for reporting to the Strategy and Finance Committee.
3. That steps be taken to improve the compliance with projected deadlines for reports in order to even out the time spent at governance meetings.