

15. BOARD OBJECTIVES AND PLANNING STATEMENT 2004/05

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The purpose of this report is to outline a process for the preparation and adoption of the Board's Objectives and Planning Statement for 2004/05.

BACKGROUND

The Board is to prepare a statement of its Objectives and a Planning Statement for the 2004/05 financial year. The Planning Statement comprises the Key Issues the Board has identified for the upcoming year(s) and the Project Proposals to be submitted to Business Units for possible inclusion in the Council's next draft Financial Plan.

The Board was informed in May that the time frame for preparing these accountability documents would be shortened this year because of the process for compiling the initial Long Term Council Community Plan. Therefore it was anticipated that more reliance would be required on existing knowledge of the community's needs in updating the current documents.

TIME FRAME FOR PREPARING STATEMENTS

The time frame for completion of the 2004/05 documents has now been confirmed. The deadline set is 28 August 2003. This allows more time than expected but still reduces slightly the normal time frame.

The Board has scheduled a special meeting for considering the Planning Statement on 27 August 2003. However, this would be too close to the deadline if additional work would be required after the meeting to complete the Statement.

It is proposed that initial drafts prepared by the Advocacy Team of the Objectives and Key Issues be discussed at the Board seminar on 23 July 2003. An hour is set aside for the Board to provide comment on the initial drafts. Further work could then be done in order to submit the drafts to the Board meeting on 18 August 2003.

When informed in May of the shortened time frame, the Board decided to hold a public meeting in June to seek input from the community on possible Council projects for 2004/05. It is now proposed to schedule this meeting for 6.00 pm on Tuesday 5 August 2003. This will enable a draft of the Project Proposals to also be prepared for consideration at the Board meeting on 18 August 2003.

If necessary, revised drafts could be referred to a special meeting on 27 August 2003.

PLANNING STATEMENT: KEY ISSUES

At the Board meeting on 17 February 2003, when considering the Business Unit responses to the 2003/04 Key Issues, the Board decided that an attempt be made to prepare a more focussed Planning Statement for 2004/05 that reflects the Board's priorities.

The Council has also adopted the recommendation of the Annual Plan Subcommittee that Boards "be asked to identify (and prioritise) the key issues facing their community, with the aim being to focus on five to ten key issues". This is intended to provide a more strategic focus.

PROJECTS FOR BOARD FUNDING

As outlined above, it is intended to seek community input in August on Project Proposals for the Council to undertake. Last year the Board combined the request to the community for projects to be referred to the Council and for projects to be funded from the Board's Project funding. It is proposed that the request for bids for the Board's Project funding be dealt with separately, with the bids to be requested by the end of September/October. This will give the community more time to prepare bids, while leaving sufficient time for staff to prepare for the allocation round in February 2004.

Staff**Recommendations:**

1. That the information be received.
2. That the Board adopt the proposed process for the preparation and adoption of the Board's Objectives and Planning Statement for 2004/05

Chairperson's**Recommendation:**

That the abovementioned recommendations be adopted.