

13. GOVERNANCE ARRANGEMENTS FOR NEW TERM

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PURPOSE OF REPORT

1. The purpose of the report is to seek the adoption of a governance structure for the 2010/13 Riccarton/Wigram Community Board.

EXECUTIVE SUMMARY

2. The Riccarton/Wigram Community Board has in the 2007/10 term operated with two standing committees: Transport and Greenspace and Community Services. Additionally the Board has maintained two Board meetings per month; one for main items of business and to receive the recommendations of the two Board committees, and the other as a Board minute confirmation meeting for the main Board meeting and any urgent items. In addition to the decision-making Board meetings, seminar meetings were scheduled prior to each Board and committee meeting if necessary. Seminars provide an opportunity for Board members and staff to have an in-depth discussion on issues where no decisions at that time, are required.
3. There are two options for the Board to consider for its governance structure for the new term.

Option One

4. A number of community boards over the previous term of the Council developed a programme of having two ordinary meetings in a calendar month. This allows for all items of business to be progressed on a regular basis and only debated on one occasion. The report of the Board meeting is then confirmed at the following fortnightly board meeting and then progressed to the next appropriate Council meeting.
5. In addition to meeting twice a month the Board could also decide to set up ad hoc committees to meet on an as required basis. These would not be standing committees. An ad hoc committee may be established to consider a particular issue that needs more consideration, e.g. the commissioning of a public artwork in the ward.

Option Two

6. A second option is to decide to operate with a standing committee structure where committees have specific subject areas and consider all reports first. The Board would then have one ordinary meeting a month to which the reports of the committee meetings are put along with any urgent issues; the second Board meeting to act purely as a minute confirmation meeting for the main Board meeting. If the Board adopts a committee structure then some reports where Council is making the decision but the matter has also been referred to the Board (Part A reports), could be debated at three separate meetings by elected members. Variances include: giving one or more of the committees delegated authority (power to act); establishing the committees as a committee of the whole with all members being on the committees; or establishing the committees with three or four members only.

Previous Structure

7. This is the structure that the Riccarton/Wigram Board operated in the previous term. All Board members were members of each committee.

Committee	Areas of Responsibility
Transport and Greenspace (meetings generally monthly)	All issues relating to roads (traffic management, cycleways, pedestrian facilities), street works and (major) infrastructure activities and capital works implementation and overseeing, all aspects of "environment" (air, water, etc) and parks/open space, wetland and waterways, biodiversity, reserve management plans, parks and waterways capital works implementation and overseeing. The Committee had no delegated authority.
Community Services (meetings generally monthly)	People/community activities, including facilities, community advocacy for children, elderly etc, arts, community events, heritage, school activity programmes, social initiatives, sport and leisure, cultural. The Committee had delegated authority to approve Riccarton/Wigram Youth Development Scheme grants.

Structure for 2010/13

8. For this term, the Chairperson and Deputy Chairperson of the Board are proposing that the Board has three standing committees: Transport and Greenspace, Community Services and Planning & Regulatory. The proposed committee structure and areas of responsibility are set out below:

Committee	Areas of Responsibility
Transport and Greenspace (meetings generally monthly)	All issues relating to roads (traffic management, cycleways, pedestrian facilities), street works and (major) infrastructure activities and capital works implementation and overseeing, all aspects of "environment" (air, water, etc) and parks/open space, wetland and waterways, biodiversity, reserve management plans, parks and waterways capital works implementation and overseeing.
Community Services (meetings generally monthly)	All issues relating to people/community activities, including facilities, community advocacy for children, elderly etc, arts, community events, heritage, school activity programmes, social initiatives, sport and leisure, and cultural.
Planning & Regulatory	All issues relating to strategies, policies, and bylaws, plan changes, subdivisions, designations, boundary adjustments, liquor licensing, and sale of Council assets.

9. The Board may wish to trial the governance structure for six months from February 2011 and carry out a review in August 2011.

10. In addition, staff are proposing that the Board establish its Small Grants Fund Assessment Committee at this time. The Small Grants Fund provides small grants to eligible not-for-profit groups whose activities provide opportunities in the areas of community, social, recreation, sports, arts, environment or heritage to the wider community or to specifically defined communities of interest. The emphasis is on small projects which assist community groups to enhance their capacity and/or increase participation in their activities.
11. Community Boards have delegated authority to determine final funding decisions for their respective Community Board Small Grant Funds; this was determined by the Council on 24 July 2008.
12. In December 2009, the Council adopted the *Grants Working Party Criteria Changes Report*, consequently the Community Boards have the opportunity to decide whether or not to appoint community representatives to the Board's Small Grants Fund Assessment Committee for the next three years of funding rounds.
13. Each Community Board will have a Small Grants Fund Assessment Committee to allocate their Small Grants Fund (SGF). Total \$72,529 for this Board.
14. If the Community Board decides to appoint community representatives to the Board's Small Grants Fund Assessment Committee, staff will begin the nomination process for representatives early in 2011. The following involvement areas/skills will be advertised when calling for community nominations and are seen as a guideline to assist in covering the various sectors within your local community:
 - Disabled, sport and recreation, arts and culture, welfare and social services, Maori, ethnic groups, environment and heritage.
 - Interest and involvement in community issues/groups.
 - Some experience in committee processes
 - Knowledge of various communities of interest.
 - The ability to be articulate and assertive.
15. After nominations have been received, staff will report back to the Community Board (Public Excluded Report) with details of nominees in order for the Board to decide upon their chosen representatives.
16. The membership of the Small Grants Fund Assessment Committee needs to be set by the Board including the number of community representatives if so determined. As a guideline, it is suggested that there be up to five Board members and four to six community representatives.
17. The term of appointment for community representatives will be for three years, i.e. until 2013/14, and will be on a voluntary basis.

FINANCIAL IMPLICATIONS

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

18. Provision is made in the 2009 – 19 LTCCP on page 115 for the elected member representation and governance support.

LEGAL CONSIDERATIONS

Have you considered the legal implications of the issue under consideration?

19. Clause 30 of Schedule 7 of the Local Government Act 2002 provides that community boards may appoint committees that it considers appropriate and clause 32 (3) of the same schedule provides for community boards to delegate powers to a committee.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

20. Page 111 of the LTCCP level of service under democracy and governance.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

21. Not applicable.

CONSULTATION FULFILMENT

22. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Board:

- (a) Decide on its governance structure for the 2010/13 term.
- (b) In the event of establishing any standing committees as part of its decision under (a) above, appoint a Chairperson and Deputy Chairperson of any such committee.
- (c) Establish the Riccarton/Wigram Small Grants Fund Assessment Committee with the following Term of Reference:
 - (i) allocate annually under delegated authority, the Riccarton/Wigram Community Board's Small Grants Fund – Local, in accordance with the Council policy and the LTCCP.
- (d) Decide whether or not to appoint community representatives to the Riccarton/Wigram Small Grants Fund Assessment Committee.
- (e) Appoint up to five Board members to the Riccarton/Wigram Small Grants Fund Assessment Committee for the funding rounds 2011/12, 2012/13 and 2013/14.
- (f) Authorise the Riccarton/Wigram Small Grants Fund Assessment Committee to appoint a Chairperson and Deputy Chairperson at its first meeting.
- (g) Set a quorum of five members for the Riccarton/Wigram Small Grants Fund Assessment Committee, one of whom must be an elected member.
- (h) Review the Board's governance structure in July 2011.