

11. ADOPTION OF SCHEDULE OF MEETINGS

General Manager responsible:	General Manager Regulation and Democracy Services, DDI 941-8549
Officer responsible:	Democracy Services Manager
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PURPOSE OF REPORT

1. The purpose of this report is to seek the adoption by the Council of the attached schedule setting out the proposed times and dates of ordinary Council meetings, Planning and Regulatory Committee meetings and LTCCP working party meetings.

EXECUTIVE SUMMARY

2. In order that the business of the Council can be conducted in an orderly manner, and to allow public notification of meetings to be given in compliance with the Local Government Official Information and Meetings Act 1987, it is necessary for the Council to adopt a schedule of meetings.
3. The attached schedule assumes:
 - That Council meetings will be held commencing at 9.30am on the second and fourth Thursday of each month, with the meeting on the second Thursday being devoted solely to consideration of community board reports, with all remaining reports/items being submitted to the second meeting on the fourth Thursday.
 - The Planning and Regulatory Committee will meet at 9.30am on the first Thursday of each month.
 - LTCCP Working Party will be held on the first Tuesday of each month.

STAFF RECOMMENDATION

It is recommended that the Council adopt the schedule of meetings attached to this report.

BACKGROUND

4. This report is based on the discussion held by the Mayor and Councillors at an informal gathering held on Thursday 1 November 2007, and the views expressed at that informal gathering.
5. This report also needs to be read in conjunction with a separate report regarding the governance structure of the Council, including a recommendation coming from a majority view at that informal gathering that there be one committee, the Regulatory and Planning Committee, and one working party, the LTCCP Working Party.
6. The consensus at the informal gathering was that the Council should adopt a new style for its system of meetings for the 2007-2010 term.
7. The proposed meeting schedule is that for each month of the year (except January) the following timetable be utilised:
 - Week 1: This is to be a committee week. A week where the Regulatory and Planning Committee, the LTCCP Working Party and any other working parties or subcommittees established by the Council would meet. It is recognised that there will be occasions where some subcommittees or working parties will need to meet on a more frequent basis. But as a general approach all working parties and subcommittees would meet in the first week of each month.
 - Week 2: In this week there will be an ordinary Council meeting but items on the agenda of that meeting will as a general rule only be reports and recommendations from the Council's Community Boards. There may be other items on the agenda at such a meeting but those would need the approval of the Chief Executive, unless otherwise requested by the Council. On that day workshops would also be held.
 - Week 3: This is to be a community week where meetings are not scheduled and Councillors have the opportunity to be active in the community in their representation role.
 - Week 4: In this week there is to be an ordinary Council meeting, where generally all items of business (other than Community Board reports) would be considered by the Council.
8. Regarding the Council meeting in Week 2, the Council believes that it is important that there be time set aside specifically to enable the Council to consider issues that the Community Boards wish to raise with the Council and for greater focus to be given to the reports from the Community Boards. In turn this will support the Boards to fulfil their statutory role of representing and acting as an advocate for the interests of their communities. The Council anticipates that this will be an important step towards strengthening its relationship with its Community Boards.
9. The Council would also request the Community Boards, when considering their own meeting agendas, to as far as possible, schedule Community Board meetings for Week 3 of each month.
10. The consensus view at the informal gathering with this proposed meeting schedule is that it would enable a greater focus to be given to issues as they are coming up as there would be more time available for elected members to consider matters in depth, and to raise issues with staff before meetings occur. To this end the Council has directed the Chief Executive to make Council reports available to Mayor and Councillors on the Monday week before each monthly Council meeting.

11. With the attached Schedule Mayor and Councillors will need to set aside the Tuesday, Wednesday and Thursday of Weeks 1, 2 and 4 for Council issues and deliberations, in addition to the formally scheduled meetings referred to above. The Council anticipates that those days of those weeks will be fully utilised by the Mayor and Councillors on Council initiated business. These days will be available for ad hoc subcommittees and working parties and workshops that may be established by the Council to address specific issues as they arise during the course of the year.
12. A separate report regarding a timetable for the 2008/09 Annual Plan will be brought to the Council in December.
13. The attached meeting timetable is intended to reflect this proposed new meeting system.