

12. COMMITTEE STRUCTURES, PROCESSES AND MEETING PROCEDURES

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Corporate Plan Output:	

The purpose of this report is to provide a suggested committee structure and to review a set of draft guidelines for meetings designed to enable the Board to more effectively transact its business.

COMMITTEE STRUCTURES AND PROCESSES

Structures and processes developed by Riccarton-Wigram Community Board and successfully implemented were discussed at a recent meeting of the Deputy Chairperson and Community Advocate, with representatives and officers of Riccarton-Wigram and Burwood-Pegasus Community Boards.

The Riccarton-Wigram Community Board has adopted a structure that reflects the Council's standing committee structure and their general themes/spheres of interest. The Community Board's committee structure is also aligned to its terms of reference. A table showing this structure and activities allotted to each committee is attached. The Board's committees have been assessed in the light of increased delegations to community boards and are considered adequate for dealing with the anticipated extra workload that will result in the increased delegations.

The following points were discussed and noted at the meeting with representatives of Riccarton-Wigram and Burwood-Pegasus Community Boards and should be considered by the Board in its debate on the possible adoption of similar structures:

- Four Board members assigned to each committee.
- Committees to bring recommendations to the Board. Members need to be confident that committees will fully debate each topic before they make a recommendation and they can therefore dispense with the need to re-debate issues at the Board meeting.
- Pre-allocation of a lump sum of Discretionary Funds to each committee. The committee then makes recommendations on expenditure to the Board.
- A full committee structure implies extra meetings for individual members, and raises the question of their ability to attend more meetings (see Council and Standing Committee Meeting Schedule attached).
- Encourages public participation. Members of the public find it easier to address a committee conducting business in a relatively informal manner than attending a full Board meeting.
- A committee structure of the extent suggested will incur extra costs in meeting fees and staff costs.

Details of Costs

Currently for the year 2001/2002 the following costs have been budgeted for Community Board support:

Secretarial/Advocacy Team Support	\$150,200
Elected Member Meeting Fees and Salaries	\$132,962

Estimated cost of servicing a four person committee:

\$155 x 4	\$620
Morning/afternoon tea	\$30
Staff time at average \$50/hour for 2 hour meeting with 3 staff in attendance	<u>\$300</u>
Total	<u>\$950</u>

MEETING PROCEDURES – DRAFT GUIDELINES

At an informal meeting of members on 15 November 2001 the conduct and procedures at meetings was discussed and a set of guidelines provisionally agreed upon as a means of assisting with the effective conduct of meetings. The guidelines are attached, and noted also are standing orders relevant to the topics agreed upon.

Also attached is an effective meetings checklist issued at a seminar on Chairpersonship/facilitation of meetings held on 8 December 2001.

Dorothea Brown, Director of Human Resources, will be in attendance to assist in the formulation of guidelines, structures and processes.

Recommendation: For consideration.

Chairman's

Recommendation: It should be noted that if changes are agreed to, such changes should be on a trial basis in the first instance.