

## 29. ESTABLISHMENT OF BOARD STANDING COMMITTEES

<b>Officer responsible</b> Community Advocate	<b>Author</b> Tony Gemmill, DDI 372 2701
Corporate Plan Output: Fendalton/Waimairi Community Board, Vol 1, page 3.2 text 4	

The purpose of this report is to assist the Board in its consideration to establish Standing Committees for the new term, and to suggest the possible number of Committees to conduct the Board's business.

### BACKGROUND

Over the past terms the Board has dealt with much of its more demanding and time consuming "issues" by referring these to relevant Committees.

The experience from the most recent term has shown that the previous Committee structure was generally appropriate for the conduct of the different aspects of the Board's business and, on this basis, it is likely that the Board could support the continuation of this structure.

For the benefit of members the following table sets out the previous Standing Committee structure, and the general areas of responsibility for each of the Committees.

<b>Committee</b>	<b>Areas of Responsibility</b>
Works and Traffic Safety	The consideration of traffic related safety issues referred by the Board and/or the recommendation of solutions to the Board. The associated considerations of road and streetscape design relating to road and/or kerb and channel reconstruction. The consideration of parks and waterways related matters.
Finance and Planning	The consideration of all matters linked to the Council's annual planning process, including planning for consultation with the community, identification of "projects" for inclusion in the Council's forward capital programme, and the preparation of annual submissions to the Council. Associated recommendations to the Board for allocation of the Board's annual project and discretionary funding.
Community Services	The consideration of "community" and "social" issues, together with the process of assisting community organisations to deliver their services for the overall betterment of the community. The ongoing overview of community facilities, and the implementation of the Council's people policies.

Of the three Committees, the Works and Traffic Safety Committee was the busiest with a programme averaging a monthly need for business to be dealt with. The Community Services Committee met slightly less frequently, and the Finance and Planning Committee met only as the need required for Annual Plan and funding allocation business.

The Committee activity, of course, did not represent the only second tier consideration by members, as there were always other forums of activity including ad hoc committees, public meetings and localised on-site discussions.

### THE NEW TERM

As mentioned above, it is considered that the previous structure adequately dealt with the range of business before the Board, and the Board may care to consider replicating the structure for the new term.

From time to time there may be a need to establish a forum as a sub-set of any of the approved Committees. Typical examples during the past term were the Neighbourhood Week Subcommittee, and the Strengthening Communities (SCAP) Committee.

## **NAMING OF COMMITTEES**

All three of the Committees for the previous term appeared to be appropriate befitting the general terms of reference allocated, and the Board may care to consider the appropriateness of the previous names or any alternative names better describing the activity of each Committee. Possible names for the Committees for the new term are:-

- “Works and Environment”
- “Finance and Planning”
- “Community Development”

## **COMPOSITION OF COMMITTEES**

A committee size of say, 4 or 5 would appear to be suitable for the most efficient working through of the issues referred by the Board, and the other items requiring more time and/or consultation with the community.

## **CHAIRPERSONS FOR COMMITTEES**

In accordance with Standing Orders the Board may appoint a member of any Committee to be the Chairman of the Committee. If the Board does not choose to exercise that right, the Committee may do so.

It would be appropriate if the Board resolved, at its first meeting, on the manner in which the Chairmanship of committees should be determined.

- Recommendation:**
1. That the Board resolve as to the constitution of its Standing Committees for the new term.
  2. That the Board finalise membership of each Committee so constituted.
  3. That the Board resolve as to the method of appointing the Chairpersons of its Committees.