

15. ESTABLISHMENT OF BOARD STANDING COMMITTEES AND SEMINAR MEETINGS

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The purpose of this report is to suggest a structure and process for a new committee structure and seminar meetings for the 2001/04 terms of the Board. A similar report was the subject of the last seminar meeting for the previous board. The previous board gave its general agreement to it and recommended that it be put to the new community board for consideration. Section 101ZU of the Local Government Act 1974 makes provision for community boards to establish committees.

1. COMMITTEE STRUCTURE AND SEMINAR MEETINGS FOR NEW BOARD TERM

For the previous Hagley/Ferrymead Community Board term, the Board usually met on the 1st Wednesday of each month for its monthly Board meeting. The decisions from these meetings went through to Committee or Council agendas. The Board met on the 3rd Thursday of each month in a seminar format. These seminars alternated between a seminar and community focus forum, the latter being publicly notified and a decision-making meeting.

1.1 Committee Structure

Current Situation

The Hagley/Ferrymead Community Board has not previously established Standing Committees, but has set up ad hoc committees or working parties to work through the details of issues. In the previous term the Board established no less than 18 committees with at times confusion over membership, payment, purpose, timeframes, power to act, etc. These took two main forms, committees (paid meetings) and more informal working parties. Some of these were established for a short time, others were in existence for over a year. Issues these committees and working parties considered included Green Open Space, Cemeteries, Early Childhood Education and Out of School programmes, Commemoration of Andrew Johnson, Heritage Awards and Ti Rakau Drive Bus Stops. There has also been occasion when a working group set up for a particular task will at the same time pick up responsibility for progressing a separate item without reviewing membership.

The Advocacy Team over recent months has attempted to put more structure into committee processes and has advised on the benefits of Board committees being established to deal with themes rather than project based. In May 2001 the Board established an Environment Committee and referred several different issues to that committee, eg Legal Arts Proposal, Sign Boards in public places, and drafting submissions on various policies including Christchurch Public Health Strategy and Environment Canterbury. This has meant that where previously the Board may have established two or three different committees only one has been needed to work with a number of issues.

It is considered that the existing Board meeting and seminar structure is appropriate. The introduction of a Committee structure that is flexible enough to deal with community issues in an open way, but not block access or information, is seen as having the potential to enhance the present working arrangements and build relationships.

Committee structure and membership

The Advocacy team has investigated the possibility of a committee structure of 3 teams covering the following themes:

- Works and Traffic
- Environmental
- Community, Policy and Finance

Terms of Reference for each Committee would need to be prepared.

Works and Traffic - traffic and city streets issues, bus stops. Local Area Traffic Management Schemes (LATMS), conduct audits on LATMS and Neighbourhood Improvement Plans agreed to in previous years to ascertain progress on implementation.

Environment - Green Space issues, cemeteries, issues relating to the estuary, rivers; and Living Streets.

Community, Policy and Finance - incorporating Funding, Early Childhood Education, Out of School Programmes, and Policy issues, consideration of the Annual Plan process.

Committees could also receive briefings on the annual plan and various projects.

Four or five members for each committee could be an appropriate number. (All Board members would be able to attend and enter discussion.)

Process and Decision-making

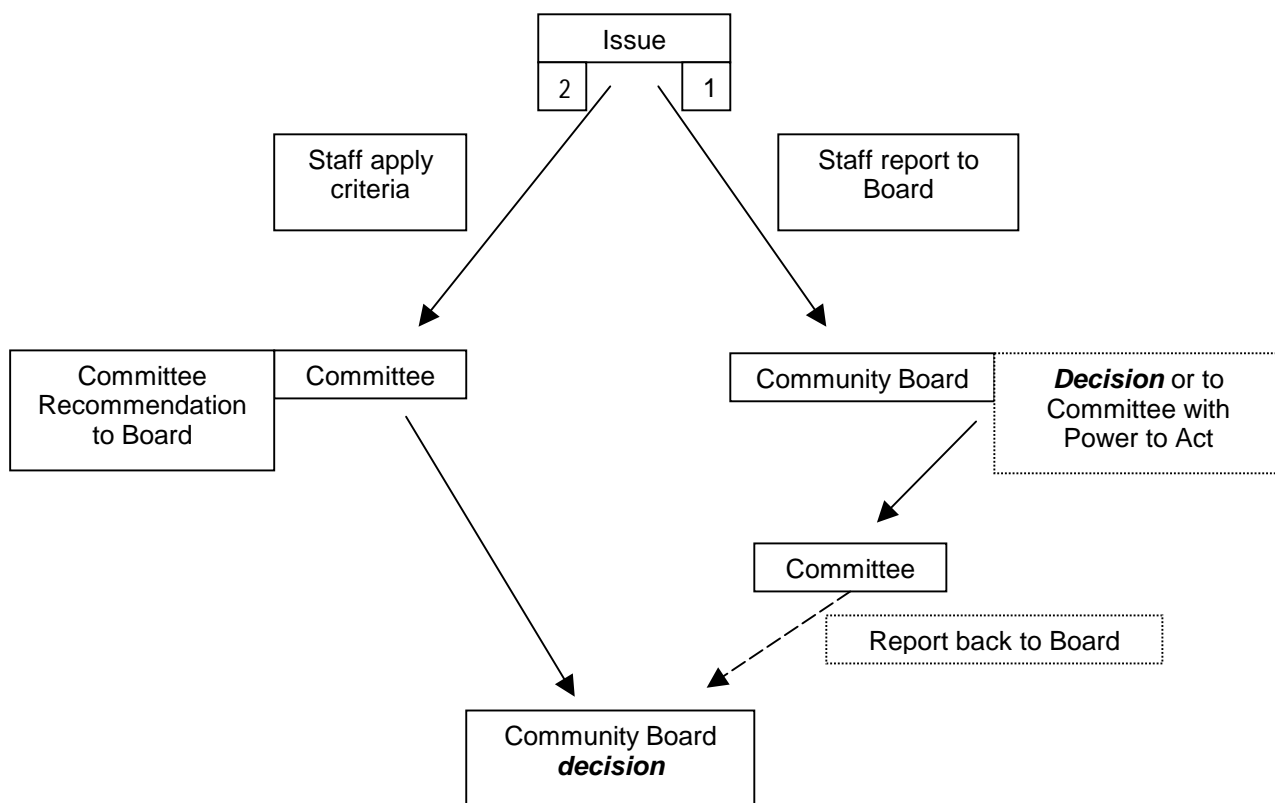
A regular programme of meetings for any committee the Board decides to establish is not envisaged. Committee meetings would only be scheduled when they are required. Issues could be referred to a committee by two methods.

1

An issue could be raised at a board meeting and referred to a committee. If the Board gives power to act to the committee, the decision would be made at the committee.

2

An issue could be identified by staff and criteria applied (which would need to be developed) and referred to a committee. The committee would then make a recommendation to the Community Board for decision.



Not every issue would go to a committee. However, a committee may provide the opportunity for a useful vehicle for dialogue on issues that might take up a considerable amount of Board meeting time. They could also allow for more community interaction with Board members and for more site visits.

Decision-making would be by the Community Board following a report from a committee. However, the Board would have the opportunity to give a committee power to act on a specific matter. An example of this is a recent meeting of the Out of School Care Committee when the Board gave this Committee power to make a decision relating to SOSCARS funding. If a committee had power to act it would report any decisions made back to the Community Board.

Members of the previous board gave general agreement to the concept of an established committee structure.

Members of the previous board agreed that decisions made at a committee should be made by consensus. If consensus cannot be reached the issue should go back to the board for a decision.

- Recommendation:**
1. That the Board resolve as to the constitution of its committees for the new term.
 2. That the Board finalise membership of each committee.
 3. That the Board resolve the method of appointing the chairperson of its committees.

1.2 Hagley/Ferrymead Board Seminar meetings

The Hagley/Ferrymead Community Board has previously met on the 3rd Thursday of each month in a seminar format. Towards the latter part of this year the advocacy team has put more planning into seminar sessions and has developed some community themes that were relevant for dialogue, e.g., Living Streets, Ethnic Issues, Community Development and Social Gaps. This is seen as being a far more successful use of the sessions.

It is recommended that this format is continued with for the new term and that seminars for the year be approached in a more strategic way with input from the board.

If the Board introduces the committee structure as outlined above the Board might consider holding monthly seminar meetings only and discontinuing the publicly notified community focus forum.

- Recommendation:** That the Board resolve to hold seminar meetings on a monthly basis from February 2002.