

#### 4. DELEGATED RESPONSIBILITY TO FESTIVALS AND EVENTS SUB COMMITTEE

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Leisure Manager

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The purpose of this report is:

- To identify the sources of funds from which allocations are to be made by the Festivals and Events Sub Committee pursuant to the delegation approved by the Council on 8 April 2002.
- To seek approval for some revised terms of reference for the Sub Committee, to reflect the delegation put in place by the Council.

#### CONTEXT

During the Council meeting of 8 April 2002 the festivals and events output was capped at \$2.5m for the next three years and the following resolutions were passed:

- *That, subject to a report to the Arts, Culture and Heritage Committee, there be a full delegation of responsibility to the Events and Festivals Sub Committee to allocate the festivals and events budget.*
- *It was further **resolved** that a notation be included in the Draft Plan indicating that the amounts set aside are indicative only, and that the actual amounts allocated in each case will be decided by the Events and Festivals Sub Committee under delegated authority.*

#### THE PROPOSAL

##### CLARIFICATION OF THE 'FESTIVALS AND EVENTS BUDGET'

It is proposed that the 'festivals and events budget' referred to in the Council resolution consist of the following outputs:

- Events – In-house,
- Events – Contracted,
- SummerTimes,
- Events Marketing and Research.

Each of these outputs is made up of a combination of direct costs, staff and direct overhead costs and an allocation of Corporate Overheads.

Under the delegation in the resolution, the Festivals and Events Sub Committee has received responsibility for the allocation of funding between these outputs and for the allocation of funding between individual line items within the outputs, in a similar manner to a standing committee in other circumstances. The overall budget has however been clearly established by the Council for the next three financial years in the Draft Annual Plan.

#### EFFECT OF THE DELEGATION

The Festivals and Events Subcommittee is made up of five Councillors and four external members approved by the Council. The inclusion of external members was to bring a degree of expertise in areas related to festivals and events, to help review the existing calendar, and to bring a more strategic approach to planning the Council's role in festivals and events.

The delegation approved at the April Council meeting provides for non-elected subcommittee members to participate in the allocation of public funding within the overall sum determined by the Council, and in accordance with the Terms of Reference of the Subcommittee. Councillors are in the majority on the Subcommittee. The effect of the Council resolution is to provide for a subcommittee incorporating a minority of external members to exercise delegated power to allocate Council funds.

Meetings of the Festivals and Events Subcommittee being held to reach decisions under delegated power will have to be publicly advertised beforehand and open to the public. However, like standing committees the Subcommittee will still be able to consider certain matters with the public excluded under the Local Government Official Information and Meetings Act, provided the subject matter meets the tests for public excluded items and the usual resolution to exclude the public is passed.

Currently the meetings of the Festivals and Events Subcommittee are not required to be publicly notified or be open the public. Consequently the delegation will require a change in this practice.

## CURRENT TERMS OF REFERENCE

The current terms of reference of the Festivals and Events Sub Committee are as follows:

- **Aim**  
*To advise the Council on how to achieve maximum return<sup>1</sup> for its investment in festivals and events and how to promote the long-term sustainability of the events sector in Christchurch.*
- **Objectives**
  - *To carry out a strategic review of festivals and events taking place in Christchurch with the aim of identifying the best events and festivals programme for the City.*
  - *To advise the Council on criteria and conditions for the Council's festivals and events funding.*
  - *To recommend to the Council an annual programme of in-house and core-funded festivals and events.*
  - *To assist the Council to make Event Seeding Grant funding decisions.*
  - *To receive information on and provide input to the festivals and events evaluation process.*
  - *To monitor the performance of festivals and events (core-funded, in-house and events seeding funded).*
  - *To co-ordinate festivals and events funded by the Council with other festivals and events taking place in Christchurch to identify ways to generate synergies and add value to them.*
  - *To guide and assist those with promising events or festivals concepts in how best to make them valuable parts of the City's events programme.*
  - *To liaise closely with other events stakeholders.*
  - *To recommend to the Council the composition, terms of reference and processes for an ongoing advisory board.*
  - *To work closely with other agencies (eg CCM, CEF) to maximise the impact of festivals and events for the benefit of both local residents and the visitor market.*

The delegation approved at the Council meeting on 8 April 2002 implies some changes to these terms of reference. In essence, it means a shift from recommending funding for individual festivals and events to the Arts, Culture and Heritage Committee, to making the allocations and providing the details as information.

## AMENDED TERMS OF REFERENCE

It is proposed that the terms of reference be amended as follows (amendments in italics):

- **Aim**  
*To allocate the festivals and events budget, advise the Council on how to achieve maximum return<sup>1</sup> for its investment in festivals and events and how to promote the long-term sustainability of the events sector in Christchurch.*
- **Objectives**
  - *To carry out a strategic review of festivals and events taking place in Christchurch with the aim of identifying the best events and festivals programme for the City.*
  - *To develop criteria and conditions for the Council's festivals and events funding.*
  - *To allocate funding from the festivals and events budget to an annual programme of in-house and core-funded festivals and events.*
  - *To assist the Council to make Event Seeding Grant funding decisions.*
  - *To receive information on and provide input to the festivals and events evaluation process.*
  - *To monitor the performance of festivals and events (core-funded, in-house and events seeding funded).*
  - *To co-ordinate festivals and events funded by the Council with other festivals and events taking place in Christchurch to identify ways to generate synergies and add value to them.*
  - *To guide and assist those with promising events or festivals concepts in how best to make them valuable parts of the City's events programme.*

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<sup>1</sup> 'Return' being in terms of the achievement of the outcomes identified in the Council's Festivals and Events Policy.

- To liaise closely with other events stakeholders.
- To recommend to the Council the composition, terms of reference and processes for an ongoing advisory board.
- To work closely with other agencies (eg CCM, CEF) to maximise the impact of festivals and events for the benefit of both local residents and the visitor market.

## **CONCLUSION**

The Festivals and Events Subcommittee provides an effective means of making allocations within the festivals and events budget, due to the set of capabilities within the Subcommittee and with the time and energy it has spent reviewing the programme of festivals and events funded by the Council.

The delegation requires some changes to the Terms of Reference of the Subcommittee and to the way the Subcommittee operates (as described above).

### **Staff**

- Recommendation:**
1. That for the purposes of the delegation approved by the Council on 8 April 2002 the "festivals and events budget" be defined as the Events - In-house; Events - Contracted; SummerTimes; and Events Marketing and Research outputs from the Corporate Plan.
  2. That the terms of reference for the Festivals and Events Sub Committee be amended as set out in this report, to reflect the delegation approved by the Council.

### **Chairman's**

- Recommendation:** For discussion