

14. **LYTTELTON/MT HERBERT COMMUNITY BOARD - GOVERNANCE ARRANGEMENTS FOR 2010/13 TERM**

General Manager responsible:	General Manager Regulation and Democracy Services, DDI 941-8462
Officer responsible:	Democracy Services Manager
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PURPOSE OF REPORT

1. The purpose of the report is to seek the adoption of a governance structure for the Lyttelton/Mt Herbert Community Board for the 2010/13 term.

EXECUTIVE SUMMARY

2. At an informal gathering on 3 November 2010, Board members discussed possible governance structures for the 2010/2013 term.
3. In regard to the frequency of meetings, the Board has noted that during the previous term some of the other community boards had held two ordinary meetings in each calendar month. This allowed for all items of business to be progressed on a regular basis. The minutes/report of the Board meeting were confirmed at the following fortnightly Board meeting and then referred on to the next appropriate Council meeting. In addition to the decision-making Board meetings, some Boards also scheduled seminars (if necessary) at the conclusion of one of the monthly meetings or prior to the commencement of the meeting. Seminars provide an opportunity for Board members and staff to have an in-depth discussion on issues where no decisions at that time, are required.
4. In the previous term the Board held one meeting per calendar month, however Board members have indicated they wish to consider holding two meetings per month, so that Board reports/minutes can be presented to Council in a more timely manner.
5. The Board did not have any formal Standing Committees with regular meetings during its 2007/10 term, but did have a Sale of Liquor Committee, three subcommittees (the Reserve Management Committees) and a Small Grants Committee, as follows:

Sale of Liquor Committee

The Sale of Liquor Committee was appointed to comment, if necessary, on the liquor licences applied for within the Board area. Comment is only made if the committee members have concerns regarding the application or are aware that there are issues in the community relating to that particular application. The authority to make the comments is through a delegation given to the Community Boards by the Council.

It was very seldom that the committee exercised its right to comment. Regular meetings were not scheduled, however a meeting could be convened in instances where the Committee is aware of problems caused in the community which are attributable to existing licence holders. Then a meeting can be arranged between the parties to try and solve the problems before a licence is re-issued.

Details relating to liquor licence applications were circulated to the committee members by email because there is a reasonably tight timeframe within which to make comment.

In the previous term the Community Board resolved to:

- appoint Board members Ann Jolliffe and Doug Couch to the Lyttelton/Mt Herbert Community Board Sale of Liquor Committee with the Chairperson appointed as an ex-officio member.
- delegate to the Sale of Liquor Committee the authority to carry out the Board's delegations from Council in regard to Sale of Liquor issues.

- grant the Sale of Liquor Committee the power to co-opt additional Board members as required.

Reserve Management Committees

In December 2007 the Community Board resolved to establish a number of Reserve Management Committees as subcommittees. The Committees had previously been subcommittees of the Council and the former Banks Peninsula District Council. The Lyttelton/Mt Herbert Board established the following three subcommittees:

- Allandale Reserve Management Committee
- Lyttelton Reserve Management Committee
- Lyttelton Recreation Ground Reserve Management Committee

The Committees *“are not discharged on the coming into office of the members of the community board elected or appointed at, or following, the next triennial general election”*, however the members of the Committees are. Triennial election meetings are held in the month following the local authority election and proposed members are subsequently approved by the Community Board. The consideration of the proposed members for two of the Reserve Management Committees is included under Item 8 of this agenda.

The Terms of Reference and Delegations for the Reserve Management Committees are attached as **Attachment 1** and **Attachment 2**.

Small Grants Committee

In addition, it is proposed that the Board establish its Small Grants Fund Assessment Committee at this time. The Small Grants Fund provides small grants to eligible not-for-profit groups whose activities provide opportunities in the areas of community, social, recreation, sports, arts, environment or heritage to the wider community or to specifically defined communities of interest. The emphasis is on small projects which assist community groups to enhance their capacity and/or increase participation in their activities.

Community Boards have delegated authority to determine final funding decisions for their respective Community Board Small Grant Funds; this was determined by the Council on 24 July 2008.

In December 2009, the Council adopted the *Grants Working Party Criteria Changes Report*, consequently the Community Boards have the opportunity to decide whether or not to appoint community representatives to the Board's Small Grants Fund Assessment Committee for the next three years of funding rounds.

Each Community Board will have a Small Grants Fund Assessment Committee to allocate their Small Grants Fund (SGF). Total \$11,946 for this Board.

If the Community Board decides to appoint community representatives to the Board's Small Grants Fund Assessment Committee, staff will begin the nomination process for representatives early in 2011. The following involvement areas/skills will be advertised when calling for community nominations and are seen as a guideline to assist in covering the various sectors within your local community:

- Disabled, sport and recreation, arts and culture, welfare and social services, Maori, ethnic groups, environment and heritage.
- Interest and involvement in community issues/groups.
- Some experience in committee processes
- Knowledge of various committees of interest.
- The ability to be articulate and assertive.

After nominations have been received, staff will report back to the Community Board (Public Excluded Report) with details of nominees in order for the Board to decide upon their chosen representatives.

The membership of the Small Grants Fund Assessment Committee needs to be set by the Board including the number of community representatives if so determined. As a guideline, it is suggested that there be up to five Board members and four to six community representatives.

The term of appointment for community representatives will be for three years, i.e. until 2013/14, and will be on a voluntary basis.

FINANCIAL IMPLICATIONS

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

6. Provision is made in the 2009–19 LTCCP on page 156 for the elected member representation and governance support.

LEGAL CONSIDERATIONS

Have you considered the legal implications of the issue under consideration?

7. Clause 30 of Schedule 7 of the Local Government Act 2002 provides that community boards may appoint committees that it considers appropriate and clause 32 (3) of the same schedule provides for community boards to delegate powers to a committee.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

8. Page 156 of the LTCCP level of service under democracy and governance.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

9. Not applicable.

CONSULTATION FULFILMENT

10. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Lyttelton/Mt Herbert Community Board:

- (a) Give consideration to approving its governance structure for the 2010/13 term as set out in paragraphs 4 and 5 above.
- (b) Establish the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee with the following Term of Reference:
 - To allocate annually under delegated authority, the Lyttelton/Mt Herbert Community Board's Small Grants Fund – Local, in accordance with Council policy and the LTCCP
- (c) Decide whether or not to appoint community representatives to the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee.
- (d) Appoint up to five Board members to the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee for the funding rounds 2011/12, 2012/13 and 2013/14.
- (e) Authorise the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee to appoint a Chairperson and Deputy Chairperson at its first meeting.
- (f) Set a quorum of five members for the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee, one of whom must be an elected member.