

**13. SPREYDON/HEATHCOTE COMMUNITY BOARD - GOVERNANCE ARRANGEMENTS FOR 2010/13 TERM**

<b>General Manager responsible:</b>	General Manager Regulation and Democracy Services, DDI 941-8462
<b>Officer responsible:</b>	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 Spreydon/Heathcote Community Board for the 2010/13 term.

**EXECUTIVE SUMMARY**

2. At an informal gathering on 16 November 2010, Board members discussed possible governance structures for the 2010/2013 term.
3. It was noted that during its previous term, the Spreydon/Heathcote Community Board and 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, seminar meetings were scheduled at the conclusion of the Board's meetings if necessary, 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. Members agreed that the structure used by the previous Board was effective, and accordingly should be continued for the current term. It was also acknowledged that should a need be identified for ad hoc or standing committees, then this could be considered by the Board, as required.
5. 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.
6. 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.
7. 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.
8. Each Community Board will have a Small Grants Fund Assessment Committee to allocate their Small Grants Fund (SGF). Total \$72,529 for this Board.
9. 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.
10. 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.
  11. 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.
  12. 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?**

13. 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?**

14. A Council, or Community Board, may appoint committees, subcommittees other subordinate decision making bodies and joint committees (clause 30, Schedule 7). Council's and Community Board's also have the power to appoint or discharge any member of a committee (clause 31(1)). Such committees, etc are "*subject in all things to be control of the local authority [or read community board], and must carry out all general and special directions of the local authority given in relation to the committee or other body or the affairs of the committee or other body*" (clause 30(3)),
15. The minimum number of members for a "committee" is three, with a quorum being two (one of whom must be an elected member), or the quorum can be a greater number, as determined by the Community Board. At least one member of a committee must be an elected member of the Community Board, but an employee of the local authority cannot be a member (if they are acting in the course of their employment). Clause 31 also provides:
16. "(3) The members of a committee or subcommittee may, but need not be, elected members of the local authority [community board], and a local authority or committee may appoint to a committee or subcommittee a person who is not a member of the local authority or committee if, in the opinion of the local authority, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee."
17. Clause 26(3) is also relevant, as it provides that the Council/Community Board may appoint a member of a committee to be the chairperson of the committee, or if a chairperson is not appointed then the power of appointment may be exercised by the committee. A deputy chairperson can also be appointed to act in the absence of a chairperson (clause 26(4)). This person will preside at any meeting if the chairperson is absent from a meeting. However, if a deputy chair has not been appointed or if they are also absent then the members of the committee that are present must elect one of their number to preside at the meeting.

#### **ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

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

## **ALIGNMENT WITH STRATEGIES**

### **Do the recommendations align with the Council's strategies?**

19. Not applicable.

## **CONSULTATION FULFILMENT**

20. Not applicable.

## **STAFF RECOMMENDATION**

It is recommended that the Spreydon/Heathcote Community Board:

- (a) Give consideration to approving its governance structure for the 2010/13 term as set out in paragraph 3 above.
- (b) Establish the Spreydon/Heathcote Small Grants Fund Assessment Committee with the following Term of Reference:
  - To allocate annually under delegated authority, the Spreydon/Heathcote 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 Spreydon/Heathcote Small Grants Fund Assessment Committee.
- (d) Appoint up to five Board members to the Spreydon/Heathcote Small Grants Fund Assessment Committee for the funding rounds 2011/12, 2012/13 and 2013/14.
- (e) Authorise the Spreydon/Heathcote 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 Spreydon/Heathcote Small Grants Fund Assessment Committee, one of whom must be an elected member.

## **CHAIRPERSON RECOMMENDATION**

For discussion.