

COMMUNICATIONS COMMITTEE
20 February 2012

A meeting of the Communications Committee was held in Committee Room 1, Civic Offices, 53 Hereford Street on Monday 20 February 2012 at 11am.

PRESENT: Councillor Yani Johanson (Chairman),
Councillors Sally Buck, Barry Corbett, and Jamie Gough.

IN ATTENDANCE: Councillors Broughton, Button and Chen.

APOLOGIES: An apology for absence was received and accepted from Councillor Sue Wells.

The Committee reports that:

PART A - MATTERS REQUIRING A COUNCIL DECISION

1. DRAFT TERMS OF REFERENCE FOR THE COMMUNICATIONS AUDIT

The Committee considered the Draft Terms of Reference for the Communications Audit. Felicity Price gave the Committee a brief overview of the scope of the terms of reference.

COMMITTEE RECOMMENDATION

The Committee **recommends** that the Council:

- a) Approve the following amendments to the draft terms of reference scope to include, as outlined in red in **attachment 1** to this report:
 - reference to communication between departments so the “right hand knows what the left hand is doing.”
 - recommendations to improve relationships with the media
 - to determine whether the issues are with communications or the actions of the Council
 - informal and formal communication between Unit and General Managers and elected members
 - the way in which the ‘no surprises’ approach is addressed throughout the organisation
 - take into account other Council projects and surveys in similar areas including consultation and community engagement so there is no duplication of work
 - A rewording of the background section to show how communications are a vital part of disaster recovery and relate to our customer surveys and KPIs.
- b) Note that legal staff will provide a separate report to the Council regarding the contract with Felicity Price.
- c) Approve that the Communication Committee meet on a regular basis to receive updates on the progress of this audit and other communications issues identified.

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PART B - REPORTS FOR INFORMATION

2. DEPUTATIONS BY APPOINTMENT

The Committee received a deputation from David Lynch, regarding the Draft Terms of Reference for the Communications Audit.

PART C - REPORT ON DELEGATED DECISIONS TAKEN BY THE COMMITTEE

3. RESOLUTION TO EXCLUDE THE PUBLIC

The Committee **resolved** that the public be excluded from the following section of the meeting to discuss the details of the contract, under section 7(2)(e), to maintain professional privilege.

The meeting concluded at 1.51pm

CONFIRMED THIS 1 DAY OF MARCH 2012

THE MAYOR