

Mayor and Councillors
COUNCIL

7 NOVEMBER 2013

Meeting Status: **Public**

Purpose of Report: For Decision

DRAFT CALENDAR OF MEETINGS 2013-2014

PURPOSE OF REPORT

- 1 Council is asked to approve a meeting schedule to the end of June 2014.

SIGNIFICANCE OF DECISION

- 2 The Council's Significance Policy is not triggered by this report.

BACKGROUND

- 3 Council is invited to consider and adopt its proposed Council, Standing Committee, Community Board and Subcommittee meeting schedule from November 2013 through to end of June 2014. Appendix 1 provides a draft calendar of meetings for this period on the understanding that Council can review the meeting cycle's effectiveness around June.

CONSIDERATIONS

Issues

- 4 It is anticipated that once Council decides on its Committee Structure and delegations there would be at least one round of meetings of the Standing Committees and Community Boards before the end of 2013.
- 5 The meetings detailed in the Draft Calendar at Appendix 1 are generally based on a six-weekly cycle. A six-weekly cycle allows for substantial progression of issues. Statutory requirements indicate that meeting agendas must be received by meeting participants at least two clear working days ahead of the meeting date – a standard which is exceeded wherever possible in order to give elected members as much time as possible to consider the reports and associated information.
- 6 The six weekly cycle results in a number of 'quiet' spots in the calendar during which there may be briefings or training activities, and breaks.
- 7 Meetings of the Corporate Business Committee are scheduled to allow for more timely presentation of quarterly activity reports.
- 8 Reports going forward to any Council, Standing Committee, Community Board or Subcommittee meeting undergo an internal peer review process to ensure that the information, advice and options provided are of high quality. These processes, both statutory and operational, add to the lead time required for the comprehensive consideration of issues.

- 9 Elected Members are invited to consider the following points in respect of the draft calendar of meetings:

Meeting start times

- It is suggested that Council and Standing Committee meetings take place on a Thursday and begin at 9.00am, except where a briefing is scheduled to take place (see below under *Briefings*).
- All Community Board meetings are scheduled to take place on Tuesday evenings with Ōtaki, Paekākāriki, and Paraparaumu/Raumati Community Board meetings to commence at 7pm and Waikanae Community Board meetings to commence at 7.30pm.

Annual Plan Process

- Workshops have been scheduled for February/early March to progress the development of the draft Annual Plan 2014/2015. A more detailed paper about the proposed Annual Plan process will be presented to a Council meeting before the end of 2013.

Briefings

- Briefings have been scheduled on a Thursday (except in February which features the Annual Plan workshops). These briefings will occur from 8.00am to 10.00am. Where a Committee meeting is scheduled to follow, the meeting will start at 10.00am instead of the usual 9.00am. These briefings are primarily intended to keep elected members up to date with key projects and issues.

Other meetings

- The draft calendar also features meeting dates for the Kāpiti Island Nature Lodge Monitoring Committee, and for Te Whakaminenga o Kāpiti.
- The calendar of meetings usually features meeting dates for a number of subcommittees which administer grants. These subcommittees are the Grants Allocation Subcommittee and the Campe Estate Subcommittee.

District Plan process

- As at the time of writing an independent review of the Proposed District Plan is underway and the scheduling of hearings will be subject to review outcomes.

Changes to the Calendar

- From time to time meetings have to be rescheduled or cancelled for unavoidable reasons and if this has to be done, the matter is discussed initially with the Mayor and/or the Chair of each Committee before elected members are informed and consulted as to proposed alternative dates. Any changes to the meeting schedule are publicly advertised, and notified in the Calendar of Meetings found in the Elected Members Bulletin circulated each Friday to Elected Members.

Financial Considerations

10 There are no financial considerations.

Legal Considerations

11 There is no statutory requirement to set a calendar of meetings but it is practical to do so to fulfil the requirement under the Local Government Official Information and Meetings Act 1987 (Section 46) to publicly notify meetings.

Consultation

15 While there are no consultation matters relating to this report, it is recommended that Council refer the draft 2014 calendar to Community Boards for comment. A final version of the 2014 calendar will then be brought back to Council for confirmation in December 2013.

Policy Implications

16 There are no policy considerations related to this report.

Publicity Considerations

17 Meetings are publicly advertised in advance each month in the local newspapers as required by the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.

RECOMMENDATIONS

18 That the Council approves the draft meeting schedule for 2013/2014 as detailed in Appendix 1 of report Corp-13-1012 for circulation to the four Community Boards for their approval and/or amendment, noting the following:

- the calendar of meetings is based on a six weekly cycle;
- all Council, Committee and Subcommittee meetings are scheduled on a Thursday and generally start at 10.00am or 9.00am;
- subject to Community Board agreement, Community Board meetings will take place on Tuesday evenings, commencing at 7pm for Ōtaki, Paekākāriki and Paraparaumu/Raumati Community Boards, and at 7.30pm for Waikanae Community Board;
- the final meeting schedule for 2014 will be presented to the Council meeting of 12 December for approval.

Report prepared by:

Approved for submission by:

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Appendix 1: Draft 2013/2014 Calendar of meetings