

Mayor and Councillors
COUNCIL

2 MARCH 2017

Meeting Status: **Public Excluded**

Purpose of Report: For Decision

APPOINTMENT OF COMMUNITY REPRESENTATIVES TO THE GRANTS ALLOCATION COMMITTEE

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution
APPOINTMENT OF COMMUNITY REPRESENTATIVES TO THE GRANTS ALLOCATION COMMITTEE (Corp-16-075)	Section 7(2)(a) – to protect the privacy of natural persons.	Section 48(1)(a) - that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

PURPOSE OF REPORT

- 1 This report seeks the appointment of community representatives to the Grants Allocation Committee.

DELEGATION

- 2 Council has the authority to consider this matter.

BACKGROUND

- 3 The Grants Allocation Committee administers five granting programmes. The core membership of the Committee comprises Cr David Scott (Chair), Cr Mark Benton (Deputy Chair), the Mayor and the Deputy Mayor but there are also a number of external or non-elected representatives required for the Community Grants programme and the Creative Communities New Zealand (CCNZ) Scheme.

The Creative Communities NZ (CCNZ) Scheme

- 4 The CCNZ Scheme is administered by Council on behalf of Creative NZ who provides the funding and Guidelines (see Appendix 1 for a copy of the Assessor Guidelines 2016-2019).

- 5 In June 2016 Council re-signed an agreement with Creative NZ which:
 - Confirmed the designation of the Kapiti Coast District Council as a community arts provider;
 - Identified the roles and responsibilities of Creative NZ and the Council acting as a community arts provider with respect to the operation of the CCNZ Scheme.
- 6 The CCNZ Scheme supports and encourages communities throughout New Zealand to create and present diverse opportunities for accessing and participating in local arts activities. The Scheme funds projects and activities that:
 1. *Create opportunities for local communities to engage with, and participate in local arts activities;*
 2. *Support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity; and*
 3. *Enable and encourage young people (i.e. under 18 years) to engage with, and actively participate in the arts.*
- 7 It is proposed to appoint three community representatives to the CCNZ Scheme. In addition the Scheme will have one youth representative (nominated through the Youth Council), and three iwi representatives (one from each iwi) nominated through Te Whakaminenga o Kāpiti. These appointments are in alignment with the Assessor Guidelines.
- 8 In the previous triennium the community representatives for the CCNZ Scheme were Louise Aitken and Patricia Winskill. The previous iwi representatives were Mahinarangi Hakaraia, Ann-Maree Ellison, and Carol Reihana. (Carol Reihana was also the iwi representative for the Community Grants Scheme). Te Whakaminenga o Kāpiti is expected to bring a recommendation regarding their nominees to a future Council meeting.
- 9 The Youth Council nominated Heidi Stone as their youth representative. Ms Stone was nominated to replace Kellee Candy halfway through the previous triennium and the Youth Council has indicated they wish Ms Stone to continue on as the youth representative.
- 10 Committee members will meet twice-yearly (April and September) to make decisions on the disbursement of grant monies under this Scheme.

The Community Grants Scheme

- 11 Two community representatives are required for the Community Grants Scheme. The Community Grants Scheme also required one iwi representative nominated through Te Whakaminenga o Kāpiti.

The purpose of the Scheme is to strengthen local communities by providing financial support through the programme. Funding is provided to not-for-profit organisations to assist in the achievement of a social environment that makes the Kapiti Coast District a good place to live for all sectors of the community. Community grants may be allocated to proposals that seek to achieve one or more of the following outcomes:

1. *building resilient sustainable communities*

- 2. encouraging greater community participation*
- 3. improving the quality of life of the participants*
- 4. working in partnership with a range of community groups, including iwi.*
- 12 Previous community representatives for this Scheme were Jeanette Newport and Kay Paget.
- 13 Committee members are required to assess all applications, make contact with the applicants to clarify any aspects of the applications, and allocate funding in accordance with current criteria and guidelines.
- 14 Following their appointment the community representatives will be inducted into their new roles.

ISSUES AND CONSIDERATIONS

Issues

- 15 A call for applications for both Schemes was made in the Observer on 15 December with a deadline of 13 January 2017 and five applications were received from the following, for consideration for either programme:

Paula Archibald	Janet Murray
Mary-Anne Duffy	Jill Stansfield
John Hayes	

- 16 Their CVs, supporting statements and references are at Appendix 2.
- 17 For the CCNZ Scheme members can serve a maximum of two consecutive terms (ie six years). There is no such restriction on the Community Grants Scheme.

CONSIDERATIONS

Policy considerations

- 18 There are no policy considerations.

Legal considerations

- 19 There are no legal considerations.

Financial considerations

- 20 The Grants Allocation Committee meets in April and September to consider CCNZ Scheme applications and has a budget of around \$22,000 for each granting round. The Community Grants funding applications are generally considered by the Committee in September with a funding budget of around \$31,000.
- 21 Community and iwi representatives are appointed to this Committee are currently remunerated at \$130 per meeting plus reimbursement of mileage. The level of remuneration is currently under review (see elsewhere on this agenda.)

Tāngata whenua considerations

- 22 Te Whakaminenga o Kāpiti have been briefed on this matter and will make a recommendation to Council concerning their proposed iwi representatives for both programmes.

SIGNIFICANCE AND ENGAGEMENT

Degree of significance

- 23 This matter has a low level of significance under Council policy.

Engagement planning

- 24 An engagement plan is not needed to implement this decision.

Publicity

- 25 A media release concerning the appointments will be distributed to local media and posted on the Council website.

RECOMMENDATIONS

- 26 That the Council notes the work of the previous community, iwi and youth representatives and thanks them for their contribution to the work of the Grants Allocation programmes.
- 27 That Council appoints for the remainder of the 2016-2019 Triennium:
- (a) _____, _____, and _____ as community representatives on the Grants Allocation Committee for the Creative Communities New Zealand Scheme;
- (b) _____ and _____ as community representatives on the Grants Allocation Committee for the Community Grants Scheme.
- 28 Confirms Heidi Stone as the Youth Council's youth nominee on the Grants Allocation Committee for the Creative Communities New Zealand Scheme;
- 29 That Council approves the release of report Corp-16-075 (excluding Appendix 2) and the resolutions from public excluded session.

Report prepared by	Approved for submission	Approved for submission
Vyvien Starbuck-Maffey	Sarah Stevenson	Wayne Maxwell
Democracy Services Manager	Group Manager Strategy and Planning	Group Manager Corporate Services

ATTACHMENTS

- Appendix 1 Extract from CCNZ Guidelines
- Appendix 2 List of applicants; their applications and supporting documentation

APPENDIX 1

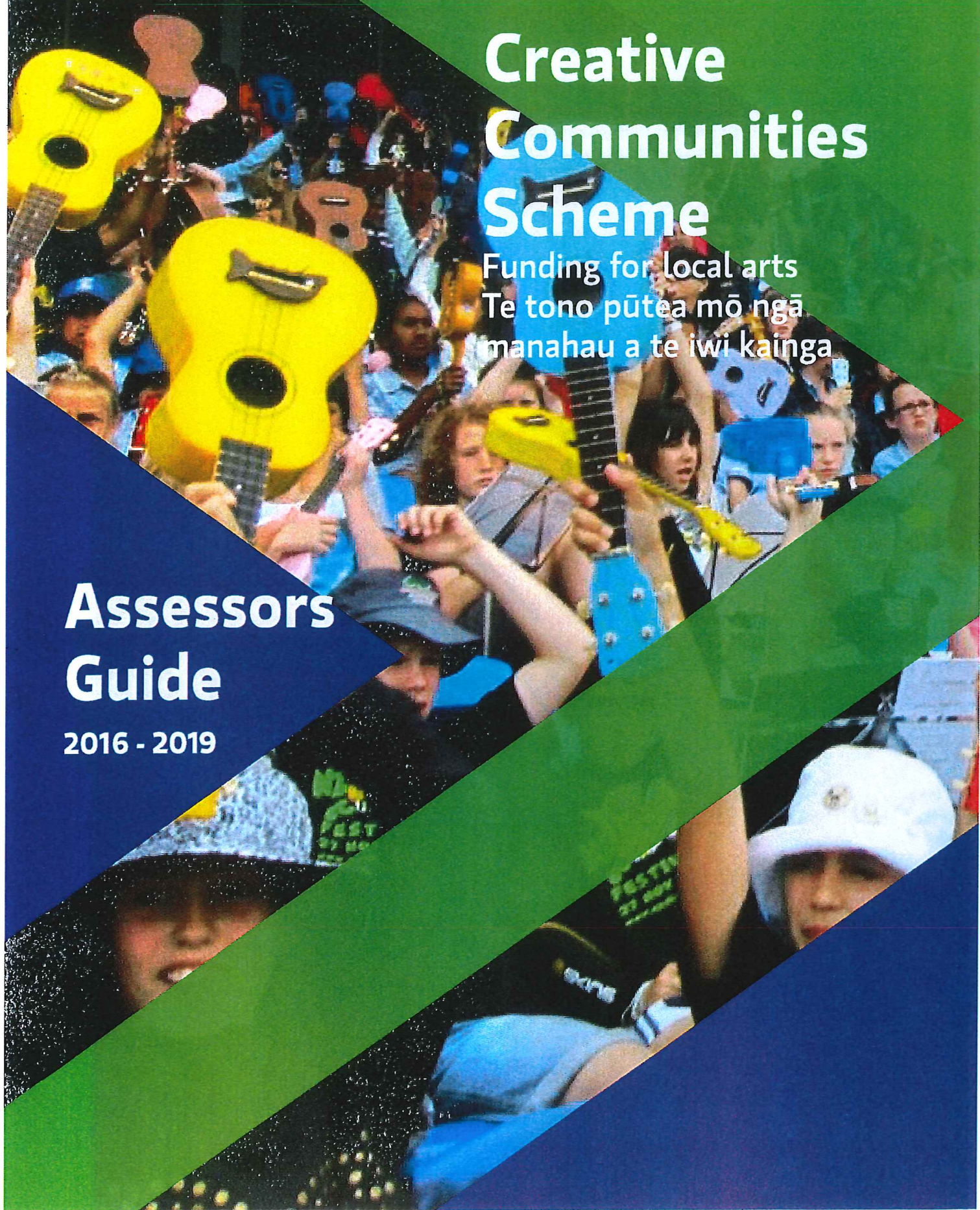
 creative
COMMUNITIES *nz*

Creative Communities Scheme

Funding for local arts
Te tono pūtea mō ngā
manahau a te iwi kainga

Assessors Guide

2016 - 2019



1. Introduction to the Creative Communities Scheme

The purpose of the scheme

The Creative Communities Scheme (CCS) provides funding to communities so New Zealanders can be involved in local arts activities.

The scheme supports a wide range of arts¹ projects under the following art forms: craft/object arts, dance, inter-arts, literature, Māori Arts, multi-artform (including film), music, Pacific Arts, theatre and visual arts.

About Creative New Zealand and our partnership with local councils

Creative New Zealand, which is a Crown entity, works with local city and district councils to deliver the Creative Communities Scheme.

Creative New Zealand is New Zealand's national agency for developing the arts. We encourage, support and promote the arts in New Zealand for the benefit of all New Zealanders. Our programmes support participation in the arts, not just by professional artists, but by all New Zealanders.

The Creative Communities Scheme is one of the ways we fund a broad range of arts projects in local communities. The Arts Council of New Zealand Toi Aotearoa Act 2014 allows us to allocate funding to other organisations so that they can administer grants in support of arts projects - this includes local councils that have agreed to become community arts providers. We have a written agreement with your local council to administer CCS.

Some councils, in turn, contract a third party to distribute these funds to local arts projects.

Funds and funding rounds

Each city or district council receives an annual allocation of funds from Creative New Zealand. The total allocation received by each local council consists of:

- a base grant (in the 2015/16 financial year this was \$6,000)
- an allocation per head of population in the relevant area (in the 2015/16 financial year this was \$0.70).

Each council or third party organisation² holds **at least two and a maximum of four** funding rounds each year. In some districts, where the amount to be allocated is very small, Creative New Zealand allows for just one funding round to be run per year.

Assessment committees

Each council or third party organisation forms an assessment committee to allocate the CCS funding. The assessment committee is made up of councillors and community representatives who are familiar with the broad range of local arts activity. You can read more about the make-up of the assessment committee on page 2 of this guide.

For more information about the Creative Communities Scheme

Please contact Creative New Zealand's Creative Communities staff if you want to discuss any aspect of the scheme.

Email: ccsadmin@creativenz.govt.nz

Phone: (09) 373 3066

¹ See Glossary for definition of arts

² Some councils choose to run CCS through a third party organisation such as the local arts council. For more information on this speak to your local CCS administrator

2. Assessment committees

Role of assessment committees

Assessment committees are at the heart of the success of the Creative Communities Scheme. Their main role is assessing applications and allocating funding, in line with any specific local priorities that have been set by your council.

The assessors (the members of the assessment committee) should collectively have a broad knowledge of the arts activity in your local area.

Other functions of committee members include:

- discussing and making recommendations for promoting the scheme locally
- receiving reports on funded projects and discussing completed projects
- attending performances, exhibitions and other events funded by the Creative Communities Scheme
- attending meetings organised by Creative New Zealand
- contributing to the Annual Evaluation Report to Creative New Zealand
- electing new community representatives to the committee after a public nomination process

Membership and make-up of assessment committees

Council committee, sub-committee or community committee?

The CCS assessment committee can be established as a committee of council, a sub-committee or a community committee.

Decisions made by this committee do not need to be approved or confirmed by your council.

Please note, whatever form of committee is selected it must meet the following guidelines regarding membership and decision-making processes:

Size of the committee

There is no specific requirement for the number of members an assessment committee must have. However, Creative New Zealand strongly recommends that there be at least seven, and not more than 11 members. A committee of nine members works well; having an odd number also assists with voting.

Who sits on the committee

Each assessment committee consists of:

Representation from local councils and community arts councils

- Local councils may appoint up to two representatives to the assessment committee. These may be elected councillors or community board members with an arts and culture focus or knowledge. Elected councillors and local board members must not make up more than half of an assessment committee.
- Each community arts council in the local area has the right to have a representative on the assessment committee. Community arts councils are organisations that have been formally gazetted under the Arts Council of New Zealand Toi Aotearoa Act 2014 or previous versions of this Act.

Community representatives

Community representatives on the assessment committee must be familiar with the range and diversity of local arts activities. Ideally membership of the committee should also reflect the make-up of the local community, eg young people, recent migrants, Asian residents, and local Māori and Pasifika peoples.

At least one member must be of Māori descent and have local knowledge of Māori arts activity. It is recommended that CCS administrators consult with local iwi regarding Māori appointments.

Youth councils, ethnic councils or other community groups do not have an automatic right to be represented on the committee, but they may nominate community representatives for election.

Community representatives can't include elected council members or community board members.

If council staff wish to stand as community representatives they must be there independently of their role in council.

Community representatives must be elected in a public and open way by the existing assessment committee after a public nomination process. Options for doing this include:

- calling for written nominations through newspapers, community noticeboards, direct mail-outs and websites, with representatives being elected by the committee from these nominees
- convening a public meeting where nominations are received from the floor with community representatives then being elected by the committee.

However, if there's a limited response to a call for nominations or a public election process or the committee lacks specific knowledge, the committee (via the CCS administrator) may approach individuals directly and invite them to become members.

Having past members mentor new members can be a great way to support new or younger members as they join the committee.

Term of membership

Community representatives may be appointed or elected for a specified term of up to three years and can serve a maximum of two consecutive terms.

This term limitation does not apply to council or community arts council representatives however we do recommend rotation of council and community arts council representatives to keep the committee fresh.

It's a good idea to have a combination of new and experienced members. To keep this balance we recommend that committee members be replaced over time.

Chairperson

Each year the assessment committee should elect a chairperson.

A person may serve a maximum of three consecutive years as chair.

Management of committee meetings

To be able to make the best funding decisions, committee members must be free to discuss all aspects of an application. For this reason we recommend that assessment committees consider applications in accordance with the public excluded provisions of the Local Government Official Information and Meetings Act 1987 or, if they are a community committee, in private.

Individual councils are responsible for ensuring that meetings of the assessment committees operate in accordance with the relevant council standing orders, including the taking of minutes.

Dealing with conflicts of interest

To maintain the assessment committee's integrity and to guarantee that its decision-making is transparent and impartial, conflicts of interest must be declared and handled appropriately.

Three types of conflict of interest can arise - direct, indirect, and perceived.

These are explained below, along with the procedures that must be followed when these conflicts arise. All members of the committee are responsible for making sure these procedures are followed.

Direct conflicts of interest

A direct conflict of interest can occur if a committee member applies for funding under the Creative Communities Scheme, or is part of a group that applies and stands to benefit financially or materially from a successful application. In this situation the committee member concerned:

- must declare the conflict of interest as soon as he or she becomes aware of it
- must not assess the application
- must not take part in the decision-making process for that application, and
- must leave the room while the committee is assessing the application.

Alternatively, the committee member or the applicant group can withdraw the application.

A direct conflict of interest can also arise when an assessment committee is operated by a third party such as a community arts council, and the third party applies for funding through the Creative Communities Scheme. Third parties must not be involved in any part of assessment or decision-making process for their applications.

Indirect conflicts of interest

An indirect conflict of interest can occur when someone else other than the committee member applies but the committee member would benefit financially or otherwise if the application were granted. In these situations the committee member:

- must declare the conflict of interest as soon as he or she becomes aware of it
- must not assess the application
- must not take part in the decision-making process for that application, and
- must leave the room while the committee is assessing the application

Alternatively, the applicant can withdraw the application.

Perceived conflicts of interest

There is potential for a perceived conflict of interest when a CCS application is made by a family member, friend or associate of a committee member, or by an organisation associated with the committee member. Exactly how this should be dealt with will depend on the particular situation and particular relationship, as explained below:

Immediate family, and governance or commercial relationships

Committee members must declare a conflict of interest if:

- an application is from an immediate family member, or
- the committee member is involved in the governance of an organisation that has applied, or
- the committee member has a commercial relationship with the applicant.

In these cases, as well as declaring the conflict, the committee member must not assess the application and must leave the room while the committee is assessing it.

An "immediate" family member means a parent, spouse, civil union partner, de facto partner, brother or sister, or child (this includes acknowledged "foster" or "whāngai" siblings or children).

Other relationships

Perceived conflicts of interest may also arise when there is an application from:

- friends
- relatives that aren't immediate family, or
- people and organisations with whom the committee member is associated.

In these cases the committee member must declare the conflict, but should use their discretion in deciding whether they should participate in the assessment and decision-making process.

Recording conflicts of interest

All conflicts of interest must be noted at the start of the assessment committee meeting that will be considering the relevant application.

The conflict, and the member's absence during the relevant discussions, must be recorded in the minutes of the meeting.

Creative New Zealand support available to assessors

Meetings and workshops

Creative New Zealand organises regular regional meetings and training workshops for CCS administrators and assessors. These are intended to help administrators and assessors develop the knowledge and skills they need to deliver the scheme locally. The meetings are also a valuable opportunity to exchange information with colleagues in neighbouring local council areas.

Advice

Creative New Zealand staff are available to answer any questions you may have about assessing applications or about administering and delivering the scheme generally. These questions should be directed through your local CCS administrator.