

Mayor and Councillors
COUNCIL

11 NOVEMBER 2010

Meeting Status: Public

Purpose of Report: For Decision

DRAFT CALENDAR OF MEETINGS FOR 2010/2011

PURPOSE OF REPORT

- 1 Council is asked to approve a draft meeting schedule for November/December 2010 and up to the end of June 2011.

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 2010 through to end of June 2011. Appendix 1 provides a draft calendar of meetings for this period on the understanding that Council will review the meeting cycle's effectiveness around June. Notwithstanding this requirement, there are some key meeting dates which appear beyond June 2011 in order to meet statutory timeframes around the Annual Plan and Annual Report processes.

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 2010.
- 5 The meetings detailed in the Draft Calendar at Appendix 1 are based on a six-weekly cycle. A six-weekly cycle allows for a 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 will be briefings or training activities.

- 7 Meetings of the Corporate Business Committee are scheduled to allow for more timely presentation of financial reports in accordance with the financial year auditing process.
- 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, Paekakariki, and Paraparaumu/Raumati Community Board meetings to commence at 7pm and Waikanae Community Board meetings to commence at 7.30pm.

Annual Plan process

- Seven workshops and a briefing have been scheduled for February/March to progress the development of the draft Annual Plan 2010/2011. A more detailed paper about the proposed Annual Plan process will be presented to a Council meeting before the end of 2010.

Briefings

- Briefings have been scheduled on a Thursday (except in February which features the Annual Plan workshops). These briefings will occur from 8am to 10am. Where a Council or Committee meeting is scheduled to follow these will start at 10am instead of the usual 9am. These briefings are primarily intended to keep elected members up to date with the Expressway project developments but will be used for briefings on other key projects from time to time.
- In addition, some timeslots have been booked on a number of Tuesdays through April/May/June 2011 to allow for briefings on the District Plan Review process.
- The dates for the Local Government New Zealand Conference and the New Zealand Community Boards' Conference are noted on the calendar; elected members usually attend these events as part of their professional development programme and a report on this will be coming to Council early in 2011.

Other meetings

- The draft calendar also features meeting dates for the Kapiti Island Nature Lodge Monitoring Committee, and for Te Whakaeminenga o Kapiti.
- The calendar of meetings usually features meeting dates for a number of subcommittees which administer granting schemes. These subcommittees are:
 - the Community Grants Allocation
 - the Creative Communities' New Zealand
 - the District Events Fund
 - the Employment Initiatives.

It is understood that Council wishes to review the structure of these granting programs administrations early in 2011, and any changes would be brought back at that point as an amendment to the 2010-2013 Governance structure. For this reason dates for these subcommittee meetings have been omitted from the draft calendar.

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 Provision has been made in the Long Term Council Community Plan for Elected Members' meeting expenses, subject to the Remuneration Authority's determination on elected members' remuneration. A report will be brought back to Council on the Draft Remuneration Proposal for Elected members before the end of 2010.

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 2011 calendar to Community Boards for comment. A final version of the 2011 calendar will then be brought back to Council for confirmation in December 2010.

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 2010/2011 as detailed in Appendix 1 of report CCI-10-1030 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 start at 9.00am or 10am where a briefing has been scheduled;
- subject to Community Board agreement, Community Board meetings will take place on Tuesday evenings, commencing at 7pm for Otaki, Paekakariki and Paraparaumu/Raumati Community Boards, and at 7.30pm for Waikanae Community Board;
- the final meeting schedule for 2011 will be presented to the Council meeting of 16 December for approval.

Report prepared by:

Approved for submission by:

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Appendix 1 Draft 2010/2011 Calendar of meetings