

5 September 2016

Kaipatiki Local Board

Dear Mike / Eric / Paul / Sharon

RE: BBCP Kaipatiki Local Board update

This is my regular update report on BBCP.

There are no issues that need your attention, this is largely information. The one exception is I raise the position of the advisor. The six month appointment will be up in September. I am suggesting in this report that we extend this until February/March next year. This has no financial implications as all my work is pro bono, but obviously it is a management decision you will need to make.

1. Governance

The BBCP governance board is now properly constituted with seven members all duly elected at the AGM

The Annual General Meeting was last Tuesday. It was well attended and very successful. The report by the chair and manager were very good and well received. A number of KLB members attended including the Chair.

This elected 7 BBCP board members; 4 existing roll overs and 3 new. The minimum number of positions required by the constitution is six so we have a formally constituted board elected through normal process.

The board is meeting regularly and exercising their functions appropriately. It is a good news story.

2. Operations

BBCP has now filled all its staff positions and everybody has formal contracts.

The manager continues to perform at a very high level. Carla provides leadership to her small staff team and group of volunteers. She provides leadership into the community and is running a very sound programme.

The final appointment was the manager of the "Kids@134" programme. Chloe has been appointed to this position and is working well.

3. Community programmes

Throughout the rejuvenation process for BBCP, the actual programmes run from the two houses have always been strong. However, with the additional funding and with the support through the rejuvenation process, a number of new initiatives have been introduced into the community development programme and existing matters are strengthened.

Highlights have included:

- An extensive Matariki kapa haka festival for schools in the Birkdale/Beach Haven area but with others in Kaipatiki joining the programme. It was a packed turnout and a great result.
- A “blanket drive” to secure donated blankets, dryclean them and distribute them to needy people within the community proved highly popular both from the commitment of donors and to the benefit of recipients.
- A young mother’s support group has been established with high usage demonstrating this had correctly been identified as a need within the community.
- Both houses have close to a full allocation of community development programmes.

4. Health and safety

- As previously reported, health and safety plans have been completed.
- The manager has been on health and safety training as have key staff members.
- There are no health and safety issues to report.

5. Strategic review

We are well into the strategic review. The community engagement process is largely complete. Matters have been workshopped with the staff team and are currently being worked through by the governance board. The AGM was used as an opportunity to check back with the community that the strategic plan has accurately captured community views. It was well received

I think we will have a completed strategic plan in September with a business plan flowing from that in October. I am talking to the Chair about an option of a combined Strategic Plan and Business Plan.

6. Reporting

The reporting requirements as part of the BBCP review are all in place.

BBCP is reporting every alternate month to the Kaipatiki Local Board.

The most recent report was Wednesday 24 August where the KLB stated they were very pleased with progress, thanked the staff and board for their work, and were very complimentary to the change and enhancement to the programmes, the operation and governance of BBCP.

7. Advisor role

When I was appointed to this role it was for an initial six month period subject to review. I started in April so we are in month five.

I feel that we have made very significant progress but that there would be advantage in me continuing for a bit longer – at least until the new board is inducted and settled in in their roles and the business plan agreed. I am contemplating I will go through until early into calendar 2017.

This has no financial implication for the Council (either ACE or KLB) because as you and I have agreed, I am doing this all pro bono. However, technically as I am an adviser accountable to you and KLB, it really is for you to decide if you want me to continue in this role beyond the six months.

As always, I am happy to discuss any of these issues.

Yours faithfully

A handwritten signature in blue ink that reads "J. Duthie". The signature is written in a cursive style with a large initial 'J'.

John Duthie
Tattico Limited