

PUKETAPAPA LOCAL BOARD WORKSHOP RECORD

Date: 2 November 2016

Start Time: 10am-3-30pm

Venue: Puketāpapa Local Board office, Fickling Centre, 546 Mt Albert Road, Three Kings.

Attendees: Julie Fairey, Harry Doig, David Holm, Ella Kumar, Anne-Marie Coury

Staff Victoria Villaraza, Wendy Kjestrum, Mary Hay, Brenda Railey,

Apologies: Shail Kaushal

Time	No.	Item	Led by
10.00am	1.0	Local Board Plan	Wendy Kjestrum and Mary Hay
(1.5 hrs)		Purpose: Introduction to LBP and its context in the planning framework Outcome: On-going work on LBP.	
11.30pm	2.0	Scene setting briefing	Wendy Kjestrum and Mary Hay
(1 hr)		Part of induction process	
12.30 pm		LUNCH for elected members (1 hour)	
1.00pm (30 mins)		Scene setting wrap up. Discussion on portfolios/preferences Local Grants Programme 2016/2017	
1.30pm (1 hour)	4.0	Introduction to Financial Planning framework Part of induction process for new members	David Rose
2.30pm	5.0	Introduction to wider staff network	All Staff
		An informal gathering (tea/coffee and biscuits) of Board members and invited departmental staff	
3-3.30pm		FINISH	

Puketāpapa Local Board Workshop Record

Workshop record of the Puketāpapa Local Board held in the Puketapapa Local Board office, 546 Mt Albert Road, Three Kings, on 9 November 2016, commencing at 10.00am

PRESENT

Chairperson: Harry Doig
Members: Anne-Marie Coury
Julie Fairey
David Holm
Shail Khusal
Ella Kumar

Apologies:
Also present: Wendy Kjestrup, Shirley Coutts, Jessica Trask, Cathrine Scott and Brenda Railey

Workshop Item	Governance role	Summary of Discussions
Local Board Plan - part 1 Wendy Kjestrup	Setting direction/priorities/budget	LBP Presentation Setting the scene for board members to discuss objectives and outcomes for the Local Board Plan
Local Board Plan - part 2 Wendy Kjestrup	Setting direction/priorities/budget	On-going discussion. Objectives and outcomes captured in writing as part of 'Straw Plan' development. Further workshop required to finalise input into Local Board Plan objectives and outcomes.
An Introduction to Government finances David Rose	Induction	Presentation for new board members

The workshop concluded at 3.15 pm.

Puketāpapa Local Board Workshop Record

Workshop record of the Puketāpapa Local Board held in the Puketapapa Local Board office, 546 Mt Albert Road, Three Kings, on 16 November 2016, commencing at 9.45am

PRESENT

Chairperson: Harry Doig
Members: Anne-Marie Coury (10.10am)
 Julie Fairey (10.15am to 2.45pm)
 David Holm
 Shail Khusal
 Ella Kumar

Apologies:

Also present: Wendy Kjestrup, Mary Hay and Brenda Railey

Workshop Item	Governance role	Summary of Discussions
Appointment to outside organisations Victoria Villaraza	Local initiatives/specific decisions	What's the purpose of making outside appointments?
Programme Leads Victoria Villaraza	Setting direction	The Programme Lead proposition by Local Board Services was presented to the Board based on work programme structure of 8 categories.
Review Quick Response Round two 2016/17 applications Puketapapa Local Board Grants, Round One multiboard applications Sara Chin	Local initiatives/specific decisions	Brief discussion of each application. Board feedback and queries noted.
Review Strategic Relationships Grant applications Juanita de Senna	Local initiatives/specific decisions	Brief discussion of each application. Board feedback and queries noted.
Local Board Plan engagement	Local initiatives/specific decisions	Introduction to guiding principles for engagement and draft engagement approach for the Local Board Plan 2017-2020 presented for discussion and feedback from the board.

Review Annual Agreement information pack and workshop programmes for 2017/2018 David Rose/ Wendy Kjestrup	Induction	The Annual Agreement Pack was socialised with the board members and staff.
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The workshop concluded at. 3.00pm

Puketāpapa Local Board Workshop Record

Workshop record of the Puketāpapa Local Board held in the Puketapapa Local Board office, 546 Mt Albert Road, Three Kings, on 30 November 2016, commencing at 10.00am

PRESENT

Chairperson: Harry Doig
Members: Anne-Marie Coury
 Julie Fairey
 David Holm
 Shail Khusal
 Ella Kumar

Apologies:
Also present: Victoria Villaraza, Wendy Kjestrup, Shirley Coutts and Brenda Railey

Workshop Item	Governance role	Summary of Discussions
Socialise written briefings on media and constituent Chris Baldock and Amy Cameron	Inform	Introduction to Communications Team and briefing on media and constituent
Local Board Plan – Engagement Plan Victoria Ly	Setting direction	High level Engagement Plan recommendations discussed.
Local Board Plan – ongoing Mary Hay	Setting direction	Review draft Straw Plan
Annual Plan (Workshop 2) David Rose & Wendy Kjestrup	Setting direction	Board discussion: 1. Allocate LDI funding at activity level 2. Provide direction to departments to develop WPs 1. 3. Develop material for public consultation (incl. Advocacy)
Quarterly Performance report Wendy Kjestrup	Socialise business meeting report	Feedback sought from the Board on newreport format

The workshop concluded at. 3.00pm