

## **Rodney Local Board Project Leads Framework**

### **Overview**

- 1) Project leads are appointed by agreement of the relevant committee or the full local board (as the case may be) using the template appointment form below.
- 2) Being a project lead allows members to pursue particular priorities and initiatives of the local board without the need to require staff or officers to meet with the entire local board in a formal setting. It is anticipated this will speed up projects while ensuring good lines of communication exist between members and that developments are reported back to the local board regularly.
- 3) By allowing members to operate with a degree of trust it is hoped that will enable projects to progress quicker and members to take a degree of ownership and responsibility for projects and initiatives.
- 4) The committee/local board will set parameters around the responsibilities and powers of a project lead on a case by case basis. Certain requirements are mandatory for all project leads. The powers and responsibilities of project leads are set out below.

### **What Project Leads Must Do**

- 5) All project leads must:
  - a) Complete a written application to be a project lead on a particular project and present this to the relevant committee or full local board for approval.
  - b) Ensure that any application to become a project lead relates to a project set out in a departmental work programme that has been approved by the Rodney Local Board.
  - c) Include the chairperson(s) in all correspondence relating to the project/initiative for which they are the project lead.
  - d) Operate under a 'no surprises' policy with chairperson(s) and notify them immediately of any issues, conflicts or any other problems with the project.
  - e) Report regularly to the full board or committee that appointed them a project lead on their activities in a defined project leads reporting time at workshops.
  - f) Involve other local board members where they deem necessary.
  - g) Act responsibly at all times.
  - h) Treat all council and agency staff with respect.
  - i) Adhere to the terms of their project lead appointment at all times.

### **What Project Leads May Do**

- 6) If approved by the relevant committee or the full local board, project leads may:
  - a) Meet with staff, the public and agencies to progress the goals stated in their project lead appointment
  - b) Request an officer report to the local board/committee (as required).
  - c) Comment to the media specifically around the project, at the chairperson's discretion.

### **What Project Leads Must Not Do**

- 7) Project lead's must not, unless explicitly stated otherwise in a committee or full local board resolution:
  - a) Approve any expenditure.
  - b) Imply or promise that the local board or council will commit to any future expenditure.
  - c) Make landowner approval for any project to proceed or confirm the details of any final placement or design of any structure.
  - d) Sign off on a project as complete.

- e) Change the scope of a project from what was agreed to in the project lead appointment.

**Review**

- 8) This project leads framework will be reviewed by the local board within 12 months to assess its effectiveness.