










## Attachment One – Political Engagement Timeline (Project 17)

Dates	Engagement Process	
<b>Feb to Sept 2016</b>	<b>Local Board Chairs Procurement Working Group</b> Regular meetings with the Local Board Chairs Procurement Working Group consisting of 12 local board chairs, to seek input and direction to the overall project	
<b>18 Apr 2016</b>	<b>Memo</b> To local boards outlining the project and timeline	
<b>Aug 2016</b>	<b>Local Board Cluster Workshops</b> Five local board cluster workshops to provide an overview of the objectives of this project, discuss what is being proposed for a Request for Proposal and seek verbal feedback.	
<b>Aug/Sep 2016</b>	<b>Hauraki Gulf Local Board Workshops</b> Individual workshops and memos for Hauraki Gulf Island members to discuss Expressions of Interest from suppliers and preferred delivery model options	
<b>Sept 2016</b>	<b>Local Board Report</b> A report presented on local board business meeting agendas sought formal feedback through resolutions on: <ol style="list-style-type: none"> <li>1. proposed geographical clusters</li> <li>2. proposed service specifications</li> <li>3. Smart procurement principles</li> <li>4. delivery options for Hauraki Gulf Islands</li> </ol>	
<b>21 Sept 2016</b>	<b>Local Board Chairs Forum</b> To provide an update on the project and proposed operational re-structure under consultation	
<b>7 Oct 2016 and 15 Nov 2016</b>	<b>Memorandum</b> To local boards (previous and new term members) with an update on progress and how feedback has been incorporated into the Request for Proposal	
<b>New Elected Term</b>		
<b>28 Oct 2016</b>	<b>Request for Proposal released</b> Following an assessment of Expressions of Interest, the Full Facilities Request for Proposal was released to preferred suppliers	
<b>7 Mar 2017</b>	<b>Memorandum</b> To local board members providing an update Project 17 and next steps.	
<b>10 Mar 2017</b>	<b>Shortlisted Suppliers</b> Preferred suppliers identified and baseline service levels negotiated.	
<b>13 Mar 2017</b>	<b>Local Board Chairs Forum</b> Attendance at the Chairs Forum to answer questions regarding maintenance service recommendations.	
<b>14 – 28 Mar 2017</b>	<b>Local Board Workshops / Meetings</b>	

	Community Facilities attends individual local board workshops or business meetings to discuss maintenance service recommendations. A report presented to local boards seeking formal feedback from each local board on maintenance service recommendations.
<b>24 Mar 2017</b>	<b>Strategic Procurement Committee</b> To recommend supplier contracts to the Finance & Performance Committee.
<b>28 Mar 2017</b>	<b>Finance &amp; Performance Committee</b> To agree suppliers, pricing and baseline service levels.
<b>Apr 2017</b>	<b>Local Board Workshops (Annual Plan 2017/18)</b> As part of the annual plan process, local boards discuss Locally Driven Initiative (LDI) funding priorities, which may include enhancing baseline maintenance service levels for buildings, parks and open spaces.
<b>12 - 13 Apr 2017</b>	<b>Local Board Advocacy</b> Local boards hold advocacy discussions with the Finance & Performance Committee regarding 2017/2018 Annual Plan matters.
<b>End April/May 2017</b>	<b>Local Board Workshops</b> Each local board 'meets n greets' new maintenance suppliers and agrees local service level priorities.
<b>31 May / 1 Jun</b>	<b>2017/18 Annual Plan budgets agreed</b> The governing body meets to agree 2017/2018 budgets
<b>1 July 2017</b>	<b>New maintenance contracts commence</b> A transition plan is in place to ensure smooth implementation of services