

ATTACHMENT B

Quality advice political advisory group: terms of reference:

(April 2016)

1. Purpose

To provide input and feedback on the quality advice programme, from the perspective of Council's decision makers and the primary recipients of staff advice.

2. Scope

The political advisory group will provide comment and advice on:

- the standards of advice being received by decision makers
- the overall quality advice programme as it develops
- initiatives to improve the way that advice is commissioned and evaluated
- training courses and communications
- engaging with future decision-makers through the programme.

The work of the political advisory group will complement, but not replace:

- the role of committees, local boards and the Independent Māori Statutory Board in commenting on individual pieces of advice provided by staff to these decision-making groups
- the elected member survey, which asks all of the Council's elected members to rank their level of satisfaction with verbal and written advice and timeliness.

3. Term

The political advisory group will remain operative until the end of the 2013-2016 political term.

4. Membership

The political advisory group comprises seven members including:

- three councillors
- three local board members
- one member of the Independent Māori Statutory Board (IMSB).

The members are as follows:

- Simon Randall, Chair Maungakiekie-Tamaki Local Board
- Fa'anana Efeso-Collins, Chair Otara-Papatoetoe Local Board
- David Collings, Chair Howick Local Board
- Cr Cathy Casey, Albert-Eden-Roskill Ward Councillor
- Cr Chris Darby, North Shore Ward Councillor
- Cr Denise Krum, Maungakiekie-Tamaki Ward Councillor
- David Taipari/Karen Wilson (IMSB)

5. Chairperson

A chairperson of the political advisory group will be appointed at its first meeting.

6. Decision-making

The group does not have decision making power.

7. Officer support

The sponsor of the quality advice programme and relevant staff will attend meetings of the political advisory group to present information and receive feedback.

8. Meeting schedule

The political advisory group will meet three times a year.

Exact meeting dates will be notified as soon as possible, but no later than 10 working days before each meeting (unless otherwise agreed by the political advisory group). The meetings will be scheduled via email. All meetings will be held in the Council's Albert Street building in central Auckland.

9. Communications

Communications will be conducted via email through council-based email addresses.

10. Agendas and minutes

Meeting agendas, minutes and supporting documents will be distributed at least three working days prior to and following scheduled meetings of the political reference group.

11. Members attendance

Apologies for non attendance should be communicated in advance of the meeting to Liz Clemm: liz.clemm@aucklandcouncil.govt.nz

If the meeting is cancelled at short notice (i.e. less than 24 hours prior to when scheduled) officers will contact members by phone.

12. Attendance of non-members of the political advisory group

Meetings of the quality advice political advisory group will not be open to the public.

On the discretion of the chairperson, councillors, local board members and IMSB members who are not members of the political advisory group may attend meetings as extra participants.

13. Meeting schedule

The quality advice political advisory group will meet three times a year as follows:

- November 2015
- March/April 2016
- August/September 2016