

Terms of Reference: Governance Framework review Political Working Party

15 February 2017

Introduction

The Terms of Reference for the Governance Framework Improvements Political Working Party (the Working Party) outline the purpose, objectives, structure and protocols for the Working Party. Working Party members are expected to abide by the Terms of Reference, as well as the Code of Conduct for Elected Members of the Auckland Council.

Membership

The Working Party has the following members: [listed alphabetically]

Local Board members	Governing Body members
Deputy Local Board Chair Shale Chambers	Cr Cathy Casey
Local Board Chair Angela Dalton	Deputy Mayor Bill Cashmore
Local Board Chair Peter Haynes	Cr Efeso Collins
Deputy Local Board Chair Phelan Pirrie	Cr Christine Fletcher
Local Board Chair Greg Presland	Cr Richard Hills
Local Board Chair Paul Walden	Cr Penny Hulse
Local Board Chair Lisa Whyte	Cr Denise Lee

The Chair of the Working Party should be confirmed at its first meeting. The Working Party should confirm a Deputy Chair by its second meeting.

Background

In November 2016, the governance framework review was completed. It was carried out by an independent consultant. The review focused on the complementary governance relationship between local boards and the governing body.

The primary purpose of the review was to assess how the Auckland governance model is meeting the aim of the 2010 reforms by delivering strong regional decision-making, complemented by decisions that meet diverse local needs and interests.

On 15 December 2016, the governing body received the report and agreed to the establishment of a political working party comprising seven governing body members and seven local board members to consider the recommendations that relate to the governance.

It also requested that the political working party to report back to the Governing Body and Local Boards in April 2017 with a progress update, and report back to Local Boards, and provide recommendations to the Governing Body for decisions, in July 2017.

Purpose

The purpose of the Working Party is to:

- receive and consider the recommendations of the Governance Framework Review
- provide oversight and direction for the governance framework review implementation project
- consider the implications of implementing particular options, and develop recommendations for consideration by the governing body and local boards where required; and
- report back to Local Boards and to the Governing Body for decisions on final recommendations.

Out of scope

The following matters are out of scope of the governance framework review implementation project:

- Issues related to the internal governance and structure of council-controlled organisations
- Issues related to the functions of the Independent Māori Statutory Board
- Specific operational matters e.g. unresolved disputes or dissatisfaction with council service delivery

The Working Party may act as a sounding board for changes the organisation is considering to the way that elected members are supported in their governance role. However, decisions on the way the organisation configures itself are the responsibility of the Chief Executive.

Quorum

A quorum will consist of eight members, of which a minimum of three should be either governing body or local board members. If a quorum cannot be reached, the meeting will be cancelled and an alternative date scheduled.

Voting

The Working Party will aim to reach a consensus as its primary decision-making tool. However, if deemed necessary, the Chair may call for a decision through majority vote. Should the vote be deadlocked, the Chair shall cast the deciding vote.

Decision-making

The Working Party does not have decision-making power, but can make recommendations for endorsement by the Governing Body.

Secretariat support

The organisation's lead officer for the Working Party is Phil Wilson, Governance Director, and the Programme Manager is Linda Taylor. Council staff will provide advice to the Working Party in accordance with its work programme as necessary. Democracy support will be provided to the Working Party by Sarndra O'Toole.

Media / spokesperson

There is an expectation that any statements about the work of the Working Party will be made through the Chair.

Timelines

The Working Party will aim to provide progress updates and recommendations to the governing body and local boards on the following timelines:

Meeting/purpose	Date
Local Board Chairs – decide local board members of PWP	13 February 2017
Political Working Party – agree Terms of Reference and work programme	15 February 2017
Executive Steering Group Meeting	22 February 2017
Political Working Party – issues consideration, guidance to project team, assessment criteria	2 March 2017
Local Board Chairs/GB forum – update on progress to date	22 March 2017
Executive Steering Group Meeting	24 March 2017
Political Working Party meeting – report back on options and analysis	4 May 2017
Local Board Chairs forum	8 May 2017
Executive Steering Group Meeting	22 May 2017

Meeting/purpose	Date
Report to Governing Body – update on progress and options	25 May 2017
Political Working Party meeting – report back on options and analysis	8 June 2017
Attend and present draft recommendations to all local board workshops	Throughout June and July
Executive Steering Group Meeting	29 June 2017
Political Working Party – consider draft recommendations for inclusion in paper to PWP	6 July 2017
Executive Steering Group Meeting	21 July 2017
Run through final recommendations with the Mayor	Late July
GB/LB forum – update on upcoming paper to Governing Body	26 July 2017
Political Working Party – final omnibus report to review	3 August 2017
Executive Steering Group Meeting	tbc
Final report to Governing Body	24 August 2017

Officer support

Officers from the following units and departments will support the Working Party as follows:

Name	Organisation	Role
Leigh Auton	Independent consultant	Facilitator
Phil Wilson	Auckland Council	Governance Director/LOS
Linda Taylor	Auckland Council	Programme manager/policy lead
Theresa Stratton	Auckland Council	Finance lead
Warwick McNaughton	Auckland Council	Governance/representation lead
Dani Gardiner	Auckland Council	Legal services
Sarndra O’Toole	Auckland Council	Team Leader Governance Advisors
Sarah Holdem	Auckland Council	Governance Senior Advisor

Officers from other areas of council (e.g. Communications and Public Affairs) may also attend Working Party meetings, as required.

Meeting schedule

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 Working Party). Democracy Services will schedule meetings via email. All meetings will be held in the CBD.

Communications

All communication will be conducted via email, through council-based email addresses and published telephone numbers unless otherwise agreed.

Agendas and minutes

Meeting agendas, minutes and supporting documents will be generated and distributed at least three working days prior to and following scheduled Working Party meetings. Hard copies of meeting agendas, minutes and supporting documents will be made available at and in advance of the meeting only on request. All agendas and minutes will be made available to all elected members on The Hub.

Members' attendance

Apologies for non-attendance should be communicated in advance of the meeting to:

Sarndra O'Toole
Democracy Services
DDI: 890 8152

Mobile: 021 704 850

Email: sarndra.otoole@aucklandcouncil.govt.nz

Attendance of non-Working Party members

Working Party meetings will not be open to the public. At the discretion of the Working Party Chair, councillors and local board members, Independent Maori Statutory Board members and advisory panel members who are not members of the Working Party may attend meetings and participate in discussions, but will not have voting rights.

Media enquiries

Officers will work with the Chair and council's communications staff to ensure clear and consistent responses to any media requests received.

The collective views of the Working Party will be represented by the Chair (or in the Chair's absence, the Deputy Chair). This role may be delegated to other Working Party member(s) at the discretion of the Chair.