

CENTRAL HAWKE'S BAY



I hereby give notice that a Finance and Planning Committee Meeting will be held on:

Date: Thursday, 26 July 2018
Time: at the conclusion of the Public Forum
which commences at 9.00 am
Location: Council Chamber
28-32 Ruataniwha Street
Waipawa

AGENDA

Finance and Planning Committee Meeting

26 July 2018

Monique Davidson
Chief Executive

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- 1 **APOLOGIES**
- 2 **DECLARATIONS OF CONFLICTS OF INTEREST**
- 3 **STANDING ORDERS**

RECOMMENDATION

THAT the following standing orders are suspended for the duration of the meeting:

- 20.2 Time limits on speakers
- 20.5 Members may speak only once
- 20.6 Limits on number of speakers
- THAT 21.4 Option C under section 21 General procedures for speaking and moving motions be used for the meeting.

- 4 **CONFIRMATION OF MINUTES**

Finance and Planning Committee Meeting - 13 June 2018

RECOMMENDATION

That the minutes of the Finance and Planning Committee Meeting held on 13 June 2018 as circulated, be confirmed as true and correct.

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
FINANCE AND PLANNING COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON WEDNESDAY, 13 JUNE 2018 AT THE CONCLUSION OF THE PUBLIC FORUM WHICH
COMMENCES AT 9.00AM**

PRESENT: Mayor Alex Walker
Cr Ian Sharp (Deputy Mayor)
Cr Tim Aitken
Cr Shelley Burne-Field
Cr Brent Muggeridge
Cr David Tennent
Dr Roger Maaka (Maori Consultative Representative)

IN ATTENDANCE: Monique Davidson (CEO)
Joshua Lloyd (Group Manager, Community Infrastructure and Development)
Doug Tate (Group Manager, Customer and Community Partnerships)
Lisa Harrison (Organisation Transformation Lead)
Lizz Jenkins (Governance and Support officer)

APOLOGIES

COMMITTEE RESOLUTION

Moved: Cr David Tennent
Seconded: Cr Shelley Burne-Field

That the apology received from Cr Chote, Cr Annand and Cr Minehan be accepted and leave of absence granted.

CARRIED

2 DECLARATIONS OF CONFLICTS OF INTEREST

NIL

3 STANDING ORDERS

COMMITTEE RESOLUTION

Moved: Cr Tim Aitken
Seconded: Mayor Alex Walker

THAT the following standing orders are suspended for the duration of the meeting:

- 20.2 Time limits on speakers
- 20.5 Members may speak only once
- 20.6 Limits on number of speakers
- THAT 21.4 Option C under section 21 General procedures for speaking and moving motions be used for the meeting.

CARRIED

4 CONFIRMATION OF MINUTES**COMMITTEE RESOLUTION**

Moved: Cr Shelley Burne-Field

Seconded: Cr Brent Muggeridge

That the minutes of the Finance and Planning Committee Meeting held on 22 March 2018 as circulated, be confirmed as true and correct.

CARRIED

5 LOCAL GOVERNMENT ACT COMPLIANCE – PLANNING, DECISION MAKING AND ACCOUNTABILITY

Council is required to make decisions in accordance with the requirements of Part 6 Subpart 1 of the Local Government Act 2002.

RECOMMENDATION

THAT Council has read the reports associated with items 6.1 and considers in its discretion under Section 79(1)(a) that sufficient consultation has taken place in addition to the Councillors knowledge of the items to meet the requirements of Section 82(3) in such a manner that it is appropriate for decisions to be made during the course of this meeting.

6 REPORT SECTION**6.1 FINANCE AND PLANNING COMMITTEE REPORT****PURPOSE**

The purpose of this report is to formally report to the Finance and Planning Committee, progress on projects and issues within the Finance and Planning Committee work programme.

COMMITTEE RESOLUTION

Moved: Cr David Tennent

Seconded: Cr Brent Muggeridge

That, having considered all matters raised in the report, the contents be noted.

CARRIED

- CEO spoke to the report.
- Points raised and discussed included whether there are opportunities to enhance shared service collaboration and options for shared procurement. Status quo cannot remain.
- CEO advised Shared Service platform is working to address issues e.g. Regional Water is now a standing agenda item at Regional CEO meetings. Councilors have the ability to mandate their CEO's.
- Cr Tennent asked if there was any surity of supply of water.
- CEO has not been part of the stragic conversation.
- Mayor Walker suggested workshopping discussion at a Regional level allowing Councillors to have the discussion they requested.
- Cr Sharp looks forward to regular reports from regional discussions.

- Mayor Walker asked how Policy and Bylaw development is different from the work previously undertaken.
- CEO explained that the Policy work was relevant. The appointment of Mrs McGrath has given the opportunity to tidy up Bylaws and make them relevant particularly those that had not previously been reviewed.
- Cr Burne-Field queried the promotion of Thrive and Excellence Programme with regard to the Annual Report.
- CEO advised that Local Government Excellence Programme will be assessed at the end of August, beginning of September. We will be able to talk to our progress. The Annual Plan gives us the opportunity to tell the story of Thrive.
- Mayor Walker encouraged promotion of individual Thrive themes e.g. what was planned, what has been achieved.
- Cr Sharp asked that care be taken with spelling and use of correct place names in reports e.g. Hatuma Lake and Porangahau.
- Cr Burne-Field congratulated team on \$120K grant for pool development.

7 DATE OF NEXT MEETING

COMMITTEE RESOLUTION

Moved: Cr Tim Aitken

Seconded: Cr David Tennent

THAT the next meeting of the Finance and Planning Committee be held on 26 July 2018.

CARRIED

8 TIME OF CLOSURE

The Meeting closed at 9.50am.

The minutes of this meeting were confirmed at the Finance and Planning Committee Meeting held on 26 July 2018.

.....
CHAIRPERSON

RECOMMENDATION

That the minutes of the Finance and Planning Committee Meeting held on 13 June 2018 as circulated, be confirmed as true and correct

5 LOCAL GOVERNMENT ACT COMPLIANCE – PLANNING, DECISION MAKING AND ACCOUNTABILITY

Council is required to make decisions in accordance with the requirements of Part 6 Subpart 1 of the Local Government Act 2002.

RECOMMENDATION

THAT Council has read the reports associated with items 6.1, 6.2, 6.3, 6.4 and 7.1 and considers in its discretion under Section 79(1)(a) that sufficient consultation has taken place in addition to the Councillors knowledge of the items to meet the requirements of Section 82(3) in such a manner that it is appropriate for decisions to be made during the course of this meeting

6 REPORT SECTION

6.1 FINANCE AND PLANNING COMMITTEE UPDATE

File Number: COU1-1410

Author: Monique Davidson, Chief Executive

Authoriser: Monique Davidson, Chief Executive

Attachments: Nil

PURPOSE

The purpose of this report is to provide an update to the Finance and Planning Committee on matters that fall within the Committee mandate and areas of priority.

RECOMMENDATION

That, having considered all matters raised in the report, the report be noted.

SIGNIFICANCE AND ENGAGEMENT

This report is provided for information purposes only and has been assessed as being of some importance.

The role of the Finance and Planning Committee is to assist Council to discharge its responsibilities for:

- Preparation and promotion of key planning documents including the Long Term Plan, Annual Plan and District Plan
- Assess and progress current and future projects
- Policy review and development relevant to finance, planning and infrastructure

Specific responsibilities include:

- Discussion and preparation of the Annual Plan
- Discussion and preparation of the Long Term Plan
- Discussion and preparation of the District Plan
- Approval of appropriate draft strategies, plans and policies for public consultation
- Recommend appropriate strategies plans and policies to council for adoption
- Council owned infrastructure
- Finance policies
- Infrastructure policies

The purpose of this report is to provide a regular update on key areas of focus for the Finance and Planning Committee.

Long Term Plan 2018-2028

Council adopted the Long Term Plan 2018-2028 on the 31 May 2018. This is a significant milestone. Final edits and production of the Long Term Plan 2018-2028 are completed and the final document is now available publically. The Long Term Plan 2018-2028 is effective from 1 July 2018. A debrief on the process, and key learnings is taking place with Council on 26th July in Council Workshop.

Annual Plan 2018-2019

The annual plan process focuses on year-to-year budgets. Councils prepare an annual plan in each of the two years between LTP reviews, and set out in them what the council plans to do in the next 12 months to move towards achieving its goals.

Now that the Long Term Plan 2018-2028 is adopted, corporate focus will turn to the development of the Annual Plan 2019-2020.

Workshops for Council throughout September and October are already scheduled. The Annual Plan 2019-2020 will be a priority project for the Finance and Planning Committee over the coming 12 months.

District Plan

The District Plan is progressing well with the overall project programme on target for an initial draft to be completed by 1 November 2018, ready for review. The Subcommittee have now progressed over halfway through the ambitious work programme, with the Coastal Subdivision, Cultural and other remaining chapters for completion review. The Subcommittee, at its June workshop, received a project outline on the second phase of the project post 1 November, in order to begin detailed planning around engagement and consultation on the draft plan with key stakeholders and the wider community.

A full project status report was workshopped with Council in July and is included in the Finance and Planning Committee Agenda for formal receipt.

Contract Management Policy

Following the Internal Audit on Contract Management, the need for the development of a Contract Management Policy was identified. The high level approach for this Contract Management Policy was workshopped with Council at the end of June. While this work is almost complete, distinguishing the governance and operational components of the policy is taking longer than initially anticipated. It is expected that the Final Draft Policy will be presented to the Council meeting on 9 August 2018 for consideration.

Appointment of Council Representatives on Council-Community Organisations Policy

At the request of Council, this policy has been developed and is included in the Finance and Planning Committee Agenda for consideration.

Non-Financial Quarterly Reporting

This format of reporting has been reviewed. The Council can expect reporting on Levels of Service each quarter, which will be presented, to either Council or the Finance and Planning Committee meeting depending on the timing of meetings. A six weekly organisational performance report will be presented to Council, which will provide a comprehensive update on progress against strategic, financial and organisational priorities.

Financial Quarterly Reporting

The third quarter financial report was formally presented to Council on the 31 May 2018. Included in the Finance and Planning Committee Agenda is a report highlighting the key financials for the fourth quarter for the year ended 30 June 2018. This report also speaks to the Annual Report 2017/2018 process.

This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:

- Council staff have delegated authority for any decisions made;
- Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Maori), in proportion to the significance of the matter;
- Any decisions made will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
- Any decisions made are consistent with the Council's plans and policies; and

- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

RECOMMENDATION

That, having considered all matters raised in the report, the report be noted.

6.2 ELECTED MEMBERS EXPENSES FOR JANUARY TO JUNE 2018**File Number:** COU1-1410**Author:** Bronda Smith, Group Manager, Corporate Support and Services**Authoriser:** Monique Davidson, Chief Executive**Attachments:** Nil**PURPOSE**

The purpose of this report is to update Council on the Elected Members Expenses for the six month period of January to June 2018.

RECOMMENDATION

That, having considered all matters raised in the report, the Elected Members Expenses for January to June 2018 report be noted.

SIGNIFICANCE AND ENGAGEMENT

This report is provided for information purposes only and has been assessed as being of some importance.

DISCUSSION

Council policy Elected Member Expenses and Allowances Policy 1.21 states:

“Transparency is achieved through the six monthly publication on the Council’s website of all expenses for elected members over the past six months”

The expenses included in the totals below are mileage reimbursement, Councillor iPad data charges, meeting and conference expenses including accommodation and meals.

In the below table is the Elected Member Expenses for the period January to June 2018.

	Mileage	Conferences, Meetings & Training	Phone and I pads	Total
Mayor Alex Walker	4,274.15	5,449.32	194.07	9,917.54
Cr Ian Sharp	0.00	-28.26	38.70	10.44
Cr Kelly Annand	563.13	2,668.96	30.00	3,262.09
Cr Shelley Burne-Field	1,389.92	515.00	30.00	1,934.92
Cr Tim Chote	0.00	1,718.26	30.00	1,748.26
Cr Gerald Minehan	0.00	20.00	30.00	50.00
Cr Brent Muggeridge	0.00	20.00	30.00	50.00
Cr David Tennent	1,539.57	-28.26	30.00	1,541.31
Cr Tim Aitken	0.00	291.74	30.00	321.74
Roger Maaka	1,218.25	20.00	30.00	1,268.25
Total	8,985.02	10,646.76	472.77	20,104.55

FINANCIAL AND RESOURCING IMPLICATIONS

There are no financial or resourcing implications included in this report.

IMPLICATIONS ASSESSMENT

This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:

- Council staff have delegated authority for any decisions made;
- Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
- Any decisions made will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
- Any decisions made are consistent with the Council's plans and policies; and
- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

6.3 QUARTERLY FINANCIAL REPORTING TO 30 JUNE 2018**File Number:** COU1-1410**Author:** Bronda Smith, Group Manager, Corporate Support and Services**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. Quarterly Financial Report June 2018 [↓](#) **PURPOSE**

Provide Council with a summary of Council's Fourth Quarter financial performance for the 2017/18 financial year.

RECOMMENDATION

That, having considered all matters raised in the report, the report on Council's Fourth Quarter financial performance for the 2017/18 financial year be noted.

SIGNIFICANCE AND ENGAGEMENT

This report is provided for information purposes only and has been assessed as being of some importance.

DISCUSSION

This report is to supply Council with a summary of the financial performance of Council and highlights the key financials for the Fourth Quarter for the year ended 30 June 2018.

In preparing the Annual Report the Finance Staff take a systematic approach to reconciling and preparing the accounts. As such, it is not currently possible to provide finalised detailed operational and capital results. This report focuses on the interim treasury and rates information. Officers will bring an Interim Financial Report to the Finance and Planning Committee with anticipated outcome of the financial year. The full financial information will be included in the 2017/18 Annual Report.

FINANCIAL AND RESOURCING IMPLICATIONS

Officers will continue to monitor and management the expenses of Council.

IMPLICATIONS ASSESSMENT

This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:

- Council staff have delegated authority for any decisions made;
- Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
- Any decisions made will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
- Any decisions made are consistent with the Council's plans and policies; and
- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

NEXT STEPS

Officers will continue to monitor and management the expenses of Council. Officers will bring an Interim Financial Report to the Finance and Planning Committee with anticipated outcome of the financial year.

Interim Treasury Report

As at 30 June 2018

Cash and Cash Investment Balance

	Full Year Actuals 2016/17 \$000	Total Annual Plan Budget 2017/18 \$000	YTD Actual \$000	YTD Variance \$000
Cash and Cash Equivalents	2,453	2,896	3,956	1,060
Bonds and Stock	2,180	4,415	2,296	(2,119)
Total	4,633	7,311	6,252	(1,059)

We continue to retain liquid cash to meet operational and capital spending requirements for the near future.

Debt Position

	Full Year Actuals 2016/17 \$000	Total Annual Plan Budget 2017/18 \$000	YTD Actual \$000	YTD Variance \$000
Secured Loans - Less than 12 months	2,043	705	714	9
Secured Loans - Greater than 12 months	729	5,024	2,244	(2,779)
Total	2,772	5,729	2,958	(2,771)





Borrowing continues to be kept to a minimum as we manage our short and long term cash facilities.

Finance Costs

	Full Year Actuals 2016/17 \$000	Total Annual Plan Budget 2017/18 \$000	YTD Actual \$000	YTD Variance \$000
Finance Costs	149	406	159	(247)

Below budget due to low borrowings.

Compliance with Liability Management Policy

Item	Limit	Actual	Policy
External term debt + committed bank facilities + unencumbered cash/cash equivalents to existing external debt	>130%	362%	
Net Interest on External Debt / Total Revenue	<10%	0.12%	
Net Interest on External Debt / Annual Rates Income	<20%	0.20%	
Total debt per head of population	\$2,000	\$222	

Council is within policy in all areas.

Reserve Funds

Special Funds	Full Year Actuals 2016/17 \$000	YTD Actual \$000	Movement YTD \$000
Reserves held for Emergency Purposes	3,258	3,258	0
Reserves held for Future Asset Purchases	2,089	2,240	152
Reserves held for Future Operational Purposes	770	752	(17)
Reserves held for Other Funds	47	47	0
Total	6,162	6,297	134

Within the Reserves held for Future Asset Purchases Funds, the following YTD Balances are:

Capital Projects Fund (\$79,970)

Ruahine Ward \$630,198

Ruataniwha Ward \$81,173

Aramoana Ward \$227,763

Reserves held for Future Asset Purchases

Funding for the Tamatea Trails (\$21k) has been transferred to activities.

Net funding for the purchase of a vehicle (\$7k) has been transferred from Land Transport Vehicle Reserve.

Recovery from the Wastewater warranty has been received \$200k

Funding for Retirement Housing has been transferred (\$20k)

Reserves held for Future Operational Purposes

External review of the future direction of the Library (\$17k)

Subject to change based on the finalisation of the Annual Report 2017/18

Central Hawke's Bay District Council

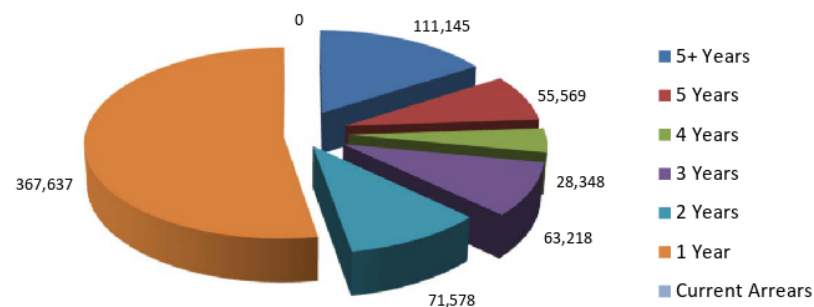
Rates Debt Information

At 30 June 2018

	Jun-17	Jun-18	Movement
5+ Years	111,361	111,145	-216
5 Years	21,596	55,569	33,973
4 Years	68,147	28,348	-39,799
3 Years	62,062	63,218	1,156
2 Years	87,058	71,578	-15,480
1 Year	355,559	367,637	12,078
Current Arrears	0	0	0
Total	705,783	697,494	-8,289

There are total rates arrears outstanding of \$697,494. The portion of old arrears vs 1 year arrears means the rates department have been steadily working on clearing long outstanding issues while also working on current debtors. All debt is actively managed by the rates department and a break down of how is in the next table.

Rates Balances as at 30 June 2018



	Jun-17	Jun-18	Movement
With Bank	130,003	6,775	-123,228
With Baycorp	126,661	81,045	-45,616
Under Arrangement	72,177	142,988	70,811
Remaining Arrears	127,108	215,932	88,824
Maori Land	249,834	250,754	920
Total	705,783	697,494	-8,289

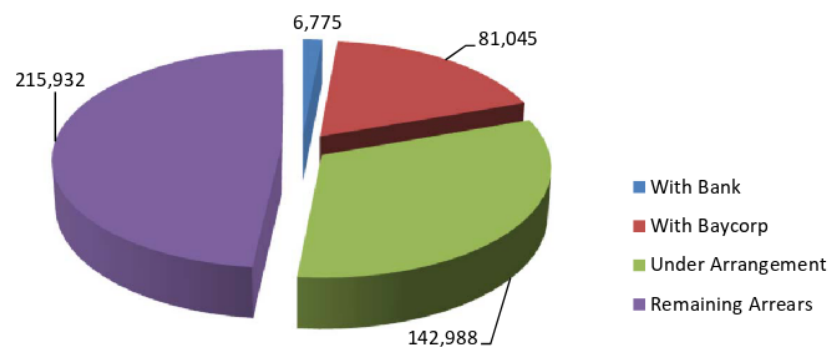
The Rates department have actively engaged with ratepayers who have difficulty paying and have captured a lot of payment arrangements to not only ensure arrears are paid but that current and future rates are part of the arrangement calculations. This ensures ratepayers rolling balances are consistently reducing.

Other Rates Information

Rates emailed to ratepayers 14% (12% Jun 17)

Ratepayers on direct debit 39% (39% Jun 17)

What are we doing about it? As at 30 June 2018



6.4 ADOPTION OF POLICY ON APPOINTMENT OF COUNCIL REPRESENTATIVES**File Number:** COU1-1410**Author:** Monique Davidson, Chief Executive**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. Policy on Appointment of Council Representatives on Council-Community Organisations  **PURPOSE**

The purpose of this report is for Council to consider the adoption of the Policy on Appointment of Council Representatives.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) That Council adopts the Policy on Appointment of Council Representatives

COMPLIANCE

Significance	This matter is assessed as being of some importance
Options	<p>This report identifies and assesses the following reasonably practicable options for addressing the matter:</p> <p>1. That the Finance and Planning Committee adopt the Policy on Appointment of Council Representatives.</p> <p>The Committee may want to make some amendments, or alternatively not adopt the policy at all.</p>
Long-Term Plan / Annual Plan Implications	No.
Significant Policy and Plan Inconsistencies	No.

BACKGROUND

Under the Local Government Act 2002, Schedule 7 Clause 32, for the purposes of efficiency and effectiveness in the conduct of business, Council may delegate any of its responsibilities, duties or power (with certain exceptions) to a committee or other subordinate decision-making body, community board, or member or officer of the local authority.

Council has established working relationships through a number of council organisations and committees and appointment of Council representatives on those bodies is required following each triennial election.

The composition and membership of committees is normally reviewed at each triennial election – but Council, through various Acts, consents and the constitutions of other entities, is also represented on a number of other Boards, Committees, Groups, Trusts and similar entities.

In addition – Council provides treasury administrative support to a number of entities, where it is in the public interest that Council be involved.

Appointments to external organisations are made for a number of reasons:

- To encourage coordinated work towards Community Outcomes and strategic goals
- To provide a means of monitoring where Council has made a grant to the body
- To meet statutory requirements (as in a Deed of Trust or Will)
- To meet requirements in the organisation's constitution (although Council is under no compulsion to do so).

There is currently no policy which outlines the process Council will follow to determine appointments.

Following the public appointment process of Pip Burne to the Central Hawke's Bay Community Trust, Council requested a formal policy be considered which enables where appropriate a public process to be followed for other Council appointments.

The Policy attached therefore seeks to provide guidance on the criteria for deciding which organisations to appoint to, the skills required for these appointments, and the process by which they are made.

The Policy is attached as Appendix 1.

SIGNIFICANCE AND ENGAGEMENT

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as of some importance.

OPTIONS

This report identifies and assesses the following reasonably practicable options for addressing the matter:

That the Finance and Planning Committee adopt the Policy on Appointment of Council Representatives.

The Committee may want to make some amendments, or alternatively not adopt the policy at all.

- a) **Financial and Resourcing Implications**
The adoption of the recommended policy does not have any financial or resourcing implications. Any costs associated with running public processes can be absorbed into existing budgets.
- b) **Risk Analysis**
The adoption of this recommended policy is identified as low risk. It is recommended to the Finance and Planning Committee that the adoption of the policy minimises the risk that direct appointments be challenged due to lack of public process.
- c) **Alignment to Project Thrive and Community Outcomes**
The recommend policy allows for enhanced transparency and communication, which was a key theme, identified during the Project Thrive process.
- d) **Statutory Responsibilities**
No further statutory responsibilities require consideration.
- e) **Consistency with Policies and Plans**
The recommended policy does not contradict any Council policies or plans.

- f) Participation by Māori
There is no specific consideration required on this matter.
- g) Community Views and Preferences
The recommended policy allows for community transparency and engagement in public appointment processes.
- h) Advantages and Disadvantages
The key advantage to this option is that Council is following a transparent process and seeking interest from the wider public. It should be noted that a disadvantage of adoption of the policy is that a longer process may be required than where a direct appointment process was adopted.

NEXT STEPS

If Council were to adopt the recommended policy, Council Officers would manage the implementation of the policy.

Elected Members can expect to be included in the appointment process, similar to the process followed for the appointment of Council's representative on the Central Hawke's Bay Community Trust.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) That Council adopts the Policy on Appointment of Council Representatives**

Central Hawke's Bay District Council

Policy on Appointment of Council Representatives

In instances where an Elected Member is unable to represent Council on a Council-Community Organisation, the Council will endeavour to where practically possible call for public expressions of interest from suitably experienced candidates to be Council's representatives on those organisations identified and listed in the Council Committee and Community representation policy.

The Council will ensure that any person that it appoints a director of a Council-community organisation will have the knowledge, skills and experience relevant to the activities of the organisation and be familiar with the Council policy, programmes and activities relevant to the organisation.

Timeframe

The Council will generally make appointments at the beginning of the triennium although vacancies and new Council-Council-community organisations may be considered during the triennium.

Remuneration

The Council does not remunerate the directors it appoints to Council-community organisations and the remuneration of the directors by the Council-community organisation is a matter for the organisation concerned.

Selection and Criteria

Council will seek to appoint representatives that have:

- An understanding of governance issues;
- either business experience or other experience that is relevant to the activities of the organisation;
- sound judgement;
- a high standard of personal integrity;
- Ability to work as a member of a team.
- Experience or knowledge directly relevant to the diverse range of functions required of the specific organisation they would be representing Council on.
- Business acumen backed up by enthusiasm, energy and new ideas
- A demonstrated commitment to the Central Hawke's Bay District.

Expressions of Interest would be called for publically, via usual Communications Channels. A subcommittee of Council (to be appointed on a need by need basis) would then consider the Expressions of Interest, meet with suitable candidates and make appropriate recommendations to Council for consideration.

The selection process will remain public excluded until the public announcement of the appointment, to ensure the protection and confidentiality of candidates is maintained.

Any future appointments made by the Council will have regard to the criteria specified in this policy.

7 PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
7.1 - Adoption of Key Project Status Reports	<p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

8 DATE OF NEXT MEETING**RECOMMENDATION**

THAT the next meeting of the Finance and Planning Committee be held on 6 September 2018.

9 TIME OF CLOSURE

The meeting closed at