

Minutes of the 2nd Meeting of the Regional and Strategic Leadership Committee held via Microsoft Teams on Thursday, 9 September 2021 at 10.30am

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Present

| | |
|-----------------------------------|-------------------------------|
| Chair Jenny Hughey (Co-Chair) | Councillor Claire McKay |
| Councillor Peter Scott (Co-Chair) | Councillor Elizabeth McKenzie |
| Councillor Tane Apanui | Councillor Craig Pauling |
| Councillor Phil Clearwater | Councillor Lan Pham |
| Tumu Taiao Yvette Couch-Lewis | Councillor Vicky Southworth |
| Tumu Taiao Iaeen Cranwell | Councillor John Sunckell |
| Councillor Grant Edge | Councillor Nicole Marshall |
| Councillor Ian Mackenzie | Councillor Megan Hands |

1. Mihi/Karakia Timatanga – Opening

Co-Chair Scott welcomed everyone to the meeting.

Karakia: Cr Pauling.

2. Apologies

Apologies were received from Cr Hands for lateness.

3. Conflict of Interest

There were no conflicts of interest recorded.

4. Deputations and Petitions

There were no deputations or petitions.

5. Minutes

RESOLVED

That the Regional and Strategic Leadership Committee:

- 1. confirms and adopts as a true and correct record the minutes of the meeting held on 29 July 2021.**

Cr McKay/Cr Edge
CARRIED

6. Decision Items

6.1. Performance reporting

Refer page 14 – Regional and Strategic Leadership agenda

Presented by: Principal Advisor, Portfolio Management.

Staff explained the proposed improvements to monthly and quarterly reporting and requested feedback from the Committee. The improvements were intended to increase visibility of barriers to delivery, and connections between money spent and work delivered. The Committee was asked to give feedback on the proposed quarterly report content including summaries of key portfolio initiatives, risks and issues for delivery, and summaries of financial performance. At a later date, reporting for work programmes could include outcome measures, proxy outcome measures, and Levels of Service measures.

The following were noted:

- The Audit, Finance and Risk Committee would continue to receive detailed financial reporting.
- The final quarterly report format would ensure the reporting was accessible to readers.
- The quarterly reporting would be overseen by the Regional and Strategic Leadership Committee. The quarterly reports would be structured by portfolios of work.
- Reporting on individual programmes of work or large projects would still come to the relevant committees.
- Committee members encouraged staff to progressively reduce the amount of portfolio-based reporting, while strengthening work programme-based reporting. This would increase accountability and alignment of spending with outcomes.

RESOLVED

That the Regional and Strategic Leadership Committee:

- 1. approves additions to the quarterly portfolio performance report to include a summary table on progress of key portfolio initiatives, high-level risks and issues to delivery, and a summary of financial performance**
- 2. notes work required to improve performance reporting, including:**
 - 2.1 identification of outcome measures at a portfolio level to enable an assessment of effectiveness of delivery**
 - 2.2 identification of proxy outcome measures at a programme level to be used as lead indicators toward achievement of outcomes.**

Chair Hughey/Cr Clearwater
CARRIED

6.2. Process for developing Council submissions

Refer page 21 – Regional and Strategic Leadership agenda

Presented by: Principal Strategy Advisor.

Staff gave an overview of a new process for development and signing of Council submissions. With new committees focusing on particular areas of Environment Canterbury's work and increased consultation opportunities from central government, staff aimed to create a flexible process that enables committees' contribution to submissions.

There were questions of clarification confirming:

- Staff were not intending to dictate whether the Council Chair, or Deputy Chair, or both, were required to sign off the submissions.
- The short timeframes often involved in submissions to central government necessitated a slightly informal process in which staff would provide advice to the Council Chair and Chief Executive.

Cr Hands joined the meeting at 11.07am and apologised for lateness.

The following was also noted:

- The Council Chair would coordinate with Council members to ensure submissions were representative of Environment Canterbury's view.
- Where the submission process involves speaking to select committees, it is the role of the Council Chair and Deputy Chair to speak to the submissions in person with support from relevant staff.

MOTION

1. **RECOMMENDS COUNCIL** adopts a new process for development and signout of Council submissions, as outlined in the 'Diagram for development of Council submissions' which forms part of this paper.

An amendment was moved by Co-Chair Hughey and seconded by Cr Clearwater. That point two (2) and point three (3) be added to the above motion, ie:

2. The Committee agrees that paragraph 8 on page 23 and the risk identified in paragraph 10(a) on page 24 be removed when this report is brought to the Council for discussion and possible approval
3. That the Council's process be that the Chair and Deputy Chair speak to any submissions before Select Committees or otherwise.

The amendment was CARRIED

This became part of the substantive motion.

RESOLVED

That the Regional and Strategic Leadership Committee:

1. **RECOMMENDS COUNCIL** adopts a new process for development and signout of Council submissions, as outlined in the 'Diagram for development of Council submissions' which forms part of this paper

2. The Committee agrees that paragraph 8 on page 23 and the risk identified in paragraph 10(a) on page 24 be removed when this report is brought to the Council for discussion and possible approval
3. That the Council's process be that the Chair and Deputy Chair speak to any submissions before Select Committees or otherwise.

Cr Clearwater/Co-Chair Hughey
CARRIED

6.3. Verbal Councillor updates

Refer page 25 – Regional and Strategic Leadership agenda

Presented by: General Counsel.

Committee members were reminded that the Verbal Councillor Updates report was left on the table at the Committee meeting on Thursday, 29 July 2021. The report was not to be considered further by the Committee.

RESOLVED

That the Regional and Strategic Leadership Committee:

1. notes that the 'Verbal Councillor Updates' item was not considered at the 29 July 2021 meeting of the Regional and Strategic Leadership Committee and that the Committee resolved that the item be held over for consideration at the Committee's next meeting
2. resolves that the item should not be considered further and that no further action on this item is required.

Cr Edge/Tumu Taiao Cranwell
CARRIED

7. Information Items

7.1. Engagement solutions progress update

Refer page 26 – Regional and Strategic Leadership agenda

Presented by: Director Communications and Engagement.

Staff provided an overview of work completed to develop the new Engagement, Significance and Māori Engagement Participation Policy. This work has included working with internal engagement practitioners and looking at case studies in New Zealand and Australia to increase Environment Canterbury's kete of tools. Staff reminded Committee members of the Committee's Terms of Reference which includes oversight of the Council's engagement with the community. Engagement training will start in a couple of weeks and will be rolled out across the organisation after that.

RESOLVED

That the Regional and Strategic Leadership Committee:

1. notes the report updating the Regional and Strategic Leadership Committee on actions underway to support the implementation of the Engagement, Significance and Māori Participation Policy, and to progress the associated Levels of Service.

Tumu Taiao Cranwell/Cr Southworth

CARRIED

8. Notices of Motion

There were no notices of motion.

9. Extraordinary and urgent business

There was no extraordinary or urgent business.

10. Next meeting

Thursday, 4 November 2021.


11. Closure

The meeting closed at 11.31am.

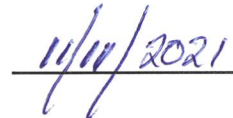
Karakia: Cr Pauling.

CONFIRMED

Co-Chair



Date



Co-Chair



Date