

Elected Member development

Meeting: Remuneration and Development Committee
Date of meeting: 18 February 2020
Reporting officer: Jason Marris, GM Engagement and Transformation

Purpose/Ngā whāinga

To update on individual and collective elected member development plans for 2019/20.

Executive summary/Whakarāpopototanga

Elected member induction and development is key to a successful and effective governance model. This report seeks feedback from the committee on topics for the elected member development days. It also seeks delegation to the Mayor and Deputy Mayor to approve elected member development plans for the remainder of this financial year in line with available budget.

Recommendation/Ngā tūtohunga

That the Remuneration and Development Committee:

- Provides feedback on content for the scheduled elected member development days
- Delegates to the Mayor (for Councillors) and the Deputy Mayor (for the Mayor) the authority to confirm development plans for the remainder of the 2019/20 financial year in line with available budget.

Context/Horopaki

The Remuneration and Development Committee has responsibility to oversee any development needs for elected members and agree annual training plans, within budget. This report discusses both the collective learning for elected members, and individual training plans. For context, Figure 1, below, provides an overview of the programme.

Figure 1 – Overview of elected member induction

PHASE 1 - Foundation

October to December

The essentials - what elected members need to become effective quickly

- Legislative briefing
- Briefing to incoming council
- LGNZ Elected member guidebook
- LGNZ Councillor induction day
- LGNZ Mayors induction
- LGNZ digital modules
- Elected member retreat
- Standing orders training
- Priority business e.g. Annual plan
- Setting and understanding KDC governance framework
- Briefing fundamentals e.g. Civil Defence, Health and Safety

PHASE 2 - Build

February to June

Continuing to build capability, knowledge, relationships and the work ahead

- Individual and collective elected member learning needs
- The term ahead and the LTP
- Te Ao Māori
- Understanding the District (visit key projects)
- Relationship building (Iwi, community groups, business)
- Development days

PHASE 3 - Cement

July onwards

Ensuring knowledge is applied, any gaps are filled, development opportunities reviewed and revisited

- Individual and collective elected member learning programme (three years)
- Council review sessions scheduled to assess progress
- Development gaps are filled
- Mid-term retreat

Discussion/Ngā kōrerorero

Collective learning

Since the election, the focus has been on collective learning with the elected member induction programme, which will continue this year.

As part of the induction work, Council approved specific elected member development days which have been scheduled, provided in Table 1, below.

Table 1 – Elected member development days: schedule and draft topics

Date	Draft topic(s)
12 February	▪ Strategic planning day
18 March	▪ District bus trip
20 May	▪ Health and Safety governance responsibilities ▪ Other topics
22 July	▪ tba
23 September	▪ tba
18 November	▪ tba

Two dates, 12 February and 18 March are confirmed and are based on previous elected member feedback. The Health and Safety governance responsibilities session on 20 May will take approximately two hours, so there is space for other topics on that day.

To ensure that future development days are targeted to collective learning needs, feedback from the committee on possible topics will be valuable to ensure an effective programme.

Individual learning

Part of an elected members' journey is to ensure that any individual training gaps are identified, and filled, if possible. As part of the Local Government New Zealand (LGNZ) induction day held in November 2019, councillors were asked to identify development gaps in knowledge that can be used to build individual development plans.

Ideas were received from the Mayor, Councillors Del la Varis-Woodcock, Wilson-Collins and Vincent, summarised in Table 2, below. Topics put forward that are covered by the digital induction series provided as part of the induction programme have not been included in the ideas. The digital series provided to elected members covers the following topics:

- Governance 101
- Strategic thinking
- Cultural awareness
- Standing orders
- Ethics, values, integrity and trust
- Political acumen
- Quality decision-making
- Conflict of interest
- Asset management and infrastructure
- Financial decision-making and transparency

Table 2 – Elected member development ideas

Elected member	Topic
Mayor Dr. Smith	▪ Media training
Councillor Del la Varis-Woodcock	▪ Workshops provided by Institute of Directors (IOD). The Councillor is a self-funded member ▪ Additional LGNZ workshops <ul style="list-style-type: none"> – RMA the dark art of town planning – Media training for modern leaders
Councillor Wilson-Collins	▪ Knowledge of our local government sector

Councillor Vincent	▪ Financial literacy
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Development plans FY2019/20

Elected members have only been performing their roles and responsibilities in this term, since October 2019. There is still some work to do to identify and plan for individual training needs, recognising that for some, it would be valuable for more time in the role to identify further opportunities. For those ideas put forward already, it is important to have a path available for them to be progressed, noting that the committee only meets quarterly (the next meeting is 13 May).

This report recommends that delegation be provided to the Mayor (for Councillors), and the Deputy Mayor (for the Mayor), to approve the respective development plans for the remainder of financial year 2019/20. These approval levels are the same as provided in the elected members expense and recovery of expenses and sensitive expenditure policies, which cover this expenditure.

The vast bulk of budget available for this year has been focussed on the collective induction programme for elected members, with some costs still to be realised. This delegation would allow the Mayor and Deputy Mayor to work with staff to remain within budget and prioritise spending to need.

Development plans for the next financial year can be provided to future Remuneration and Development Committee meetings.

Options

Option 1

Approve the delegation to the Mayor and Deputy Mayor. This is the recommended option and would provide the ability for the Mayor and Deputy Mayor to work with elected members and staff (around budget), and allow for some development to occur in this financial year.

Option 2

Do not approve the delegation. This would delay development opportunities with the need for the Remuneration and Development Committee to make all decisions. The committee next meets in May.

Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda publication on the website.

Next steps/E whaiake nei

Staff will work with the Mayor and Deputy Mayor to finalise elected member development plans for the remainder of this FY, in line with available budget.

Staff will also continue to work with elected members to identify training opportunities for the next financial year.