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Report to Policy & Finance Committee
From Ted Maguire, Council Secretary

Year 2002 Meeting Programme

1. Purpose

To consider a meeting programme for the Year 2002.

2. Background and Comment

- (1) Attached (**Attachment 1**) for consideration of the Committee and recommendation to Council is a revised draft meeting timetable for the Year 2002. A draft was circulated in the Information Bulletin of 30 November for input from Councillors. Some changes have been made to take account of comments received.
- (2) The programme is generally based on a six week meeting cycle as previously agreed by Council.
- (3) The early part of the year includes special meetings for consideration of the 2002 update of the Council's 10 Year Plan and for the 2002/2003 Annual Plan. Further special meetings to finalise the Plan are scheduled for during June.
- (4) There will no doubt be a need for Special Meetings as the year proceeds, particularly to consider legislative proposals, given the number that are being worked through by Government at the present time.
- (5) Several dates for workshops are included. The subject matter for some of these has already been identified. In other cases, dates have been simply reserved. If no particular need arises, the workshops will not be proceeded with. No doubt there will be a need for additional workshops on other dates. These will be arranged as required.
- (6) Also shown, for information, are prepared dates for meetings of Council-owned companies and various other known external meetings that are likely to involve Councillors as well as planned dates for management meetings. Dates for some other meetings that will involve our Councillors are not known yet.
- (7) Also shown are provisional dates advised for meetings of the Capital and Coast District Health Board of which Crs Aitken and Turver are elected members. The Board has traditionally met on Tuesdays. Some rearrangements have been made to our traditional programme to avoid clashes with Board meetings. It

has been suggested that the Board consider meeting on days other than a Tuesday (e.g. a Monday or a Wednesday). I await further information from the Board and may need to table a further draft of the programme prior to the Policy and Finance Committee meeting.

3. *Communications*

In accordance with legislation, public notice of formal meetings will be given at the appropriate time.

4. **Recommendations**

That the Committee:

- (1) **Receive** the report and note the contents.
- (2) **Recommend** that Council adopt the proposed programme of meetings for Council and Committees for the Year 2002.

TED MAGUIRE
Council Secretary

Attachment 1: Timetable