

COMMUNITY OUTCOMES BAY OF PLENTY (COBoP)
UPDATE FROM THE STEERING GROUP: 31 OCTOBER 2008

COBoP STEERING GROUP

The **Steering Group** is elected for a two year period and the current Group will be in place through to 30 June 2010. It comprises eight members, seven of whom are nominated by members of the wider Plenary Group* and one ongoing representative from DIA's Interface team, BoP.

*The **Plenary Group** comprises Chief Executives and Regional Managers of all signatory agencies, currently including all nine local government and 22 central government agencies.

Each Steering Group member has specific representation responsibilities, as outlined below:

<u>Name</u>	<u>Representing</u>
Stephen Town, Tauranga City Council	Local Government (city) - CHAIR
Vaughan Payne, Opotiki District Council	Local Government (district)
Mary-Anne MacLeod, Environment BoP	Local Government (regional)
Wally Tangohau, TPK	Cultural Wellbeing cluster
Lionel Crawley, NZTE	Economic Wellbeing cluster
Henry Weston, DoC	Environmental Wellbeing cluster
Graeme Carruthers, MSD	Social Wellbeing cluster
Barbara MacLennan, DIA	Local / central government interface

Chair of the Steering Group

We agreed that we needed to have a Chair, and that one of the three local government representatives on the Steering Group should take up this role because the network is about better delivering on local community outcomes.

We have appointed **Stephen Town** to this role. Stephen will retain this role for the duration of this Steering Group, i.e. until 30 June 2010.

The **role** of the Chair is:

To be a

- Key contact on behalf of the COBoP Steering Group for external stakeholders
- Key conduit to DPMC and central government (when they aren't working through a specific department)
- Spokesperson for the Steering Group and the COBoP network, as agreed by the Steering Group

To provide

- Guidance to the Strategic Broker and DIA to ensure COBoP operates efficiently
- Leadership of the Steering Group and the COBoP network when needed

And to take responsibility for

- Liaising with the strategic broker re: Steering Group and Plenary agendas
- Employment arrangements for the strategic broker role (on contract or as an employee of the Chair's organisation, so this will move organisation when the Chair changes).

WHAT'S BEEN HAPPENING LATELY

Social Wellbeing and Economic Wellbeing Clusters

Both the Social Wellbeing Cluster (led by Geoff Williams at the time, now led by Graeme Carruthers, MSD) and the Economic Wellbeing Cluster (led by Lionel Crawley, NZTE) met after the first Plenary meeting on 1st August.

Minutes of these meetings are available from the Cluster leaders or from Barbara MacLennan.

Environmental Wellbeing and Cultural Wellbeing Clusters

The Environmental Wellbeing Cluster (led by Henry Weston, DoC) and the Cultural Wellbeing Cluster (led by Wally Tangohau, TPK) aren't formally meeting at this stage.

DoC and E.BOP are currently doing some initial work together around improving environmental wellbeing in the region's community before starting any wider work under the COBoP network umbrella.

Community Outcomes Processes Cluster

The Community Outcomes Processes Cluster has not yet met. It will await direction from local government Chief Executives' initial discussions on 31st October in regard to how community outcomes processes are to be managed and coordinated this time round. Most sets of community outcomes must be reviewed between 2009 and 2011.

Proposed Deputy Secretaries' visit

At the 1st August Plenary meeting the offer was made by Mark Dacombe, Department of Prime Minister and Cabinet, to work with DIA to arrange a meeting between COBoP and relevant central government Deputy Secretaries.

The visit is tentatively scheduled for late February - early March 2009 and is anticipated to be the start of ongoing engagement over a few key issues that some central government policy input would help to resolve.

It is anticipated that the first visit will combine office-based meetings with site visits around the region. The 31st October Plenary meeting will focus on further refining the key issues to enable preparatory information to be developed.

2009 SCHEDULE OF COBoP MEETINGS

We are in the process of setting next year's meeting dates for the Steering Group, Plenary (and some of the clusters). In November we will circulate the schedule to enable you to diary all relevant meetings.

There will be two half day Plenary meetings, followed by cluster meetings in the afternoons, and four Steering Group meetings scheduled for the year. Additional meetings may be required and will be scheduled as the need arises.

COBoP STRUCTURE

Form and Functions document

Thanks to everyone who gave us feedback on the first draft of the 'COBoP Form and Functions' document, which was circulated to all signatory agencies after the last Plenary meeting on 1st August. We have incorporated the feedback into the document and the process we intend to follow from here is:

- Merge the 'Form and Functions' document with the 'Terms of Reference' document.
- Circulate this as a final draft 'COBoP Form and Functions' document to all signatory agencies, via the Plenary Group, for feedback - *November 2008*.
- Incorporate round two of feedback and finalise the 'COBoP Form and Functions' document, then circulate to all signatory agencies for re-commitment - *December 2008 / January 2009*.
 - As part of this step, we will seek indications of further commitments for funding for next financial year, July 2009 - June 2010. This is to provide some level of security for resourcing of the network into the future.

Cluster leadership and membership, and responsibilities

Each of the four central government Steering Group wellbeing cluster representatives is responsible for leading, or sponsoring, that cluster.

The three local government representatives are jointly responsible for sponsoring the Community Outcomes Processes cluster, which is to be led by local government.

Important note

While the four wellbeing clusters (and any projects under each) are led by central government and the Community Outcomes Processes cluster (and any projects or workstreams under it) is led by local government,

membership of any cluster (and projects under it) must remain open to all signatory agencies.

It is vital for the successful operation of the network that information flows and opportunities to participate remain open to the widest possible audience within the network.

COBoP BUDGET 2008/09

We went back to the signatory agencies that had earlier signalled their intention to contribute funding for 2008/09 to firm up these commitments.

The total available funding for 2008/09 is **\$80,300** (made up of \$64,000 new funding plus \$16,300 brought forward from last year).

Rotorua District Council has generously agreed to look after the COBoP financials from now on. We would like to extend a big "thank you" to Environment Bay of Plenty for undertaking this role to date.

RDC will invoice relevant agencies for their current year contribution, and to transfer the brought forward balance from E.BOP, in **November 2008**.

COBoP COMMUNICATIONS

Communications plan

We are currently developing a communications plan that will clarify how and when communication flows are to happen, both within the network and from the network to a wider audience.

Key aspects that will be addressed include:

- Communication forms (including website options)
- Communication pathways (within and between member organisations and clusters, Plenary and the Steering Group; as well as with wider audiences)
- Resourcing required to deliver the plan (largely determined by the previous two points).

How communications will work until then

Until the communications plan is finalised, communication responsibilities are as outlined below:

Outward communication flows

- **Steering Group members** are responsible for ensuring their networks (i.e. Clusters they lead, other local government Chief Executives) are kept informed about Steering Group activity.
- **The Strategic Broker** (currently Barbara MacLennan) is responsible for circulating Steering Group minutes, and Cluster and Plenary minutes, agendas and other information to the Plenary Group. This role is also responsible for managing external communications.
- **All members of the Plenary Group** are responsible for keeping their own staff informed about Cluster, Plenary and Steering Group activity.
(This is important, there is no other link to staff not involved in cluster groups / projects).

Inward communication flows

- **Cluster project/workstream leaders** are responsible for keeping their cluster group leaders informed about their activities.
- **Cluster Group leaders/sponsors** (who are all Steering Group members) are responsible for keeping the Steering Group informed about activity within the cluster, including any projects or workstreams under it.

COBoP SUPPORT

The intention is to appoint a Strategic Broker role in the March - June period next year.

This role is the key support role for the network and is currently being scoped. Thinking at this stage is that it may be a part-time contracted role. It will report to the Steering Group and technically be employed (contracted) by the Chair's organisation. It will have responsibility for ensuring other support requirements, e.g. communications and administrative support, are resourced and delivered.

- Barbara MacLennan, DIA, will continue to provide the Strategic Broker role until an appointment is made.
- Tauranga City Council is providing back-up support for Barbara for this period, via Anne O'Malley.
- Rotorua District Council, in addition to provision of budget management services, is hosting Steering Group and Plenary meetings.