

MEETING AND GOVERNANCE SOLUTIONS



New Governance Professionals Introductory Course Wellington Tuesday 10 and Wednesday 11 March 2020



Meeting and Governance
Solutions Limited

1. Background

Committee Advisors play an integral part in supporting the governance systems, processes and elected representatives within the local government sector.

This role is a highly professional role requiring skills and knowledge to enable elected members to make good decisions in a framework that complies with legislation and good practice.

This two-day introductory course for people new to the role will provide all the core elements of knowledge that a new Committee Advisor will need to undertake the role in their initial stages of development.

2. Meeting and Governance Solutions Limited

MAGS is a company with extensive experience in working with governance and management groups of organisations to develop capability in report writing, meeting management, effective governance, strategic planning and organisational design and development.

Vern Walsh and Steve McDowell are the principals of the company and have experience of both governance and management roles in organisations.

Vern and Steve have chaired boards, undertaken mediation, designed and delivered training on effective governance to elected members and to the management teams that support the political side of the council. The following areas of work that MAGS has been involved in are relevant to governance support:

- Standing Orders training and advice
- Chairing and meeting participation coaching and mentoring
- Analysing meeting performance and developing improvement strategies
- Understanding the process for making good decisions
- Training and coaching to increase elected member effectiveness
- Meeting and workshop facilitation
- Governance and management roles and responsibilities workshop
- Governance support staff training and development
- Report writer training

3. Workshop Outcomes

This workshop delivers the following outcomes:

- Knowledge of the core role and responsibilities of a Committee Advisor
- Understanding of legislation that is relevant to the role
- Practical application of Standing Orders
- Techniques to enable effective relationships with elected representatives to be established
- Knowledge of the requirements for minute taking
- Overview of the types of hearings that a Committee Advisor may be involved in

The workshop comprises a mix of presentations, discussion and practical application.

4. Course Details

This two-day course will be held as follows:

Day One – Tuesday 10 March 2020

9:15 AM – 4:30 PM

Day Two – Wednesday 11 March 2020

8:30 AM – 3:00 PM

Venue – Meeting Room Two, West Plaza Hotel, Wakefield Street, Wellington

Accommodation – is available at West Plaza. A fixed discount rate of \$165.00 room only and \$190.00 bed & breakfast (including GST) is available through the hotel. Please quote number 454668 when booking. Phone the hotel on 0800 731 444

Registrations close on Monday 2 March 2020

Course fee – \$900.00 plus GST \$135.00 = \$1035.00

5. Who should attend?

- Staff new to the role of a Governance Professional / Committee Advisor
- Governance Professional / Committee Advisor staff wanting a refresher
- Staff currently in departments considering a career change to the governance support area

6. Workshop Programme Outline

Day One

915am Registration

930am Introduction and opening remarks

950am Local Government System and Legislation

- Council functions and roles
- Organisations relevant to Local Government
- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987
- Local Electoral Act 2001

1100am Morning Tea

1120am Agenda and Meeting Management

- Managing the agenda process and post meeting actions
- Managing late reports
- Meeting protocols
- Working with a Chairperson
- How a formal meeting operates

1230pm Lunch

100pm Managing a Range of Situations with Elected Members – Tactics and Tips

- Understanding the challenges, expectations and behaviours of elected members
- Interacting with elected members
- Supporting the Chairperson during a meeting
- Managing personalities and poor behaviour

300pm Afternoon Tea

320pm Conflicts of Interest – Elected Members

What are they? Where do you fit in the process? What advice, if any, can you provide?
Local Authorities (Members Interests') Act 1968

415pm Close

Day Two

830am Introduction and opening remarks

840am Policies and Strategies

- Overview of key policies and strategies
- Your role in the development and review of policies and strategies

900am Hearings - Principles and Role of Governance Professional

- Principles
- Role of the governance professional
- Types of hearings

930am Taking Notes, Creating Minutes

- The “essentials” of minute taking
- Minute taking exercises

1030am Morning Tea

1050am Taking Notes, Creating Minutes – Continued

1200pm Standing Orders

- Overview
- Scenarios for key Standing Orders

1245pm Lunch

115pm Standing Orders – Continued

245pm Workshop Summary

300pm Close

8. Meeting and Governance Solutions Contact Details

Steve McDowell	Mobile 027 6273606
Vern Walsh	Mobile 021 770283
Email	info@meetinggovernance.co.nz
Web Page	www.meetinggovernance.co.nz