

MEETING AND GOVERNANCE SOLUTIONS



Standing Orders Workshop Tuesday 21 April 2020



**Meeting and Governance
Solutions Limited**

1. Background

Standing Orders are part and parcel of all formal meetings in local government whether of the Council, Committee or Community Board. Elected Members should be familiar with Standing Orders to participate effectively in meetings. The staff that support meetings of the Council, Committees and Community Boards provide advice on Standing Orders to elected members in the political meeting environment.

This workshop will also be of interest to reporting staff and senior staff that support political meetings.

This is an opportunity to explore the “ins and outs” of Standing Orders and to hear about recent updates that have come from recent reviews of Standing Orders.

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 effective meetings:

- 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
- Taking notes at meetings and creating minutes.

3. Workshop Outcomes

This workshop delivers the following outcomes:

- Knowledge of what Standing Orders are and how they are applied
- Up to date information of recent changes to Standing Orders
- Information on the legal standing of Standing Orders and why they are used
- Using “real life” examples of where Standing Orders can help (or hinder) political meetings
- The practical use of Standing Orders to facilitate good decision-making and effective and efficient meetings.

On completion of this workshop, attendees will:

- Understand why Standing Orders exist
- Have gained skills and processes for applying Standing Orders in a meeting environment
- Understand key Standing Orders which will make meetings more efficient and effective
- Staff will have improved confidence in communicating with elected representatives and providing advice on Standing Orders during meetings.

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

4. Course Details

Time: 9.15am – 3.15pm (course proper starts at 930am)

Date: Tuesday 21 April 2020

Venue: West Plaza Hotel
Wakefield Street, Wellington

Catering: Morning tea and lunch will be provided

Registration: Refer separate registration form

Course fee: \$550.00 + GST per person (\$632.50 including GST)

Registrations close on **Friday 10 April 2020**

5. Who should attend?

- Elected members
- Chairs of meetings
- Governance Professionals / Committee Advisors
- Managers that support political meetings
- Executive Assistants / Personal Assistants
- Report writers that present to meetings

6. Workshop Programme

9.15am	Registration, tea and coffee
9.30am	Welcome, introductions, overview
9.45am	Session One – Foundations Roles and responsibilities at meetings, the legal basis for Standing Orders including the Local Government Act 2002, Local Government Official Information and Meetings Act 1987 and the Local Authorities (Members' Interests) Act 1968.
10.15am	Session Two – Meetings and Standing Orders How political meetings operate; reports, the agenda and what to expect in the minutes, public at meetings.
11.00am	Break
11.15am	Session Three – Standing Orders “Turning Theory into Practice” Presentation and interactive discussion on what Standing Orders are, how they are applied and what they contain. Using a range of practical application exercises and scenarios, an opportunity to develop skills on the application of Standing Orders and advising on their interpretation in the meeting environment.
12.30pm	Lunch
1.00pm	Session Three – Standing Orders “Turning Theory into Practice” Continued
3.00pm	Session Five – Summary and Conclusion
3.15pm	Workshop Close

7. Recent Testimonials for this course

“Guys were very informal and talked in words we could understand – laymen’s terms. Would recommend to anyone.” Min Johansen

“This type of training and its quality is very useful for Local Government Councils for both next and veteran elected members.” E. Giuzman

“Steve and Vern have a wonderful relationship that interacts really well with participants “ Craig Little

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