

Document Control	
Policy Title	Councillor Portfolio
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Responsible Directorate	OCEO
Responsible Position	Chief Executive Officer
Date Review Due	April 2024

Version	Council Meeting Date (Date of Adoption/Review)	Minute Number
V1.0	13 April 2016	M03/04/16
V2.0	27 May 2020	M10/05/20

1. Purpose

Assigning Councillors to Portfolios ensures:

- 1.1 The workload associated with being an elected member is shared across all Councillors;
- 1.2 The Councillor's individual skills, knowledge and background are utilised by linking them to an area of interest;
- 1.3 Residents can identify which Councillor(s) to approach according to the strategic issue at hand;
- 1.4 Informed discussion is generated by the whole of Council;
- 1.5 Councillors act as sounding boards for strategic issues and suggestions from senior officers, members of the public, and other Councillors relating to their portfolio; and
- 1.6 Councillors are seen to be reporting back to the community.

2. Scope

The portfolio system is a way of spreading responsibility and profile across all Councillors.

3. Related Legislation

Local Government Act 2009

4. Related Documents

NIL

5. Policy Statement

5.1 Objectives

- 5.1.1 Council will be better informed by the portfolio holder who will have a more intimate understanding of the portfolio's strategic activities and issues than Councillors generally.
- 5.1.2 The Portfolio Councillor(s) will be able to speak with knowledge on strategic matters and projects in his/her portfolio at Council meetings and publicly if requested to by the Mayor.
- 5.1.3 Councillors' individual skills, knowledge, background and specific area of interest are utilised.
- 5.1.4 Residents may identify which Councillor(s) to approach according to the strategic interest at hand.
- 5.1.5 The advantage from the Officer perspective is that the Portfolio Councillor(s) will be better able to represent and understand the topical or pending issues of the portfolio area.
- 5.1.6 By the Portfolio Councillors giving their (and hopefully Council's) views regarding issues, will assist the Officers in understanding the Council's preferences and direction.

5.2 Role of Portfolio Councillors

- 5.2.1 Portfolio Councillors will regularly meet with the relevant Directors (and senior management as deemed appropriate) to be informed on the topical issues, proposed legislative changes and industry and technology updates.
- 5.2.2 To be thoroughly familiar with the Corporate Plan, in particular the objectives and strategies for the activities within the portfolio.
- 5.2.3 To liaise with the community and attend meetings, forums etc as required with regard to their portfolio.
- 5.2.4 To liaise with other Portfolio Councillors regarding matters that may affect their portfolio areas.
- 5.2.5 To report half yearly to Council on relevant strategic activities within the portfolio.
- 5.2.6 Portfolio Councillors will not independently of Council set policy or direct Officers in carrying out their duties, including report preparation. Portfolio Councillors may discuss the proposed content of reports with Directors and senior Officers but the report preparation and content will always remain the Officers' responsibility. It is most important that reports presented to Council are written by Officers reflecting their professional judgement.
- 5.2.7 Conversely, Portfolio Councillors are not responsible for the operational performance or outcomes of the portfolio area.
- 5.2.8 The communication of information to Councillors in general should not change, with all Councillors being abreast of major controversial issues requiring all Councillors' knowledge for possible future Council action. Portfolio holders may advise what extra information should be communicated to Council.

5.3 Other

5.3.1 The Portfolios may from time to time be amended or reallocated by Council.

5.3.2 The Portfolio system does not diminish Councillors Statutory responsibilities under the *Local Government Act 2009* and other relevant legislation.

6. Review Trigger

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council
3. Periodic Review

7. Appendices

NIL