



**Far North  
District Council**



# **AGENDA**

## **Data Governance Subcommittee Meeting**

**Thursday, 12 September 2019**

**Time: 2.30 pm**  
**Location: Council Chamber**  
**Memorial Avenue**  
**Kaikohe**

**Membership:**

Cr John Vujcich  
Cr Dave Hookway  
Member Mike Edmonds  
Member Bruce Robertson  
Member William Taylor MBE  
Member Guy Du Toit  
Member Matt Bell



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**Far North District Council**  
**Data Governance Subcommittee Meeting**  
**will be held in the Council Chamber, Memorial Avenue, Kaikohe on:**  
**Thursday 12 September 2019 at 2.30 pm**

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**Order Of Business**

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## **1 APOLOGIES AND DECLARATIONS OF INTEREST**

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the subcommittee and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting, or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive Officer or the Team Leader Governance Support (preferably before the meeting).

It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

## **2 SPEAKERS**

There were no speakers scheduled at the time the agenda was printed.

### 3 REPORTS

#### 3.1 APPOINTMENT OF DATA GOVERNANCE SUBCOMMITTEE CHAIRPERSON

**File Number:** A2653920

**Author:** Aisha Huriwai, Team Leader Governance Support

**Authoriser:** William J Taylor MBE, General Manager - Corporate Services

#### PURPOSE OF THE REPORT

To appoint a chairperson for the Data Governance Subcommittee.

#### EXECUTIVE SUMMARY

- This is the first meeting of the Data Governance Subcommittee.
- This report provides for the Subcommittee to appoint a chairperson.

#### RECOMMENDATION

**That Mike Edmonds be appointed as the Chairperson for the Data Governance Subcommittee.**

#### 1) BACKGROUND

The Audit, Risk, and Finance Committee established a Subcommittee at a meeting held 30 May 2019. They then confirmed terms of reference for a Data Governance Subcommittee at a meeting held 25 July 2019.

Two informal sessions have been held. The first was an informal fact finding session and the second a workshop held 22 August 2019.

#### 2) DISCUSSION AND OPTIONS

While there is nothing specifically for the appointment of chairperson of a subcommittee, it is recommended that the subcommittee follow the provisions of Standing Orders 5.6 - Voting system for chairs, deputy Mayors and committee chairs.

The provision simply states the candidate will be elected or appointed if he or she received more votes than any other candidate. This system has the following characteristics:

- (a) There is only one round of voting; and
- (b) If two or more candidates tie for the most votes the tie is resolved by lot.

It is recommended, that in the absence of a Chairperson, the General Manager – Corporate Services (as the executive sponsor for the Data Governance Subcommittee), call for nominations and put the nomination to the vote.

#### Reason for the recommendation

At the 22 August 2019 workshop there was general agreement that the Subcommittee would be chaired by Kaikohe-Hokianga Community Board Chairperson Mike Edmonds.

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or need for budgetary provision.

#### ATTACHMENTS

Nil

**Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>Compliance requirement</b>	<b>Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance in terms of the Council's significance and engagement policy.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Standing Orders 5.6, cl 25 Schedule 7, Local Government Act 2002.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The Community Board views have not been sought as this does not impact individual communities.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications on Māori.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	The decisions of this report will only affect members of the subcommittee.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

### 3.2 FAR NORTH DISTRICT COUNCIL DATA GOVERNANCE

**File Number:** A2654119

**Author:** Aisha Huriwai, Team Leader Governance Support

**Authoriser:** William J Taylor MBE, General Manager - Corporate Services

#### PURPOSE OF THE REPORT

To provide an update on the informal progress made to date and seek direction for data governance at the Far North District Council in the future.

#### EXECUTIVE SUMMARY

- A Data Governance Subcommittee was formed by the Audit, Risk, and Finance Committee.
- Two meetings have been held, an informal meeting and a workshop.
- A vision, mission and overarching strategy have been developed for consideration as part of this report.
- A rough framework has been developed as a foundation for the data governance subcommittee to discuss at the meeting.
- The Subcommittee needs to make recommendation to the Audit, Risk, and Finance Committee to provide direction to the Chief Executive of a Data Governance Framework.

#### RECOMMENDATION

**That the Data Governance Subcommittee recommends to the Audit, Risk, and Finance Committee:**

**a) That the Chief Executive adopts the following vision, mission and strategy:**

**Vision:** 'To be a Council which is data driven and regard data as an enterprise asset, by having an effective and efficient data management environment, where our culture is - that data drives all decision making'.

**Mission:** 'We will be this by creating and implementing an effective data management framework, with robust standards, controls and procedures'.

**Strategy:** The data management framework will ensure that as an organisation we:

1. Provide assurance of data security and data quality.
2. Maximize the benefit generation of information.
3. Designate accountability for data quality.
4. Enable evidence-based policy development.
5. Increase consistency and confidence in decision making.
6. Provide consistency in reporting.
7. Enable evidence-based business cases and strategies.

**b) That the Chief Executive include overview of Data Governance in the committee/portfolio discussion in the new triennium. And explore options, including, but not limited to;**

1. overview of data governance in committee delegations,
2. a subcommittee dedicated to data governance, and or,
3. a data governance portfolio.



## 1) BACKGROUND

In March/April the Audit, Risk, and Finance Committee confirmed the top 12 risks to the Far North District Council. 'Decision Quality - Information Risks' was one of the 12 risks identified. This led to the Audit, Risk, and Finance Committee establishing a subcommittee at a meeting held 30 May 2019. At its next meeting held 25 July 2019 the Audit, Risk, and Finance Committee confirmed the terms of reference for the Data Governance Committee with a purpose to develop a clear understanding and definition of Data Governance at the Far North District Council and recommend direction to the Chief Executive Officer, through the Audit, Risk and Finance Committee, of a Far North District Council Data Governance Framework.

The objectives of the Subcommittee were to develop a shared vision and strategy for data governance through the establishment, with staff, of the Data Governance Framework, that addresses the following points, as an effective way of managing the risks identified with 'Decision Quality – Information Risks':

- Assurance of data security and data quality.
- Maximizing the benefit generation of information.
- Designating accountability for data quality.
- Enabling evidence-based policy development.
- Increasing consistency and confidence in decision making.
- Consistency in reporting.
- Enabling evidence-based business cases and strategies.

Two informal sessions have been held. The first was an informal fact finding session and the second a workshop. Significant progress was made these sessions and the members of the Subcommittee expressed satisfaction with the direction of data governance at the Far North District Council (FNDC), while at the same time, identifying opportunities for improvement.

## 2) DISCUSSION AND OPTIONS

Following the 22 August 2019 workshop staff developed the following vision, mission and overarching strategy for Data Governance at the Far North District Council for the Subcommittee to consider and recommend for adoption.

### Vision:

'To be a Council which is data driven and regard data as an enterprise asset, by having an effective and efficient data management environment, where our culture is - that data drives all decision making'.

### Mission:

'We will be this by creating and implementing an effective data management framework, with robust standards, controls and procedures'.

### Strategy:

The data management framework will ensure that as an organisation we:

- Provide assurance of data security and data quality.
- Maximize the benefit generation of information.
- Designate accountability for data quality.
- Enable evidence-based policy development.
- Increase consistency and confidence in decision making.
- Provide consistency in reporting.
- Enable evidence-based business cases and strategies.

Moving forward it is recognised that there is a role for elected members in data governance at the Far North District Council. To ensure this is included in the future governance structure, this report suggests that the Subcommittee recommend that the Chief Executive Officer include overview of data governance in the committee/portfolio discussion in the new triennium, and that the governance structure report explore options including, but not limited to;

- a) Overview of data governance in committee delegations,
- b) A dedicated data governance subcommittee, and or,
- c) A data governance portfolio.

If a dedicated Data Governance Subcommittee was established in the new triennium, the Subcommittee would consider a framework for creating and implementing policies and procedures to ensure data consistency, data standardization, and data use. This framework could include the following:

- i. The creation of a Data Governance Strategy for FNDC.
- ii. The creation of a Data Governance Steering Committee Charter.
- iii. A formal decision-making structure for data standardization and approval.
- iv. To provide an overview of the mechanism for communicating data initiatives across the organization.
- v. Identifying and defining best practices around data standardization.
- vi. The creation of a Data Governance Policy and Data Protection Policy.

#### **Reason for the recommendation**

To recommend direction to the Far North District Council Chief Executive of a data governance framework.

### **3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

There is no need for budgetary provision in adopting the recommendations in this report.

In continuing to develop and implement a data governance framework provides opportunity for cost savings.

#### **ATTACHMENTS**

**Nil**

**Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>Compliance requirement</b>	<b>Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The report signals an intention to create policies and strategies to add input into future planning at the Far North District Council
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The community board views have not been sought as this is a district wide project.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications on Māori.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report has no implications on any particular persons.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

**4 MEETING CLOSE**