

	<b>Authorising Body</b>	Mayor/Council through Committee
	<b>Status</b>	Portfolio Chair
<b>COUNCIL PORTFOLIO</b>	<b>Title</b>	Eg Communications
	<b>Approval Date</b>	xxx
	<b>Responsible Officer</b>	Chief Executive
	<b>Committee that portfolio reports to</b>	Committee Name

<b>Objectives</b>	<p>The Portfolio Group (PG) is a non-decision making body that is designed to inform the Portfolio Holder. The strength of having bespoke portfolios is that they provide a mechanism for an elected member with a specific interest in a matter of high importance to Council to have a more intimate relationship on the subject matter and, importantly, be able to articulate the collective views of elected members and speak with some authority on the subject matter before Council. The PG provides a forum for an elected member having portfolio oversight responsibility, along with senior management and selected staff, to better understand the priorities, resourcing and funding of the portfolio activity. It also provides a forum for a discussion of “hot topics” along with enabling better communication and insight around political and operational imperatives. The PG Chair maintains an intimate overview of operations, but does not involve themselves in decisions of an operational nature, nor do they hold a decision-making role.</p>
<b>Purpose</b>	<p>To take a strategic and policy leadership role in their activity. The PG Chair will work in a collaborative manner with other key stakeholders, and council officers, to achieve the portfolio objectives outlined above.</p>
<b>Membership</b>	<p>The membership of the <b>Title</b> PG is:</p> <ol style="list-style-type: none"> <li>1. Councillor <b>Name</b> (Chair)</li> <li>2. <b>Relevant General Manager or Manager name &amp; Title</b></li> <li>3. Mayor, Chief Executive Officer and Council officers as deemed appropriate</li> <li>4. Relevant general managers and subject matter experts by invitation.</li> </ol> <p>It is anticipated that, at times, guidance or direction may be required from areas of the business such as Finance, Legal, Property or other subject matter experts.</p>

<p><b>Frequency of Meetings</b></p>	<p>The PG Chair and <i>Manager or General Manager name from 2 above</i> to meet on a monthly basis or as priority indicates.</p> <p>The PG Chair, in discussion with the <i>Manager or General Manager name from 2 above</i>, will invite others as necessary to these meetings.</p> <p>Meetings will be scheduled in advance to ensure availability of PG members.</p>
<p><b>Quorum</b></p>	<p>The essential members of this portfolio are the Portfolio Holder and the <i>Manager or General Manager name from 2 above</i>.</p> <p>Engagement by teleconference is acceptable.</p>
<p><b>Agenda</b></p>	<p>An initial agenda is detailed below. Items can be added and/or substituted as agreed by the PG. Minutes are optional.</p> <ol style="list-style-type: none"> <li>1. Apologies</li> <li>2. Previous Minutes (optional)</li> <li>3. Actions from Previous Minutes</li> <li>4. Issues Health &amp; Safety</li> <li>5. Portfolio Priorities</li> <li>6. Portfolio Updates</li> <li>7. Other Business</li> </ol> <p>Where a report is appropriate to the agenda item to be discussed, the report will be circulated ahead of the meeting to enable appropriate time for review and comment.</p>
<p><b>Chair - Key responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Ensure all meetings of the PG are effective and productive.</li> <li>• Ensure that the PG Terms of Reference are applied.</li> <li>• Provide political guidance to the PG.</li> <li>• Ensure that PG meetings are scheduled, minutes are recorded (optional) and circulated to PG members (this may be delegated to a PG Secretary).</li> <li>• The Chair may temporarily delegate elements of this role.</li> <li>• Ensure progress is made towards the Council's strategic priorities and projects within their portfolio responsibility.</li> <li>• Play a strategic and policy leadership role in their area of responsibility assisting the Council to meet its strategic objectives.</li> <li>• Enhance relationships with key stakeholders.</li> <li>• Under the direction of the Mayor, act as the Council's spokesperson and point of contact for those activities within their portfolio responsibility.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work at a high level with Council officers, within their area of portfolio interest, in conjunction with the assigned general manager.</li> <li>• Attend any advisory groups or external appointments as required and ensure an alternate is available if they cannot attend relevant conferences/seminars, meetings, projects and activities.</li> <li>• As far as possible, and at the direction of the Mayor, attend Council launches of new activities and projects in their area of responsibility.</li> <li>• Ensure Council’s advisory groups have effective input into their portfolio area of responsibility.</li> <li>• Meet regularly with the Mayor, Deputy Mayor, Chief Executive, Chairs and senior staff.</li> <li>• Keep the Mayor informed of emerging issues.</li> <li>• Maintain a “no surprises” approach for elected members and staff.</li> <li>• Participate in local consultative arrangements and actively engage in communication in dialogue with any bodies and organisations involved in portfolio issues</li> <li>• To ensure the identification of risk in any project the council undertakes within the portfolios area of responsibility</li> </ul>
<p><b>Management Support</b></p>	<p>In establishing the portfolio, Council management will provide the following support:</p> <ul style="list-style-type: none"> <li>• Access to appropriate technical expertise</li> <li>• Regular performance updates</li> <li>• Provision of emerging best practice</li> <li>• Advise on legislative changes affecting the portfolio</li> <li>• Regular meetings</li> </ul>
<p><b>Media &amp; Publicity</b></p>	<p>The PG Chair will, at the direction of the Mayor and in conjunction with FNDC guidelines around publicity, undertake media duties as appropriate</p>
<p><b>Interface between the Chair of Committee and Portfolio Leader</b></p>	<p>The PG Chair will keep the Committee Chair informed of developments, trends and best practice in the portfolio’s responsibilities.</p> <p>The PG Chair will canvas the views of the Mayor and Councillors and share them with the General Manager responsible for supporting the portfolio.</p>

<b>General Manager / Manager (or Chief Executive) supporting the Portfolio</b>	<i>Name &amp; title</i>
<b>Minutes</b>	Actions will be minuted (optional) by a member of staff and circulated to all members of the PG and attendees. These should be treated as being confidential.
<b>Confidentiality &amp; Code of Conduct</b>	Members of the PG should note that items discussed at PG meetings may be commercially sensitive. Accordingly, Elected Members should not share the content of discussions or decisions made with any third party outside of Council. Similarly, Elected Members should be cognisant of material provided without necessary context if shared internally. Elected Members are to abide by the terms of their Code of Conduct.
<b>Expected term of the Portfolio</b>	7 May 2020 - 2022