

MEETING AND GOVERNANCE SOLUTIONS



Standing Orders workshop Thursday 25 October 2018 Palmerston North Brochure



Meeting and Governance
Solutions Limited

1. Background

Standing Orders are part and parcel of all formal meetings in local government whether Council, committee or Community Board. Being familiar with Standing Orders and being able to offer advice to elected members in the political meeting environment is a prerequisite for staff who attend and support elected members at meetings.

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.

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 report writing:

- 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 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
- Knowledge on using Standing Orders and providing technical advice in 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 some key Standing Orders which will make meetings more efficient and effective
- Have gained 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: Thursday 25 October 2018

Venue: Palmerston North City Council
32 The Square, Palmerston North

Catering: Morning tea and lunch will be provided

Registration: Refer separate registration form

Course fee: \$550 + GST per person

Registrations close on **Monday 15 October 2018**

5. Who should attend?

- Report writers
- Managers that support political meetings
- Executive Assistants / Personal Assistants
- Governance Professionals / Committee Advisors

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	Tea
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

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