

Terms of Reference

Efficiency Review Committee

Rationale

The Gisborne district has a rates affordability problem, notwithstanding the organisation's relatively good sector benchmark performance. Part of the solution is to reduce Council expenditure. The Committee's purpose is to investigate and report on measures that reduce costs and improve performance and services. Expenditure and income, as well as business and process efficiency within the organisation, will be investigated and reviewed as will any activity referred to the Committee by Council. The Committee will recommend change to other Committees or Council and will support management to implement changes which are within the scope of their roles and delegations.

Scope

- To identify, review and recommend action on expenditure – whether capital or operating – where costs can be saved without compromising levels of service
- To identify, review and recommend to the relevant Committee or Council changes to services where costs can be reduced by reducing levels of services
- To review business processes and practices, policies and procedures that are contributing to inefficiencies and unacceptable cost and to recommend action.
- To consider, in relation to the foregoing, such topics as –
 - vehicle fleet management
 - purchasing policies
 - shared services
 - approach to policy and regulation
 - decision making and consultation methods
 - service delivery method reviews
 - resourcing levels
 - contracts for service
 - project scoping
 - job costing/labour cost recovery
 - business processes
 - compliance tasks
 - debt management
 - support costs and allocation.
- To engage any stakeholders with a special interest in the work of the Committee
- To receive reports on any aspect of the Council's business relevant to the Committee's purpose
- To consider both income and expenditure items in relation to performance and efficiency
- To commission and receive reports on benchmarking, organisational efficiency, best practice procedures and methods for the internal operation of Council's work groups.

The Committee shall:

- Be serviced by the Group Manager Corporate Services, with the active support of the Chief Executive, other Group Managers and Finance Manager
- Have access to all Managers including activity managers
- Report regularly to the Finance & Monitoring Committee and to Council on the Committee's activities and recommendations
- Use internal resources for its works and existing budgets
- Maintain a record of its deliberations and decisions and comply with Standing Orders and the relevant provisions in the Local Government Official Information and Meetings Act
- Comply with the general provisions relating to the Committees as set out in the Gisborne District Council Delegations Manual
- Meet on a frequency agreed by the members.

Delegations

The Committee has delegated authority to:

- make recommendations to the Chief Executive, other Committees and the Council on any matter within the scope of its purpose (rationale).

Collaborations

The Committee will develop and maintain effective relations with its advisors and other Council committees and, where necessary,

- people who have a stake in the Committee's work
- Council's external advisors (legal, tax and audit).

Membership

The membership is appointed by resolution of Council. For the time being Councillors Cranston, Haisman, Seymour, Thomson and Wilson are the members. The quorum shall be three.

For clarity, staff servicing the Committee are not members.
