

AUDIT & RISK MANAGEMENT SUBCOMMITTEE

AGENDA

FRIDAY 1 MARCH 2013

AT 1PM

COMMITTEE ROOM 1, SECOND FLOOR, CIVIC OFFICES, 53 HEREFORD STREET

Subcommittee: Councillor Tim Carter (Chair)
Councillors Helen Broughton, Sally Buck, Ngaire Button, Jimmy Chen and Jamie Gough
and Messrs John Hooper and Michael Rondel.

General Manager
Corporate Services
Paul Anderson
Telephone: 941-8528

Committee Adviser
Rachael Brown
Telephone: 941-5249

PART A - MATTERS REQUIRING A COUNCIL DECISION

PART B - REPORTS FOR INFORMATION

PART C - DELEGATED DECISIONS

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1. APOLOGIES

Nil.

2. CONFIRMATION OF MINUTES – 28 NOVEMBER 2012

Attached.

It is recommended that the Subcommittee confirm the minutes of the meeting of 28 November 2012.

3. DEPUTATIONS BY APPOINTMENT

Nil.

CHRISTCHURCH CITY COUNCIL

MINUTES OF A MEETING OF THE AUDIT AND RISK MANAGEMENT SUBCOMMITTEE
HELD AT 1PM ON WEDNESDAY 28 NOVEMBER 2012

PRESENT: Councillor Tim Carter (Chair), Councillors Helen Broughton, Sally Buck (until 3pm), Jimmy Chen and Jamie Gough, Messrs. John Hooper and Michael Rondel.

IN ATTENDANCE: Julian Tan, Audit New Zealand
Murray Harrington, PricewaterhouseCoopers
Paul Anderson, General Manager Corporate Services
Alistair Harbrow Procurement & Purchasing Manager Corporate Services
Graeme Nicholas, Senior Auditor
Warren Brixton, Committee Adviser

1. APOLOGIES

Councillor Buck was not present for part of Clause 4.

2. CONFIRMATION OF MINUTES OF MEETING – 16 OCTOBER 2012

It was **resolved** on the motion of Councillor Chen, seconded by Councillor Broughton, that the open minutes of the meeting held on 16 October 2012 be confirmed, subject to the resolution to confirm the minutes being amended to "being recorded as the mover of the amendment that was lost".

3. DEPUTATIONS BY APPOINTMENT

Nil.

4. PROPOSED TERMS OF REFERENCE FOR THE AUDIT AND RISK MANAGEMENT SUBCOMMITTEE

It was **decided** on the motion of Councillor Carter, seconded by Councillor Broughton, that it is recommended to the Council that it:

- (a) Rescind the existing delegations to the Audit and Risk Management Subcommittee.
- (b) Adopt the Terms of Reference in **Appendix 1**.
- (c) Agree that Chair of the Audit & Risk Management Subcommittee be delegated the authority to sign off the Mayor's and the Chief Executive's Purchasing Cards (P Cards) in accordance with Audit New Zealand's previous recommendation.
- (d) Agree that the Audit & Risk Management Subcommittee meeting minutes, as a matter of practice, be forwarded to the Council, for adoption.

It was noted that for future Subcommittee meetings the Legal Services Manager will be asked to provide a verbal report covering any legal actions brought against the Council, as had been past practice.

In response to a question as to whether the Subcommittee had the resources necessary to deal with the extra responsibilities proposed through the adoption of the new Terms of Reference, the General Manager Corporate Services advised that the Corporate Support Unit Manager would prepare Risk Management reports for the Subcommittee based on the organisation's existing risk management framework and would attend future Subcommittee meetings.

28. 11. 2012

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5. RESOLUTION TO EXCLUDE THE PUBLIC

It was **resolved** on the motion of Councillor Chen, seconded by Councillor Gough, that the resolution to exclude the public set out on page 15 of the agenda be adopted.

CONFIRMED THIS 14TH DAY OF FEBRUARY 2013

COUNCILLOR CARTER (CHAIR)

unconfirmed

AUDIT AND RISK MANAGEMENT SUBCOMMITTEE 1. 3. 2013

4. COUNCIL PURCHASING CARD POLICY

General Manager responsible:	Paul Anderson, General Manager Corporate Services, DDI 941- 8528
Officer responsible:	Sue Chappell, Unit Manager Corporate Support
Author:	Sue Chappell, Unit Manager Corporate Support

PURPOSE OF REPORT

1. The purpose is to provide the Audit and Risk Management Subcommittee with a copy of the Christchurch City Council Purchasing Card (P-Card) Policy.

EXECUTIVE SUMMARY

Overview

2. It was resolved at the Subcommittee's meeting of 28 November 2012 that staff would provide a copy of the Council P-Card Policy.
3. This policy is attached as **Appendix 1**.

STAFF RECOMMENDATION

It is recommended that the Audit and Risk Subcommittee accept the P-Card Policy in Appendix 1.

Christchurch City Council Purchasing Card Policy

1. Policy Introduction

1.1 Purchasing Cards

The Christchurch City Council Purchasing Card (P Card) is issued to authorised Cardholders for purchasing low value goods and services on behalf of the Council.

The Council has implemented the use of P Cards with the objective of making it easier to do business through improved purchasing and approval procedures, thereby reducing the time and cost of acquiring goods and services.

1.2 Policy Purpose

This policy establishes the key principles and policies relating to the use of P Cards. The policy is supported by procedures and guidance available through the intranet. P-Card users are expected to understand this policy and to be familiar with all P-Card procedures and guidelines.

The policy is intended to provide a clear set of rules that must be followed when using a P Card, and to promote consistent management practices across the Council.

1.3 Policy Application

This policy applies equally to all holders of Council P Cards and designated approvers (generally Team Leaders and Managers) responsible for approving P Card transactions.

2. General Principles

2.1 Accountability and Transparency

The Council is accountable for the use of public money through all purchases, and must be able to give complete and accurate accounts of how public funds have been used.

2.2 Compliance with Policies

When using P Cards, Council staff must comply with all other relevant Council policies, including but not limited to the Council's procurement policy, catering and entertainment guidelines, reward and recognition guidelines, delegated financial authorities and the Employee Code of Conduct.

2.3 "One Up" Approval

All P Card transactions must be approved by a staff members one up Manager, or designated approver.

When two or more Council representatives benefit from the use of a P Card (e.g. at a social function or booking a conference), payment must be made using the P Card of the most senior person involved - this is to avoid self approvals.

2.3 Business Use and Personal Gain

Use of P Card's is limited to Business Use Only and must not be used for personal expenditure or benefit. Cardholders may not claim any personal benefits or rewards through use of P-Cards. This includes personal insurance or reward points of any description, including fly buys.

2.4 Personal Responsibility

Staff issued with PCards are personally responsible for the use of the card, and for complying with policies.

This includes circumstances which may arise where a Cardholder authorises someone else to use their card. Cardholders who allow this to happen do so entirely at their own risk. The Cardholder will be held personally accountable and responsible for all transactions on their card regardless of the circumstances.

3. Using the PCard

3.1 Appropriate Use

Cardholders must comply with the above principles, and may use P-Cards for the purchase of goods or services where:

- The purchase is for valid business purposes.
- The purchase is fit for purpose and represents value for money.
- No Council contract exists for the supply of the goods or services.
- The cardholder either is the budget-holder or has the budget-holder's permission to incur expense against that budget.

3.2 Transaction and Credit Limits

The transaction limit for Cardholders is \$ 1,150 (including GST) – this transaction limit cannot be exceeded. A single purchase must NOT be split into multiple transactions to stay within this limit.

Purchases exceeding \$1,150 need to be charged to a P Card with a higher transaction limit (e.g. Unit Manager).

The credit limit for Cardholders is \$5000 per month - Cardholders cannot spend over this monthly limit during each monthly billing and payment cycle.

General and Unit Managers have a credit limit of \$10,000 per month with no transaction limit.

Exceptions to these limits will be considered at the time of application for the P Card, on the approval of the applicable General Manager. An increase of an existing card limit may be requested by completing a new PCard application form.

3.3 Security

Care must be taken when using the internet to make a P Card purchase. Cardholders must use all reasonable care to prevent fraudulent use of Council P Cards. Cardholders must:

- Ensure any website used for purchasing is secure (https) and from a reputable source
- Not disclose credit card number and expiry dates over email
- Not disclose PIN number under any circumstances

Lost or stolen cards must be reported immediately to the BNZ and the PCard Administrator

Disputed transactions must be reported immediately to the PCard Administrator.

4. Administration and Approvals

4.1 General

The Council uses the online Spendvision system to track and manage PCard transactions.

4.2 Receipts

The Cardholder must retain a transaction receipt and a tax invoice for all purchases.

Cardholders must ensure that tax invoices include a GST number, the words "Tax Invoice" and details of the purchase.

4.3 Reconciliations

Purchases must be coded and verified by the Cardholder using Spendvision within 1 week of the statement period end date – this includes scanned images of all the tax invoices/receipts.

The coding of transactions may only be delegated when there are mitigating circumstances and with one up approval. The Cardholder remains responsible for the correct and timely coding and approval of their transactions.

4.4 Approvals

All transactions must be approved by the one up manager or the designated approver within two weeks of the statement period end date. The approver is accountable for validating that each transaction is legitimate and complies with Council policies.

5. Cardholder Responsibilities

5.1 General

The Cardholder is responsible for ensuring that the P Card is used in accordance with this policy and for complying with all associated procedures.

The Council may cancel the P Card at any time, and may require return of the card for any reason. Cardholders must hand their cards back to Council on request, or if they leave the organisation.

5.2 Misuse of PCards

Cardholders may be subject to disciplinary action and the Council may require reimbursement if the Cardholder:

- Acts fraudulently
- Fails to notify the BNZ and P Card Administrator immediately after knowing the card has been misplaced or stolen
- Fails to comply in any way with the P Card Policy
- Uses the P Card for personal gain
- Fails to ensure all reasonable measures of security are taken when using the card
- Fails to provide a receipt or tax invoice for any transaction

6. Advice and Support

Questions or notifications related to the use of P Cards, including online systems, policies and procedures are to be directed to the P Card Administrator.

AUDIT AND RISK MANAGEMENT SUBCOMMITTEE 1. 3. 2013

5. RISK MANAGEMENT FRAMEWORK REPORT

General Manager responsible:	Paul Anderson, General Manager Corporate Services, DDI 941- 8528
Officer responsible:	Sue Chappell, Unit Manager Corporate Support
Author:	Sue Chappell, Unit Manager Corporate Support

PURPOSE OF REPORT

1. The purpose of this report is to provide the Subcommittee with an update on the key corporate risks that the Council currently manages. This report will be provided on a six monthly basis.

EXECUTIVE SUMMARY

Overview

2. Prior to the earthquakes, the Council engaged PricewaterhouseCoopers to assist in the development of a Council Wide Risk Management Framework as part of an overall Internal Audit and Risk Management engagement. The resultant Risk Management Framework methodology (refer **Appendix A**) and the first report on risks was presented to the Audit and Risk Subcommittee on 1 June 2011.
3. As part of the ongoing process, new risks have been identified across all Council groups. These have been analysed, ranked and had controls or treatments identified and implemented. Ongoing risk levels are being monitored as part of a quarterly internal review.
4. The current key Corporate risks have been identified and reviewed by the Executive Team and are reported now to the Audit and Risk Subcommittee (refer **Appendix B**). These will continue to be reported on a six monthly basis.

Background

5. Risk Hierarchy Levels:

Risks are identified and managed at different levels in the organisation in line with the responsibilities, abilities and skills of staff, and the specific nature of many risks.

- I. Corporate Risk – Highest level covering risks for the entire organisation
 - II. Activity Risk – Considers risks from all perspectives of each activity performed
 - III. Specific Risks – Considers risks which relate to specific risks (eg infrastructure)
6. Corporate risks are identified and managed by senior management. The focus of these risks is likely to be on:
 - External influences affecting Council's service levels and effective operations
 - Risks that are common to more than one activity
 - Risks to Council's ability to meet service levels, react to emergencies, support the activities or projects of the Council
 - The most critical activities and specific risks
 7. Corporate risks will also summarise or combine a number of Activity or Specific risks (e.g. inadequate project management resource). These risks can be evaluated for each activity and the combined results used to form a corporate risk view.

STAFF RECOMMENDATION

That the Subcommittee receive the report.

Appendix A

Methodology Followed

1. Definitions

Definition of key terms

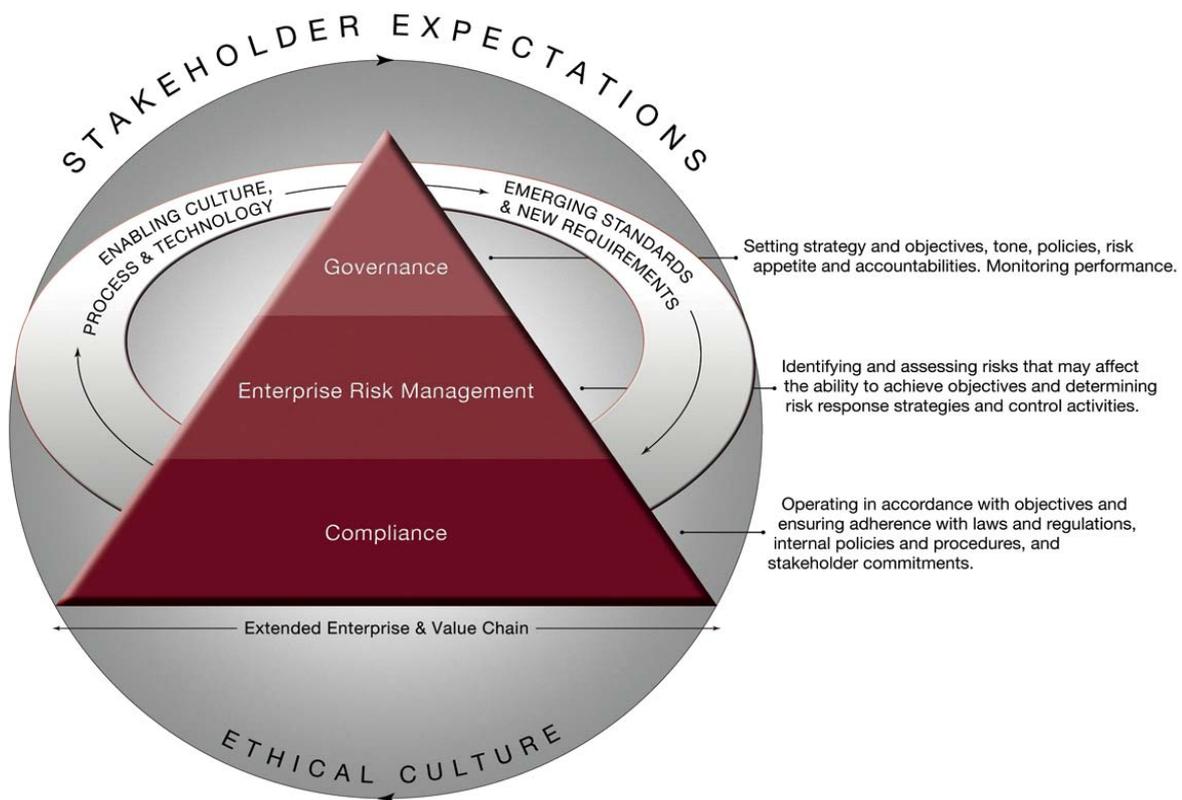
The following definitions are used:

- **Council Objective** – an organisational goal (for example those included in LTP or Plan on a Page or regulatory set objectives)
- **Risk** – threat or enabler to the achievement of a Council objective
- **Control** – any process or tool that assists in the achievement of an objective
- **Gap** – any gap between the desired and existing activity
- **Net Risk** – the impact and likelihood of a risk, taking into account existing controls

2. Tools used to facilitate Risk Identification

A) The Governance, Risk and Compliance Model

This model will be presented at the workshop as a tool for framing further discussions around Risks and the purpose of Risk Management. In moving towards an effective Risk Management process, the model illustrates three key activities and the surrounding cultural, technology and emerging requirements expected of stakeholders – applicable to an organisation such as the Council. We have tailored a model for CCC during the course of this review (see section 4).

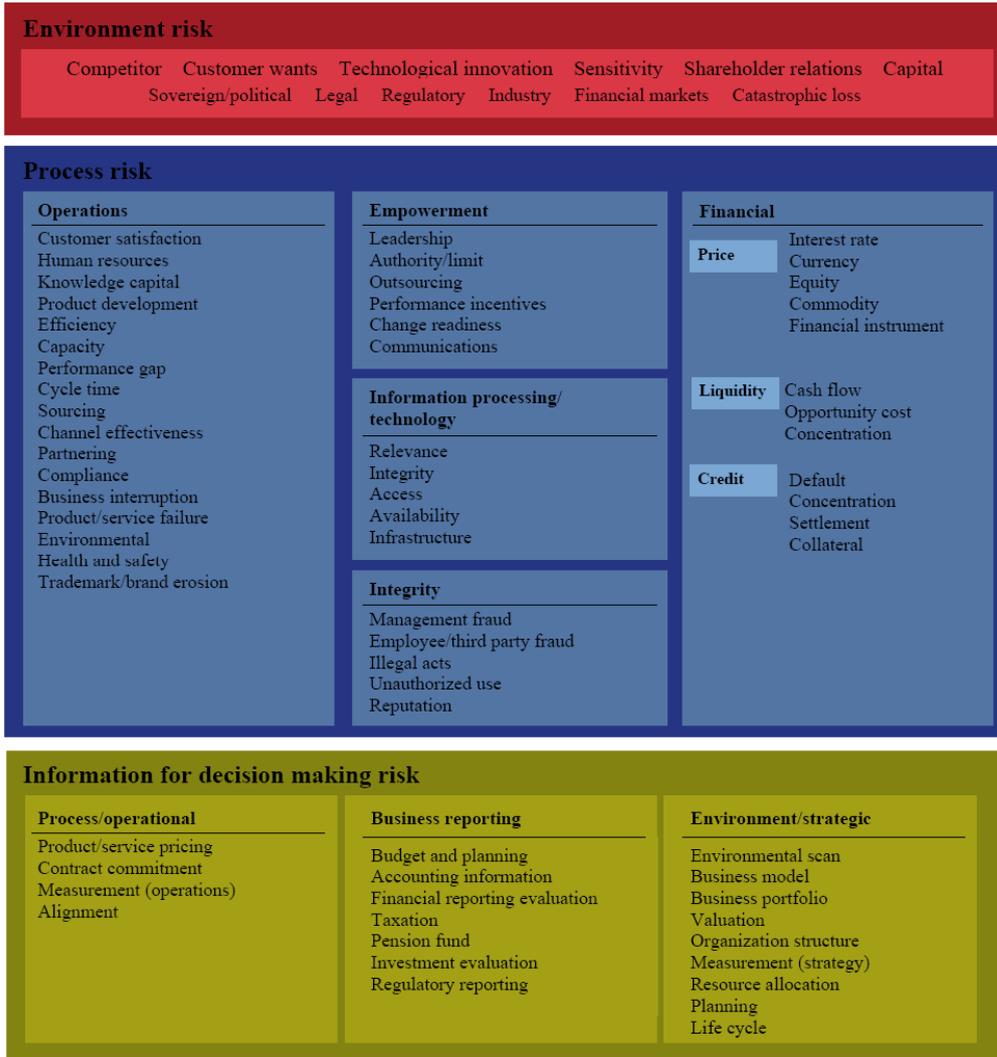


B) The PwC Business Risk Model

The PwC Business Risk Model was used as a guide during the interview processes and will also be revisited at the workshop as a useful checklist to assist in the discussion of the identified risks. The tool provides a generic list of risk types by categories of risk. Reviewing the categories of risk outlined in this model enables participants to assess whether they have considered all categories of business risk. Again, this model can be applied in a Council setting.

Business Risk Model

Short Definitions of Business Risks



3. The Council’s Objectives / Priorities

Identification of Mission and Vision and Strategic Objectives

By definition, the key risks to Council should be those that have the potential to impact on the achievement of the LTP, the Executive Team’s “Plan on a Page” and other regulatory/ statutory responsibilities to the community. Therefore these objectives must be recognised in order to ensure that:

- a) All key risks associated with those objectives are identified; and
- b) Risks that do not affect the achievement of those objectives are excluded (as not being key).

The Council’s organisational goals are stated below:

Christchurch City Council – Organisational Goals

1. being customer-driven and community-orientated
2. thinking strategically and acting as one organisation
3. building leadership capability throughout the organisation
4. being performance-driven and accountable for results
5. behaving according to shared values

Christchurch City Council – Vision
 "Making Christchurch a world-class boutique city".

The organisational goals and vision of the Council are summarised in the following Council diagram



The Council's organisational goals and visions have been translated into the Executive Team's "Plan on a Page". The objectives are aligned to the Council's balance scorecard approach and are as follows:

Customer	Finance	Process	People
Satisfy Customers	Manage service delivery in budget	Prepare annual plan	Build Customer focus
Deliver LTP services and projects	Maintain sustainable financial health	Implement opportunities for improvement	Improve staff engagement
Manage elected member relationships	Manage capital project delivery in budget	Manage for performance	Ensure ET workload is manageable (ET)

Note: The above objectives were current to 6 July 2010. These objectives will be reset given current priorities before the start of the new financial year. The "bold" objectives are organisation objectives and appear in all staff performance agreements. These will remain in place.

4. The Council’s Risk Methodology

The risk assessment process starts by identifying the appropriate risks. These risks are then rated as “Net Risks” – i.e., the impact and likelihood of these risks are assessed **taking into account the controls that currently exist to mitigate the risk.**

Step 1: Linking identified risks to objectives

The first step is to ensure that the identified risk is a risk to the achievement of Council’s vision and objectives. In order to make this relevant to the Council, each risk was, in the first instance categorised under the balanced scorecard headings (Finance, Customer, Process and People) and then categorised by “risk type”. The “risk type” category is designed to align the risk to an area of service delivery.

Risk Type Categories (in no particular order)

Projects	Other Agencies	Staff Safety	Events
Organisational	External Standards	Integrity	Central Government
Contracts	Service Delivery	Security	Decision Making
Policies	Assets	Legal Compliance	Political
Information	Public Safety	Skills	Resourcing
Change Management	Finance	Industrial Relations	Planning

NB: The approach to risk categorisation will be based on an appropriate derivation of the Risk Model.

Step 2: Determine the impact of the risk

The second step was to determine the impact the risk would have on each business unit and the wider Council. To achieve this, each Business Unit used the risk ratings and criteria as set out in Table 1 below.

We identified four key types of possible impact (Operational, Health and Safety, Reputational and Financial), and five levels of impact for each type – ranging from “Minor” to “Extreme”.

It should be noted that each type of impact must be considered separately, and comparison is not made between them. For example, whilst we suggest that a risk with an economic impact greater than \$10m is extreme, this does not mean that the financial value of the other extreme impacts (such as “Serious or sustained public and media attention”) is also valued at greater than \$10m.

Table 1: Risk Impact Criteria

		Impact Criteria			
		F	H	R	C
Measure		Financial Impact	Impacts on Public health and safety	Image, Reputation and Public Support	Service Delivery Impact on Customers and Community
1	Insignificant	Impact +ve or -ve: <\$100,000	No health or safety impact. Injury managed with 1 st Aid	No media attention or reputational impact.	Very localised-little effect.< 20 Customer hours
2	Moderate	Impact +ve or -ve: \$100,000 - \$1,000,000	Minor health or safety impact on small number of people. Injury dealt with. No Hospitalisation	Minimal media attention. May be some local coverage-not front page	Impact on small group of residents. 20 to 500 Customer Hours
3	Significant	Impact +ve or -ve: \$1m to \$5m	Serious health or safety impact on small number (injuries require hospitalisation) or minor impact on large number of people.	Local media coverage, community interest in Council performance	Some impact on a wider group. 500 to 20,000 Customer Hours
4	Major	Impact +ve or -ve: \$5m to \$10m	Extensive injuries or significant health or safety impacts, permanent disablement or single fatality.	National media coverage, major impact on community support.	Significant impact on large group. Political involvement. 20,000 to 500,000 customer hours
5	Extreme	Impact +ve or -ve: > \$10m	Widespread health or safety impacts, multiple fatalities.	International media coverage and impact on community support. External Enquiry. Appointment of a Commissioner.	Significant impact on community at large. Over 500,000 customer hours.

Step 3: Determine the likelihood of the risk occurring

The second axis on which the risk is assessed is the likelihood of the risk occurring. The following definitions of likelihood were agreed:

Likelihood Criteria		
1	Rare	Unlikely to occur within the next 10 years
2	Unlikely	May occur within the next 10 years
3	Possible	May occur within the next 5 years
4	Likely	May occur within a one year period
5	Almost certain	At least one event likely per month

Step 4: Multiply the Impact and Likelihood Ratings to produce the Risk Rating

The final step is to multiply Impact by Likelihood to produce the overall risk rating.

Impact x Likelihood = Overall Risk Rating

Given that we have used a five-scale rating for Impact and Likelihood, this will result in a number between 1 and 25.

The following definitions were agreed to categorise the overall risk ratings:

Impact	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Likelihood				

Overall Risk Ratings	
1, 2, 3	Insignificant
4, 5, 6	Moderate
8, 9, 10, 12	Significant
15, 16	Major
20, 25	Extreme

Key points to note when applying risk ratings

- a) Only risks that are rated “Significant” or above (Net Risk) will be taken forward into the action planning stage.
- b) For the Risk Ratings, when assessing a general risk (such as, “Critical ICT system failure resulting in loss of critical data”), the impact and likelihood of the event will vary widely, depending on the exact nature of the event.

It is not practical to attempt to define all ICT system failure events that may lead to loss of data since many will not be of sufficient significance to warrant this effort.

Therefore, the approach is to apply the lowest Impact and Likelihood Ratings that will still result in the risk being rated as Significant.

Either:

“Impact = 3, Likelihood = 3, Risk Rating = 9” OR

“Impact = 2, Likelihood = 4, Risk Rating = 8” OR

“Impact = 4, Likelihood = 2, Risk Rating = 8”

Appendix B

Key Corporate Risks that impact the Council

The following risks are the key organisation risks agreed by the Executive Team – they form a “top-down” approach and are interdependent with the business units’ risks:

Balanced Score card	Category	Risk (Event / Condition)	Controls
Customer	Resilience of Infrastructure	Resilience of damaged underground infrastructure until rebuild completed.	Infrastructure rebuild works proceed as per published programme and complete by 2017.
Customer	Levels of Service	Delivery of core Council levels of service to the community	Monthly internal performance management report (KPIs) Quarterly report to Corporate & Financial Committee and Council.
Customer	Delivery of Capital Programme to milestones	The Council's capital programme is delivered so as to meet its completion milestones within the specified budget	Forward planning throughout planning process. Early engagement for critical projects to ensure accurate, timely & relevant briefings and scope.
Customer	Delivery of Capital Programmes	Delays minimised to ensure delivery of citywide rebuild projects due to unresolved strategic and operational delivery agreements between external agencies and CCC	Creation of delivery and approval groups with external agencies. - CCC & 4 Avenues group - CCC / CCDU Operational Delivery Group - Council Workshops conducted as necessary to gain councillor feedback prior to formal Council deliberation
Finance	Recovery Funding	Forecast Crown & insurance funding of the Earthquake Recovery Programme is achieved	Cost sharing agreement with Crown. Insurance programme established. Advisors appointed by Council. Quarterly reporting to Corporate & Finance Committee Meeting.
Finance	Budget	The Council operates within its approved capital and operational budgets	Monthly performance management monitoring. Quarterly performance reporting to Corporate & Finance Committee.

Key Corporate Risks that impact the Council - continued

Balanced Score card	Category	Risk (Event / Condition)	Controls
Process	Planning	A thorough Council planning process will result in a sustainable and credible long-term plan for Council	LTP Committee Meetings Linkages developed between LTP, Activity Management Plans and Asset Management Plans. Council deliberation and community consultation. Agreement on Crown cost sharing. Council-resolved financial strategy.
Process	Legal Compliance	The Council meets its legal compliance requirements (as regulator and corporate body)	Briefings provided to Audit & Risk Sub-committee on legal risks. Strategy & Policy documents. Information systems & management.
Process	Business Continuity	Key operations continue during any hazards, disasters or events	Civil Defence plans and capability to enact in place. Business Continuity plans and capability to enact in place.

Appendix C

Top Risks that impact the Council – as May 2011

The following risks are the key organisation risks agreed by the Executive Team – they form a “top-down” approach and are interdependent with the business units’ risks:

Balanced Score Card	Category	Key objectives at Risk
Process	LTP	The LTP preparation process is robust (Levels of Service, Capital Programmes, Operational budgets)
Customer	LOS	Levels of Service targets are able to be delivered
People	Staffing	The Council is able to attract and retain suitable competent staff to deliver on its objectives
Customer	IT Projects	Council Information Technology projects meet the defined objectives and are delivered on time and within budget
Customer	Capital Programme	The Council's capital programme is delivered so as to meet its completion milestones within the specified budget
Process	Legal Compliance	The Council meets its legal compliance requirements (as regulator, enforcer and corporate body)
Customer	Earthquake Recovery	Delivery of the Council's Earthquake Recovery Programme
Finance	Recovery Funding	Adequate funding of the Earthquake Recovery Programme is achieved
People	Engagement	Maintenance or improvement of the staff engagement levels
Finance	Budgets	The Council operates within its approved capital and operational budgets

6. RESOLUTION TO EXCLUDE THE PUBLIC

Attached.

1. 3. 2013

AUDIT AND RISK MANAGEMENT SUBCOMMITTEE**RESOLUTION TO EXCLUDE THE PUBLIC**

Section 48, Local Government Official Information and Meetings Act 1987.

I move that the public be excluded from the following parts of the proceedings of this meeting, namely item 9.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987, for the passing of this resolution are as follows:

	GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER	GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION
PART B 9.	QUARTERLY PROCUREMENT REPORT – QUARTER TWO 2012/2013) GOOD REASON TO WITHHOLD EXISTS) UNDER SECTION 7	SECTION 48(1)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

ITEM	REASON UNDER ACT	SECTION	PLAIN ENGLISH REASON	WHEN REPORT CAN BE RELEASED
9.	Official Information Act (1982)	7(2)(b)(ii)	Would be likely to unreasonably prejudice the commercial position of the supplier	Never
		7(2)(h)	Enable the Council to carry out commercial activities without prejudice or disadvantage	
		7(2)(i)	Enable the Council to carry on negotiations without prejudice or disadvantage	
		7(2)(j)	Prevent disclosure for improper gain or advantage	

Chairperson's

Recommendation: That the foregoing motion be adopted.

Note

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

“(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):

- (a) Shall be available to any member of the public who is present; and
- (b) Shall form part of the minutes of the local authority.”