

Terms of Reference – Portfolios

1. Introduction

Portfolios complement the formal Council and Committee structure and ensure that the Council considers the impact of decisions on:

1. particular population groups; or
2. a strategic issue which span Council activities

Portfolios enable Councillors to be the champion for these matters and help ensure that these are considered in Council's decision-making.

2. Definition

A **Portfolio Holder** is a Councillor who is formally assigned a portfolio by the Council. A Portfolio has one Councillor assigned to it.

3. Role

In addition to their responsibilities as a Councillor under the Local Government Act 2002, Portfolio Holders should:

1. Champion the advancement of community views on their portfolio area when Council is making relevant decisions;
2. Keep abreast of Council proposals and decisions which may impact on their portfolio area;
3. Provide a point of contact for members of the community engaged in their portfolio area;
4. Act as the official Council spokesperson or representative on relevant matters for their portfolio area; and
5. Provide an elected representative's viewpoint and act as a sounding board for Council Officers on issues relating to their portfolio area.

In discharging their responsibilities as Portfolio Holders and consistent with their role under the Local Government Act 2002, Councillors should maintain a focus on strategic issues relevant to their portfolio, rather than the day to day operational matters.

4. Portfolio objective

Portfolio Holders focus on areas that cut across different functions of Council and champion those portfolio areas. They engage with community groups interested in their portfolio area and help bring their views to Council. They also both represent or speak on behalf of the Council on external bodies that focus of their area as required.

5. Responsibilities

Portfolio Holders should:

1. Provide advice and guidance to the Council on portfolio matters through participation, discussion and debate at Council meetings;
2. Keep the Mayor fully informed on portfolio matters and emerging issues;
3. Collaborate with Committee Chairs and other Portfolio Holders where objectives are shared;
4. Contribute to issues which cut across Portfolios or collective issues of responsibility;
5. Raise issues of Council performance with assigned Executive Leadership staff member in the first instance, following up with the Chair, Mayor and Chief Executive if necessary;
6. Enhance relationships with key stakeholders and attend events or participate in external meetings in their portfolio area; and
7. Act as the Council's spokesperson and point of contact for those activities within their portfolio responsibility, unless deemed otherwise by the Mayor.

6. Term

The Portfolio responsibility is for the shorter period of the current term of Council or as determined by the Council. Revocation, alteration of terms of reference or addition of new portfolios requires a decision by Council.

7. Delegations / Limitations

Portfolio Holders do not hold any specific statutory or governance responsibilities related to their portfolio beyond those which they ordinarily hold as an elected Councillor.

A Portfolio Holder does not assume any of the roles, powers and functions assigned to the Mayor under the Local Government Act 2002 unless delegated by the Mayor.

A Portfolio Holder does not have the authority to make Council decisions, nor commit Council to any course of action or unbudgeted expenditure.

8. Relationship with Council officers

The assigned Executive Leadership staff member (or their staff member if delegated) will be the key point of contact and advisor to the Portfolio Holder.

A regular catch up on portfolio matters should be arranged between that staff member and the Portfolio Holder. Councillor support staff will help provide diary support and the Executive Leadership staff member can help provide information (or delegate staff to work with the portfolio holder).

The Chief Executive is able to amend the staff member assigned to each Portfolio Holder listed in Schedule 1 of these terms of reference without a Council decision, however an email must be sent to the Portfolio Holder and the staff member to confirm the change.

9. Reporting and accountability

Portfolio Holders should report six monthly to Council on portfolio matters, regarding the current matters underway in their portfolio area and outstanding issues they want to bring to Council's attention. These reports can request further information from officers, but cannot propose to commit Council resources without staff advice.

Support loading these reports, once approved by the Mayor, will be provided by the Office of the Mayor and Chief Executive.

Portfolio Holders will engage regularly with the Mayor to ensure current awareness.

They can also seek time for informal discussion with other Councillors, collectively or individually, if and when required to progress portfolio interests and ensure information-sharing that will support informed and effective decision-making.

10. External communication protocol

The Mayor has first right of refusal as the Council's principal spokesperson on significant issues.

Notwithstanding this, it is the role of Portfolio Holders to act as the principal governance spokesperson in communicating to the media and public the official policy of the Council, or in the absence of official policy, commenting in a manner consistent with the Council's strategic direction, on items relating to their portfolio are of responsibility.

Schedule 1 - Current Portfolios

As at 2 November 2023 and in accordance with Council decision [CNCL/2022/00162](#):

Area	Holder	Description	Staff Member Assigned
Accessibility	Cllr Aaron Keown	<p>4.4 Advocate for equitable access to Council activities and services for people with a disability, and the reduction of barriers to participating in and contributing to Council services, activities and processes, and community life, and ensure they are prioritised in Council planning and decision-making.</p> <p>4.5 Retain oversight of work programmes and progress with implementation of relevant Council strategies, plans and policies; in particular the Equity and Access for People with Disabilities Policy 2001.</p> <p>4.6 Be involved in the development of the proposed omnibus Equity policy, which will incorporate and replace the 2001 policy (as above).</p>	GM Citizens & Community
Youth	Cllr Tyla Harrison-Hunt	<p>4.7 Advocate for the prioritisation of youth wellbeing and participation in Council planning and decisions.</p> <p>4.8 Retain oversight of effective implementation of relevant Council strategies, plans and policies and agreed work programmes; in particular Te Haumako Te Whitingia Strengthening Communities Together Strategy 2022 and the youth related sections of the Draft Equity and Inclusion Policy.</p>	GM Citizens & Community

Area	Holder	Description	Staff Member Assigned
Multicultural	Cllr Tyla Harrison-Hunt	<p>4.9 Advocate for planning and decision-making processes to reflect the Council’s commitment to welcome and celebrate diversity and support specific needs of multicultural communities.</p> <p>4.10 Retain oversight of effective implementation of relevant Council strategies, plans and policies and agreed work programmes; in particular the Multicultural Strategy, Annual Diversity and Inclusion report and the multicultural related sections of the Draft Equity and Inclusion Policy.</p>	GM Citizens & Community
Climate Change	Cllr Sara Templeton	<p>4.11 Advocate for effective climate resilience actions to be included in the Draft Christchurch Transport Plan, Urban Forest Plan and Draft Ōtautahi Christchurch Plan and in all Council planning and policy decision-making.</p> <p>4.12 Have oversight of effective implementation of relevant Council strategies, plans and policies; in particular Kia tūroa te ao, Ōtautahi Christchurch Climate Resilience Strategy 2021.</p>	Assistant Chief Executive
Central City Revitalisation	Cllr James Gough	<p>4.13 Advocate for Council planning, policy and decision-making to include actions, where appropriate for the central city, that stimulate and sustain its development and growth.</p> <p>4.14 Retain oversight of effective implementation of relevant Council strategies, plans and policies; in particular the Central City Action Plan, 2020.</p>	GM Infrastructure, Planning & Regulatory
Arts & Creative Industries	Cllr Andrei Moore	<p>4.9 Advocate for planning and decision-making processes to reflect the Council’s commitment to support and promote the arts and creative industries in Christchurch.</p> <p>4.10 Retain oversight of effective implementation of relevant Council strategies, plans and policies and agreed work programmes.</p>	GM Citizens & Community

