**Accountability and Performance Committee**

**08 November 2012**

Substantive CCOs annual reports Page 205

**Substantive CCOs annual reports**

**File No.:** CP2012/20505

**Purpose**

1. To seek guidance as to whether the annual reports of the substantive CCOs should be

reported to Accountability and Performance committee as a matter of course, or whether the

annual reports should be circulated to councillors, and only reported to the committee if

there are material differences between the annual report and the fourth quarter reports.

**Executive Summary**

2. The substantive CCOs are required to provide Council with first quarter, half year, third and

fourth quarter reports, together with an audited annual report. The quarterly reports are

reported to the Accountability and Performance committee, and the CCOs attend the

committee meeting to present their results.

3. The annual report’s main difference from the fourth quarter report is that the annual report is

audited. The audit process can result in some differences to the financial information

reported in the fourth quarter reports. Often, however, these differences are not material to

the overall reported result.

4. Previously, the annual reports of the Substantive CCOs have been reported to the

Accountability and Performance committee. This was done to provide the annual reports to

the committee for information only, and, if necessary, to highlight any material differences

between the annual reports and the fourth quarter reports.

5. Given the level of reporting currently undertaken by the substantive CCOs, and the desire to

cut down the level of “information only” reporting to committees, it is proposed to circulate

the annual reports to all Councillors, and only report the annual reports to the committee if

there are any material differences from the fourth quarter reports.

6. Generally, there are no decisions required from the committee in relation to the annual

reports.

**Recommendations**

That the Accountability and Performance Committee:

a) Agrees that the annual reports of the substantive CCOs are only reported to the

Accountability and Performance committee if there are material difference to the

fourth quarter reports.

b) Agrees that the annual reports are provided to all Councillors for their information.

**Attachments**

There are no attachments for this report.

**Signatories**

Authors Alastair Cameron - Principal Advisor, CCO Governance and Monitoring

Authorisers Jaine Lovell-Gadd - Manager CCO Governance and Monitoring

Andrew McKenzie

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| **Draft Minutes – Accountability & Performance Committee – 8 November 2012:****Substantive CCOs annual reports – item 10**  |
| Cr Coney returned to the meeting at 12.25 pm.Cr Hartley returned to the meeting at 12.25 pm. |
| MOVED by Cr W Walker, seconded Cr RJ Northey:That the Accountability and Performance Committee:a) Agrees that the annual reports of the substantive CCOs are only reported to the Accountability and Performance Committee if there are material differences to the fourth quarter reports.A division was called for, voting on which was as follows:

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| **For:** Councillors: Anae Arthur AnaeMichael GoudieAnn HartleyRichard NortheyWayne WalkerGeorge Wood | **Against:** Councillors: Cameron BrewerDr Cathy CaseySandra ConeyAlf FilipainaSharon StewartPatience Te AoSir John WalkerGlenn Wilcox |

The division was declared lost by 6 votes to 8. |
| Resolution number AP/2012/101MOVED by Cr RJ Northey, seconded Cr W Walker: **That the Accountability and Performance Committee:****b) Agrees that the annual reports are provided to all Councillors and the Independent Maori Statutory Board for their information.** **CARRIED** |
| Secretarial Note: Annual reports of the substantive CCOs will continue to appear on Accountability and Performance Committee agendas. |