
REPORT 3
(1215/52/02/IM)

FORWARD PROGRAMME

1. Purpose of Report

To present the Council Controlled Organisation Performance Subcommittee Forward Programme for 2011 for the Committee's consideration.

2. Recommendations

Officers recommend that the Council Controlled Organisation Performance Subcommittee:

1. *Receive the information.*
2. *Agree to the forward programme attached to this report.*

3. Background

To assist with the planning of the Council Controlled Organisation Performance Subcommittee, officers prepare a forward programme that outlines future meetings and issues to be considered. This is consistent with the practice of the Subcommittee's parent committee, the Strategy and Policy Committee.

4. Discussion

The Forward Programme is presented to the Council Controlled Organisation Performance Subcommittee at each meeting, and outlines:

- Upcoming meeting dates
- Papers to be considered
- Issues for discussion
- A schedule of CCOs to attend and participate in Subcommittee discussions.

It is intended that, in addition to assisting the Subcommittee in preparing for future meetings, the forward programme will also support CCOs and Council officers in programming and prioritising reports.

Contact Officers: *Richard Hardie, Portfolio Manager, Council Controlled Organisations, Maree Henwood, Portfolio Manager, Council Controlled Organisations and Natasha Petkovic-Jeremic, Portfolio Manager, Council Controlled Organisations*

APPENDIX A

Council Controlled Organisation Performance Subcommittee Forward Programme 2011

| 11 April 2011 | |
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| Draft Statements of Intent for 2011/12 | Presentation of draft 2011/12 Statements of Intent from CCOs for discussion and feedback to CCOs |
| CCO Discussion | One or more CCOs invited to discuss current and future issues with the Subcommittee: <ul style="list-style-type: none">• Wellington Venues Ltd / St James |
| Forward Programme | Subcommittee approval of the CCOPS Forward Programme |

| 13 June 2011 | |
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| 3 rd Quarter CCO Reports 2010/11 | Review of the third quarter performance of CCOs for 2010/11 |
| Final Statements of Intent for 2011/12 | Presentation of final 2011/12 Statements of Intent for approval and recommendation to Strategy and Policy Committee. |
| CCO Discussion | One or more CCOs invited to discuss current and future issues with the Subcommittee: <ul style="list-style-type: none">• Museums Trust / Carter• Basin Reserve |
| Forward Programme | Subcommittee approval of the CCOPS Forward Programme |

| October 2011 – Date TBC | |
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| Annual Review | Review of the performance of all CCOs for the year ended 30 June 2011 |
| CCO Discussion | One or more CCOs invited to discuss current and future issues with the Subcommittee: <ul style="list-style-type: none">• Wellington Zoo Trust• Capacity |
| Forward Programme | Subcommittee approval of the CCOPS Forward Programme |

APPENDIX A

| <i>December 2011 – Date TBC</i> | |
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| 1st Quarter CCO Reports 2011/12 | Review of the first quarter performance of CCOs for 2011/12 |
| Letters of Expectations 2012/13 | Recommendation of key messages for Letters of Expectations preceding Statements of Intent 2012/13 |
| CCO Discussion | One or more CCOs invited to discuss current and future issues with the Subcommittee: <ul style="list-style-type: none">• Wellington Cable Car Ltd• Wellington Regional Stadium Trust |
| Forward Programme | Subcommittee approval of the CCOPS Forward Programme |