



## DEVELOPING THE COUNCIL AGENDA

---

# DEVELOPING THE COUNCIL AGENDA

## What is the Council's Agenda?

The agenda is the primary tool for:

### **Oversight**

- completing Council's ongoing monitoring and control responsibilities
- decision making to ensure the short and long term operations of the Council

### **Insight**

- achieving the long term direction of Council

### **Foresight**

- What will the Council need to be working on in the future?

## Consider the following:

### **What is essential business?**

- Does the item fit within the activities of Council?  
(Planning, policy, resources)
- Can the item be dealt with elsewhere?  
(Sub-committee/ working party)
- Does the item warrant Council's time?

### **Is the item operational?**

- Refer to Principal or Staff

### **Always consider:**

- Is it for Council's information or action?
- Does it require action?
- Does it require Council to review a matter?
- Is it part of the monitoring role of Council?
- Does Council need to complete developmental work?
- Does the council need to consult?

*Decision matrix*

	Urgent	Not Urgent
<b>Important</b>	I (MANAGE)	II (FOCUS)
	<ul style="list-style-type: none"> <li>• Crisis</li> <li>• Medical emergencies</li> <li>• Pressing problems</li> <li>• Deadline-driven projects</li> <li>• Last-minute preparations for scheduled activities</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation/planning</li> <li>• Prevention</li> <li>• Values clarification</li> <li>• Exercise</li> <li>• Relationship-building</li> <li>• True recreation/relaxation</li> </ul>
	<b>Quadrant of Necessity</b>	<b>Quadrant of Quality &amp; Personal Leadership</b>
<b>Not Important</b>	III (AVOID)	IV (AVOID)
	<ul style="list-style-type: none"> <li>• Interruptions, some calls</li> <li>• Some mail &amp; reports</li> <li>• Some meetings</li> <li>• Many “pressing” matters</li> <li>• Many popular activities</li> </ul>	<ul style="list-style-type: none"> <li>• Trivia, busywork</li> <li>• Junk mail</li> <li>• Some phone messages/email</li> <li>• Time wasters</li> <li>• Escape activities</li> <li>• Internet</li> </ul>
	<b>Quadrant of Deception</b>	<b>Quadrant of Waste</b>