

## 13. LTCCP Summary

### Introduction

This piece discusses the section 83/89 requirements to prepare a summary of the LTCCP as part of the special consultative procedure. The summary focuses attention on the key issues and thus on the right debate.

### Why is the LTCCP summary so important?

LTCCP summaries are a recognition that the full LTCCPs are lengthy and complex documents that may not necessarily be accessible to the general public. Done well, the preparation and distribution of an LTCCP summary provides a basis for communicating with the entire community about your LTCCP and has the potential to attract people other than 'the usual suspects' to participate. This implies that, in addition to conveying information about the activities and financials, the LTCCP summary should be visually attractive and accessible (both widely distributed and clearly presented).

### How does the LTCCP summary relate to the legislation?

The requirement to prepare an LTCCP summary arises from the 'generic' provision governing the special consultative procedure (section 83) and is also governed by the specific requirements relating to summaries (section 89). Although there is no legislative prescription relating to the form of the summary, the summary must:

- fairly represent the major matters in the LTCCP (which is commonly interpreted to mean key features relating to the activities and funding)
- be distributed as widely as reasonably practicable as a basis for general consultation (in 2006 practice varied widely – some local authorities distributed the summary to every household in the district), and
- indicate where the full document is available and state the submission period.

### Who should be involved in preparing summaries?

The LTCCP summary should be prepared by someone who has an understanding/overview of the full range of content of the LTCCP. As this document is designed to be a tool for engaging the general public, some communications advice (either in-house or external) should be sought, and professional publications/printing services may be necessary to enhance the 'look' of the summary.

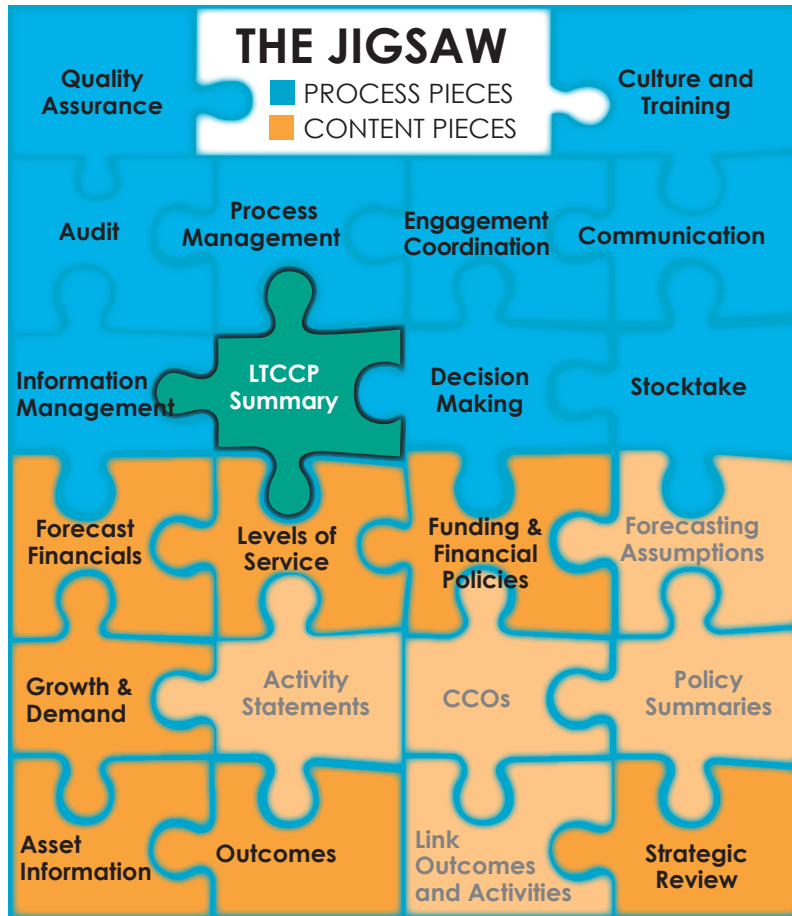
### When should summaries be prepared?

While the LTCCP summary can only be finalised once the content for the document has been assembled, there are advantages to thinking about the summary as the draft is being worked on. In particular an early 'mock-up' of the discussion around key issues can often be prepared when the elected members have made key levels of service decisions and/or identified other key issues and options.

### Where should LTCCP summaries appear in the LTCCP?

The LTCCP summary is a separate document from the LTCCP – though there should be some crossover between the content of the summary and some of the early parts of the LTCCP (strategic overview).

## What other processes is the LTCCP summary closely linked with?



## What were the weaknesses apparent with the 2006 summaries?

Some summaries appeared to be the thing that was 'done last' (as opposed to being done alongside the rest of the LTCCP) and did not emphasise some of the key issues.

Some LTCCP summaries covered only the first year's finances and activities. Others omitted detail on funding of the activities.

## What good practice information is available?

SOLGM (2004), *Good Practice for LTCCP Summary Documents* – [CLICK HERE](#)

Office of the Auditor-General, (2007), *Matters Arising from the 2006-16 LTCCPs*.

Finalists in the 2006 SOLGM LTCCP Summary Competition – the summaries from Auckland Regional Council, Christchurch, Far North, Gisborne, Hastings, Papakura, and Tauranga (the overall winner).

*Checklist of questions to consider when compiling LTCCP summaries*

- Has the summary met the legislative requirements?
- Is the summary understandable, has it covered the major matters, and is the message right?
- Is the information consistent with the remaining content of the LTCCP?
- Have we thought about the means for distributing the summary?
- Is the summary in a form and language accessible to the general public?