

Minutes of the Health Promotion Agency Board Meeting

Monday 18 February 2019

Wellington Office, Akaroa Room, Level 14, 101 The Terrace,
Wellington

Attendees: Jenny Black, Catherine Abel-Pattinson, Dr Monique Faleafa, Mafi Funaki-Tahifote, Dr Mataroria Lyndon (Via VC for items 3 – 7), Dr Teuila Percival, Prof Boyd Swinburn

Apologies:

In Attendance: Clive Nelson, Chief Executive

Item 1: Hon Jenny Salesa, Associate Minister of Health, [redacted], Principal Advisor Maori, [redacted], Advisor Maori and [redacted] HPA Kaumātua

Items 1 - 5: Chris Allen, General Manager, Corporate Services, Cath Edmondson, General Manager Policy, Research and Advice, Tane Cassidy, General Manager, Communications and Capacity and Laurianne Reinsborough, General Manager Operations

Item 3: Lynne Walsh, Corporate Communications Manager

Item 5: [redacted] Manager Tobacco Control and Acting Manager Minimising Gambling Harm

The meeting commenced at 9:07am.

ITEM 1 MIHI WHAKATAU

There was a mihi whakatau during which the CE and Hon Jenny Salesa, Associate Minister of Health, welcomed the new Chair and members of the Board.

Following the Ministers departure, [] gave an overview of Te Hiringa Hauora. Followed by Whakawhanungatanga.

ITEM 2 AGENDA

i. Apologies, Interest Register, Board Work Plan

The Chair welcomed members to the meeting.

It was noted Dr Mataroria Lyndon would join the meeting via VC during item 3.

Chris Allen conducted a general building health and safety induction.

It was agreed the new Board members would submit their Disclosure and Conflicts of Interest Forms after the meeting.

Board members confirmed there were no conflicts with any matters in today's meeting.

ii. Minutes of Previous Meeting

There were no changes to the 26 November 2018 draft minutes.

It was agreed that the minutes of the Board meeting of 26 November 2018 be confirmed. Dr Mataroria confirmed the minutes in writing after the meeting.

(Dr Monique Falefa/Dr Mataroria Lyndon)

iii. Matters arising from the previous minutes

There were no matters arising from the previous minutes.

iv. Induction for new Board members

The CE presented to the Board on the functions, legislation, finance and reporting cycles of HPA. Discussion followed.

It was agreed there would be a workshop in May to discuss and begin to refresh the Statement of Intent.

It was agreed the CE would submit a request to the Chair of the Health and Disability System Review, Heather Simpson for HPA to give a formal presentation to the Panel.

v. Health and Safety Update

The CE and Chris Allen discussed the Health and Safety policies and procedures HPA has in place. Discussion followed.

It was agreed Management would conduct a review using the external assessment tool Safe365 and report the results back to the Board at the next meeting.

Mataroria joined the meeting via VC.

ITEM 3 DECISIONS

i. Draft Statement of Performance Expectations (SPE) 2019/20

The CE introduced Cath Edmondson and Lynne Walsh who discussed the Draft SPE with the Board. Feedback was given on the Draft SPE and Board members were invited to submit any further comments by email.

ITEM 4 REPORTS

i. Chief Executive's Report

The CE presented his report covering the period 13 November 2018 to 1 February 2019. The following was discussed:

- An update on HPA's future work on vaping to be given by [REDACTED] Manager Tobacco Control.
- The Letter of Agreement for the funding of the vaping campaign.
- The Letter of Agreement for the funding of additional work in the area of Nutrition and Physical Activity.
- A flight of *Choice Not Chance* advertising commenced on 27 January 2019 with two weeks on television and YouTube.
- A complaint from a member of the public about the Pre-Testie Bestie campaign has been dismissed by the Advertising Standards Authority.
- HPA's joint Zero-rated Data Pilot project with the Ministry of Health and WellSouth PHO is progressing well with Spark, Vodafone and 2Degrees. This equity project is piloting the application of zero-rated data to our key mental health and gambling websites. This initiative will enable New Zealanders to access the websites without having data on their mobile devices.
- The final Report to the Board on the audit of Health Promotion Agency for the year ended 30 June 2018.
- Two deeds were executed during the reporting period.
- The Health and Safety full report on the recent evacuation.

Discussion followed.

It was agreed the CE would report back on the Pre-Testie Bestie campaign at the next meeting.

ii. **Finance and Performance Report and Second Quarter Report to the Minister 2018/19**

Chris Allen discussed with the Board the Finance and Performance Report January 2019. [REDACTED]

The Chair acknowledged that the final Report to the Board on the audit of Health Promotion Agency for the year ended 30 June 2018 was very good and thanked the team for their work.

The Board discussed the Second Quarter Report to the Minister.

It was agreed that Board approve the Finance and Performance Report for January 2019 and the receive Second Quarter Report 2018/19.

(Jenny Black/Dr Monique Faleafa)

ITEM 5 GENERAL BUSINESS

i. **Vaping**

The CE introduced _____ who updated the Board on HPA's public education vaping campaign. Discussion followed. Feedback was given on campaign messaging.

ii. **Other Business**

There was no other business.

iii. **Next meeting will be held Monday 25 March 2019 in the Auckland Office.**

ITEM 6 BOARD-ONLY SESSION

A Board-only session was held for 30 minutes.

The meeting closed at 2:30pm.



Jenny Black
Chair



Date

ACTION LIST

ITEM NO	TASK	RESPONSIBILITY	DUE DATE
Item 2 iv.	A workshop to discuss and begin to refresh the Statement of Intent.	CE	May 2019
Item 2 iv.	Submit a request to the Health and Disability System Review Chair, Heather Simpson for a formal presentation to the Panel.	CE	February 2019
Item 2 v.	Management to complete a Safe365 review and report the results back to the Board.	Management	25 March 2019
Item 4 i.	Report back on the Pre-Testie Bestie campaign.	CE	25 March 2019
Item 6	Arrange an Institute of Directors Governance training day for the Board.	CE	June 2019

Minutes of the Health Promotion Agency Board Meeting

Monday 25 March 2019

Auckland Office, Level 2, Ascot Central, 7 Ellerslie Racecourse
Drive, Greenlane East, Auckland

- Attendees:** Jenny Black, Catherine Abel-Pattinson, Dr Monique Faleafa, Mafi Funaki-Tahifote, Dr Teuila Percival, Prof Boyd Swinburn
- Apologies:** Dr Mataroria Lyndon
- In Attendance:** Clive Nelson, Chief Executive
- Item 1 & 3-4: Chris Allen, General Manager, Corporate Services
- Item 1: _____ Senior Associate, _____, Senior Solicitor from Buddle Findlay
- Items 3 - 4: Cath Edmondson, General Manager, Policy, Research and Advice, Tane Cassidy, General Manager, Communications and Capacity and Laurianne Reinsborough, General Manager, Operations
- Item 4: _____ Marketing Team Lead, _____, Senior Advisor Pregnancy, | _____ |, Manager Digital, _____, Acting Manager Mental Health
- Item 5: _____ from Allen and Clarke

The meeting commenced at 10:37am.

ITEM 1 AGENDA

i. Welcome, Apologies, Interest Register

The Chair welcomed members to the meeting and acknowledged the recent events in Christchurch. A karakia was led by the Chair.

There was an apology from Dr Mataroria Lyndon.

There were no changes to the interest register.

ii. Minutes of Previous Meeting

There were no changes to the 18 February 2019 draft minutes.

It was agreed that the minutes of the Board meeting of 18 February 2019 be confirmed.

(Catherine Abel-Pattinson/Prof Boyd Swinburn)

iii. Matters arising from the previous minutes

The matters arising from the previous minutes were discussed and confirmed.

iv. Health and Safety

Chris Allen joined the meeting and conducted a Health and Safety emergency induction for the Auckland Office. The Health, Safety and Wellbeing Policy and the Health and Safety incidents Summary Report were discussed.

The CE introduced _____ and _____ who presented to the Board on Health and Safety at work and the obligations and due diligence of Board members.

Discussion followed.

The Board Health and Safety Induction Checklist was tabled and completed by members of the Board.

It was agreed the CE would look at initiatives to continue to reduce risks, including organising defensive driving training for employees who regularly drive for work.

v. Comply With Legislative Checklist

Chris Allen discussed legislative compliance with the Crown Entities Act 2004.

Discussion followed. The Board members questionnaires were tabled and completed by members of the Board.

ITEM 2 DECISIONS

i. Draft Statement of Performance Expectations (SPE) 2019/20

The CE introduced Cath Edmondson who discussed the updates made to the Draft SPE. Discussion followed. Feedback was given on the Draft SPE and Board members were invited to submit any further comments via email.

It was agreed the final version of the SPE would be presented to the Board for signoff at the June 2019 meeting.

ii. Property

The CE briefed the Board on the Wellington office accommodation, including the opportunity presented by the Ministry of Health to co-locate in the Ministry's Molesworth Street building. The CE discussed the current position on the lease renewal of the Wellington office. Discussion followed.

It was agreed that the Board reconfirmed the decision made at the October Board meeting and instructed management to sign a new lease for the term of three years and four months to 20 October 2022.

(Prof Boyd Swinburn/Catherine Abel-Pattinson)

ITEM 3 REPORTS

i. Chief Executive's Report

The CE presented his report covering the period 2 February to 8 March 2019. Board members were invited to submit any comments or questions via email.

ii. Finance and Performance Report

Chris Allen discussed with the Board the Finance and Performance Report February 2019.

It was agreed that Board approve the Finance and Performance Report for February 2019.

(Jenny Black/Dr Monique Faleafa)

ITEM 4 GENERAL BUSINESS

i. Other Business, Board Work Plan

There was no other business.

ii. Current Initiatives

The CE introduced [redacted] and [redacted] who joined the meeting via VC and presented on current innovative initiatives.

Discussion followed.

iii. Next meeting will be held Monday 6 May 2019 in the Wellington Office.

ITEM 5 ALLEN AND CLARKE DISCUSSION WITH BOARD

The CE tabled the HPA Future Direction Summary of Key Points document and the Kotahitanga infographic. Discussion followed.

Management left the meeting.

Allen and Clarke joined the meeting.

ITEM 6 BOARD-ONLY SESSION

No Board only session was held.

The meeting closed at 3:30pm



Jenny Black
Chair

Date



ACTION LIST

ITEM NO	TASK	RESPONSIBILITY	DUE DATE
Item 2 iv.	A workshop to discuss and begin to refresh the Statement of Intent.	CE	May 2019
Item 2 iv.	Submit a request to the Health and Disability System Review Chair, Heather Simpson for a formal presentation to the Panel.	CE	February 2019 (in hand)
Item 6	Arrange an Institute of Directors Governance training day for the Board.	CE	June 2019

Minutes of the Health Promotion Agency Board Meeting

Monday 6 May 2019

Teleconference

Attendees: Jenny Black, Catherine Abel-Pattinson, Dr Mataroria Lyndon
Mafi Funaki-Tahifote, Dr Teuila Percival, Prof Boyd Swinburn

Apologies: Dr Monique Faleafa

In Attendance: Clive Nelson, Chief Executive

Item 1: Cath Edmondson, General Manager, Policy, Research and Advice

Item 3 iv: Manager, Tobacco Control

The meeting commenced at 10:32am.

ITEM 1 AGENDA

i. Welcome, Apologies, Interest Register

The Chair welcomed members to the meeting.
There was an apology from Dr Monique Faleafa.
There were no changes to the interest register.

ii. Minutes of Previous Meeting

There were no changes to the 25 March 2019 draft minutes.

It was agreed that the minutes of the Board meeting of 25 March 2019 be confirmed.

(Dr Teuila Percival/Mafi Funaki-Tahifote)

iii. Matters arising from the previous minutes

The Chair introduced Cath Edmondson who discussed with the Board the Health and Disability System Review. Discussion followed. Board members were invited to submit any further comments on the Phase 1 questions via email. It was agreed the draft responses to the Phase 1 questions would be emailed to the Board for review.

The legal advice in relation to the Wai 2624 claim to the Waitangi Tribunal in respect to the Sale and Supply of Alcohol Act 2012 was discussed.

It was agreed a strategic session would be held during the August Board meeting.

ITEM 2 DECISIONS

i. Future Board Dates

The Chair discussed the proposed future Board meeting dates. Discussion followed. It was agreed the Board meetings would be held the third Monday of each month.

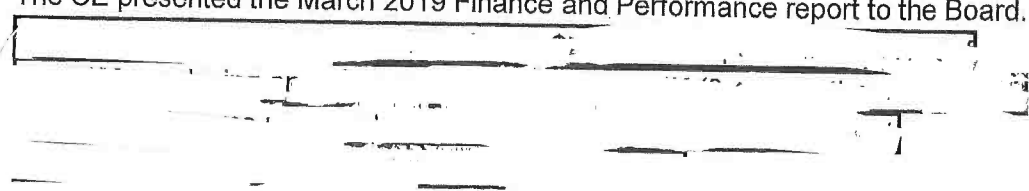
ITEM 3 REPORTS

i. Chief Executive's Report

The CE presented his report covering the period of 20 March to 1 May 2019. Discussion followed.

ii. Finance and Performance Report and Third Quarter Report to the Minister.

The CE presented the March 2019 Finance and Performance report to the Board.



The Third Quarter Report to the Minister was discussed.

It was agreed that Board approve the Finance and Performance Report for March 2019.

(Dr Teuila Percival/Mafi Funaki-Tahifote)

Dr Mataroria Lyndon left the meeting.

iii. Vaping Update

The Chair introduced [] who updated the Board on the vaping project.
Discussion followed.

ITEM 4 GENERAL BUSINESS

i. Other Business, Board Work Plan

There was no other business.

Next meeting will be held Monday 17 June 2019 in the Auckland Office.

ITEM 5 BOARD-ONLY SESSION

No Board-only session was held.

The meeting closed at 12:00noon.



Jenny Black
Chair

Date

17/6/19

ACTION LIST

ITEM NO	TASK	RESPONSIBILITY	DUE DATE
Item 2 iv.	Submit a request to the Health and Disability System Review Chair, Heather Simpson for a formal presentation to the Panel.	CE	February 2019 (in hand)
Item 6	Arrange a Governance training day for the Board.	CE	June 2019
Item 1 iii.	Board strategic session to be held.	CE	August 2019
Item 2 iv.	A workshop to discuss and begin to refresh the Statement of Intent.	CE	September 2019

Minutes of the Health Promotion Agency Board Meeting

Monday 17 June 2019

Auckland Office, Level 2, Ascot Central, 7 Ellerslie Racecourse
Drive, Greenlane East, Auckland

Attendees: Jenny Black, Catherine Abel-Pattinson, Prof Boyd Swinburn (via VC), Dr Mataroria Lyndon, Dr Monique Faleafa, Mafi Funaki-Tahifote, Dr Teuila Percival

Apologies:

In Attendance: Clive Nelson, Chief Executive

Items 1 – 5: Cath Edmondson, General Manager Research, Policy and Advice
Laurianne Reinsborough, General Manager, Operations, Lucy Hickman,
General Manager, Corporate Services, Tane Cassidy, General Manger,
Communications and Capacity

Item 2: _____ Manager Alcohol Harm Reduction and _____
Team Lead Research (via VC)

Item 4.ii.: _____ Manager Tobacco Control and Acting Manager, Minimising
Gambling Harm (via VC), _____, Advisor, Minimising Gambling
Harm (via VC) and _____ Senior Account Lead

The meeting commenced at 10:02am.

ITEM 1 ALLEN AND CLARKE REVIEW

i. Board-only session

A Board-only session was held for 35 minutes.

Catherine Abel-Pattinson joined the meeting at 10:21am.

ii. EMT Join the Board

The Chair welcomed the executive management team to the meeting. The CE tabled the A3 Allen and Clarke Report Recommendations Response draft document for discussion.

Dr Teuila Percival joined the meeting at 10:50am.

The Chair thanked management for preparing the draft document. Proposed actions and opportunities for each recommendation were discussed fully.

The following was agreed:

- Management and the Board will develop a new Strategic Plan following a joint planning session. Management will draft a proposed outline for the planning session, including suggested invitees, which the Board will consider at its July meeting.
- The date for the strategy session will be set by the Chair in discussion with management.
- The role of the HPA in advocacy will be discussed at the strategy session.
- Following the strategy session, management will refresh the existing stakeholder engagement plan, the business plan and the organisational development plan. This will include a review of delegations.
- In the 2019-20 financial year HPA will scope and plan one or more sector-facing health promotion event(s)
- Management will prepare an employee engagement plan that can be discussed and refined at the strategy session.

ITEM 2 ALCOHOL UPDATE

The CE introduced [redacted] and [redacted] (via VC) who presented to the Board on the alcohol work programme. Discussion followed. The report and presentation were noted. Further discussion of alcohol programme priorities will form part of the strategy session.

Professor Boyd Swinburn left the meeting.

ITEM 3 AGENDA

i. Apologies, Interest Register

There were no apologies.

There were no changes to the interest register

ii. Minutes from the Previous Meeting held on 6 May 2019

There were no changes to the 6 May 2019 draft minutes.

It was agreed that the minutes of the Board meeting of 6 May 2019 be confirmed.

(Dr Teuila Percival/Mafi Funaki-Tahifote)

iii. Matters arising from the previous minutes

The Chair and Cath Edmondson updated the Board on the meeting held with the Health and Disability System Review Panel Chair Heather Simpson in May. Discussion followed.

It was agreed the Governance training would be postponed to December.

ITEM 4 REPORTS

i. Chief Executive's Report

The CE presented his report covering the period of 2 May to 10 June 2019. The following was highlighted:

- HPA's Statement of Performance Expectations (SPE) 2019/20 has been accepted by the Associate Minister of Health Hon Jenny Salesa without any change and will now be prepared for publication.
- The Government's Wellbeing Budget and its response to the recommendations made by the Mental Health and Addiction Inquiry have been publicly released. Both have positive implications for initiatives led or facilitated by HPA and discussions with Ministry of Health (MoH) officials are under way.
- The analysis and advice undertaken by Allen + Clarke has been completed and has been distributed in confidence to HPA staff who have responded positively to the 10 recommendations.
- The Like Minds, Like Mine Pacific approach was launched by the Associate Minister of Health Hon Jenny Salesa on 7 June 2019. This initiative is a Pasifika community-focused, owned and driven approach to support the Like Minds, Like Mine kaupapa. The approach focuses on the Pacific home with the target audience being parents, caregivers and significant adults of Pacific children and youth.
- The Vaping Facts website was launched by the Associate Minister of Health Hon Jenny Salesa on 9 June 2019. The website provides New Zealanders with a source of clear and credible information about vaping as a way to stop smoking.
- The National Depression Initiative eCoaching pilot for The Journal launched the week of 20 May 2019. All five pilot sites have had peer coaches trained and ready to support 500 people with mild to moderate depression and/or anxiety (prioritising the needs of Māori, Pasifika and young people 16 to 25-years-old).
- HPA was named Advertiser of the Year at this year's Beacon Awards. The award, sponsored by Google, is based on the success of HPA's Pre-Testie Bestie alcohol and pregnancy behaviour change initiative, which took out four gold medals at the award ceremony in Auckland. The awards are organised by the Commercial Communications Council, the industry association representing the interests of marketing communication agencies and highlight "smart and innovative thinking".
- There was a power cut at our Wellington offices there was one employee working in the premises at the time. While there were no major implications of this event, it highlighted an issue with our doors on levels 15 and 16 (there

are no comparable doors on level 14). The issue being that with no power these doors were unable to be opened from either side. As the employee was on level 16 she was able to exit via the reception. Our building manager has been notified of this and is in the process of rectifying this to install manual override buttons for these doors to ensure that in any future event where there is no power there is no issue with employees being able to exit the building.

It was agreed following the all staff quarterly meeting the World Health Promotion Conference presentation would be emailed to the Board.

ii. Finance and Performance Report.

The CE introduced Lucy Hickman to the Board who presented the May 2019 Finance and Performance report to the Board. [REDACTED]

It was agreed that Board approves the Finance and Performance Report for May 2019.

(Dr Teuila Percival/Catherine Abel-Pattinson)

iii. Minimising Gambling Harm Update

The CE introduced [REDACTED] and [REDACTED] (who joined the meeting via VC) and [REDACTED] who presented to the Board on the Maori and Pacific South Auckland Campaign. Discussion followed.

ITEM 5 GENERAL BUSINESS

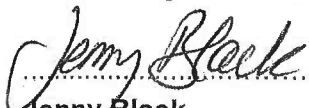
i. Other Business, Board Work Plan

The Chair updated the Board on her meeting with the CE and Associate Minister of Health, Hon Jenny Salesa held in May.

It was agreed the SOI refresh workshop would be held in September.

Next meeting will be held Monday 15 July 2019 in the Wellington Office.

The meeting closed at 3:09pm.


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Jenny Black
Chair

Date 15/7/19
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ACTION LIST

ITEM NO	TASK	RESPONSIBILITY	DUE DATE
	Draft a proposed outline for the planning session, including suggested invitees	Management	July 2019
	Develop a new Strategic Plan	Management & Board	August 2019 onwards
	Prepare an employee engagement plan for discussion	Management	August 2019
	Refresh the existing stakeholder engagement plan	Management	TBC following August strategy session
	Refresh the existing business plan	Management	TBC following August strategy session
	Refresh the organisational development plan, including a review of delegations	Management	TBC following August strategy session
	A workshop to discuss and begin to refresh the Statement of Intent	CE	September 2019
	Arrange a Governance training day for the Board	CE	December 2019
	Scope and plan one or more sector-facing health promotion event(s)	HPA	2019-20 financial year

Minutes of the Health Promotion Agency Board Meeting

Monday 15 July 2019

Teleconference

Attendees: Jenny Black, Catherine Abel-Pattinson, Mafi Funaki-Tahifote, Prof Boyd Swinburn

Apologies: Dr Monique Faleafa, Dr Mataroria Lyndon, Dr Teuila Percival

In Attendance: Clive Nelson, Chief Executive

Item 3.ii: Lucy Hickman, General Manager Corporate Services

The meeting commenced at 10:33am.

ITEM 1 BOARD-ONLY SESSION

i. Board-only session

A Board-only session was held for 30 minutes.

Monique left the meeting.

ITEM 2 AGENDA

i. Welcome, Apologies, Interest Register

The Chair welcomed members to the meeting.

There were apologies from Dr Mataroria Lyndon, Monique Faleafa and Teuila Percival.

There were no changes to the interest register.

It was agreed Board members contact numbers and home addresses would be removed from the interest register.

ii. Minutes of the previous meeting held on 17 June 2019

There were no changes to the 17 June 2019 draft minutes.

It was agreed that the minutes of the Board meeting 17 June 2019 be confirmed.

(Mafi Funaki-Tahifote/Catherine Abel-Pattinson)

iii. Matters arising from the previous minutes

There were no matters arising.

iv. Chief Executive Resignation Correspondence

The Chair noted the CE formally tendered his resignation as Chief Executive of Health Promotion Agency to take up the position of Chief Executive of the Heart Foundation. The Chair advised the CE's last day would be Friday, 2 August and at the Chair's request the CE would be attending the 19 August Strategy Session. On behalf on the Board, the Chair thanked the CE for his seven years of leadership and wished him every success.

It was agreed the Board officially received the CE's resignation as Chief Executive of Health Promotion Agency.

(Jenny Black/Prof Boyd Swinburn)

ITEM 3 REPORTS

i. Chief Executive's Report

The CE presented his report covering the period of 11 June to 8 July 2019.

The following was highlighted:

- HPA's final Statement of Performance Expectations (SPE) 2019/20 was sent to the Associate Minister of Health Hon Jenny Salesa for tabling in Parliament and will be published on HPA's website.
- On 26 June the State Services Minister Hon Chris Hipkins announced that the State Sector Act 1988 will be repealed and replaced with a new Public Service Act. Among the changes being consulted upon is the intention to reaffirm the term 'public service' and clarify that this includes Crown Agents (such as the HPA) as well as Ministries and Government Departments. The State Services Commission will lead a discussion on what the changes mean for Crown Agents on 31 July, which the Chair is planning to attend. There will also be an update on the proposed Code of Conduct for Boards.

- Three new pieces of work have come over from the Ministry of Health. These include Stroke FAST campaign, cervical screening and sexual health/syphilis.
- The CE attended the national gambling harm minimisation launch to release the Strategy to Prevent and Minimise Gambling Harm 2019-2022 which Minister Hon Jenny Salesa hosted.
- HPA being party to a complaint by Healthy Auckland Together to the Advertising Standards Authority (ASA) over a Cookie Time digital advertisement.
- ASA Consultation on the standard for Advertising and Promotion of Alcohol and the Draft Alcohol Advertising and Promotion Code documents.

ii. Finance and Performance Report.

The CE introduced Lucy who presented the June 2019 Finance and Performance Report to the Board.



It was agreed that Board approves the Finance and Performance Report for June 2019.

(Prof Boyd Swinburn/Catherine Abel-Pattinson)

ITEM 5 GENERAL BUSINESS

i. Other Business, Board Work Plan

There was no other business.

ii. Recruitment Subcommittee Recommendations

The Chair discussed with the Board the process of appointing a new Chief Executive. Discussion followed.

The following was agreed:

- Jenny Black, Dr Monique Faleafa and Dr Mataroria Lyndon would form a subcommittee to work with a recruitment company to appoint a new Chief Executive of Health Promotion Agency.
- The Board would contract Recruitment and Performance Consulting to assist with the recruitment of a new Chief Executive for Health Promotion Agency.

- To appoint Tane Cassidy as Health Promotion Agency's acting Chief Executive from Monday, 5 August until the Board employs a new permanent Chief Executive.

(Jenny Black/Catherine Abel-Pattinson)

iii. **Draft outline for the August Planning Session**

The draft outline for the August Planning Session was discussed. The Chair advised the Board a planning session would be held with her, [redacted] and the management team following the Board meeting to further discuss the draft outline for the August Planning Session.

It was agreed the outline for the August Planning Session would be sent to the Board early August for feedback.

iv. **Next meeting – Monday, 19 August 2019 commencing at 10:30am** [redacted]

The meeting closed at 11:55am.

J Black

Jenny Black
Chair

Date

16 September, 2019

ACTION LIST

ITEM NO	TASK	RESPONSIBILITY	DUE DATE
1.	Develop a new Strategic Plan	Management & Board	August 2019 onwards
2.	Prepare an employee engagement plan for discussion	Management	August 2019
3.	Refresh the existing stakeholder engagement plan	Management	TBC following August strategy session
4.	Refresh the existing business plan	Management	TBC following August strategy session
5.	Refresh the organisational development plan, including a review of delegations	Management	TBC following August strategy session
6.	A workshop to discuss and begin to refresh the Statement of Intent	CE	September 2019
7.	Arrange a Governance training day for the Board	CE	December 2019
8.	Scope and plan one or more sector-facing health promotion event(s)	HPA	2019-20 financial year

Minutes of the Health Promotion Agency Board Meeting

Monday 19 August 2019

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- Attendees:** Jenny Black, Dr Monique Faleafa, Catherine Abel-Pattinson, Mafi Funaki-Tahifote, Dr Mataroria Lyndon, Dr Teuila Percival
- Apologies:** Prof Boyd Swinburn
- In Attendance:** Tane Cassidy, Acting Chief Executive and Lucy Hickman, General Manager Corporate Services

The meeting commenced at 9:50am

ITEM 1 AGENDA

i. Welcome, Apologies, Interest Register

The Chair welcomed members to the meeting and discussed the recent meeting she and the Acting CE had with Hon Minister Peeni Henare.

There was an apology from Prof Boyd Swinburn.

There were no changes to the interest register.

The Chair discussed the upcoming Strategy Session. Discussion followed.

ii. Minutes of the previous meeting held on 15 July 2019

It was agreed that the minutes of the Board meeting held 15 July 2019 be confirmed.

(Dr Monique Faleafa/Catherine Abel-Pattinson)

iii. Matters arising from the previous minutes

It was noted the matters arising for August would be discussed in Strategy Session.

Lucy advised the Board an external company 'AskYourTeam' have been brought in to help with the staff survey. Discussion followed.

ITEM 2 REPORTS

i. Chief Executive's Report

The Chair welcomed Tane as the Acting Chief Executive (CE). The CE presented his report covering the period of 9 July to 12 August 2019. He highlighted the following:

- an invitation received for the Chair and CE to present at the Federation of Primary Health Aotearoa New Zealand Strategy Day.
- an invitation for the CE to attend the Public Health Clinical Network meeting in November.
- the government's recent Cabinet reshuffle including Hon Peeni Henare, Associate Minister of Health now being the responsible for HPA.
- the recent Royal Commission of Inquiry into the Attack on Christchurch Mosques on 15 March 2019.

It was agreed the Board received the CE Report for the period of 9 July to 12 August 2019.

(Dr Mataroria/ Dr Monique Falefa)

ii. Finance and Performance Report and 2018/19 Fourth Quarter Report to the Minister

The Chair introduced Lucy Hickman who discussed with the Board the updated position on the June 2019 financials. [REDACTED]

[REDACTED]

The Fourth Quarter Report to the Minister was discussed.

The Chair highlighted the recent global recognition for the *Quit Fur Your Pets* campaign, which won the Ad of The Week Award.

It was agreed the link to the *Quit Fur Your Pets* video would be sent to members of the Board.

It was agreed that Board approves the updated Finance and Performance Report for June 2019.

(Dr Mataroria/Catherine Abel-Pattinson)

iii. **Draft Annual Report**

The Draft Annual Report was discussed and feedback was given.

It was agreed if there was any further feedback on the Draft Annual Report to provide this via email.

ITEM 3 GENERAL BUSINESS

i. **Other Business, Board Work Plan**

There was no other business.

ii. **It was agreed the next meeting would be held in Auckland, Monday 16th September 2019 commencing from 9:00am – 3:00pm.**

ITEM 4 BOARD-ONLY SESSION

There was no Board-only session held.

The meeting closed at 10:04am.

J Black

Jenny Black
Chair

16 September, 2019

Date

ACTION LIST

ITEM NO	TASK	RESPONSIBILITY	DUE DATE
1.	Develop a new Strategic Plan	Management & Board	August 2019 onwards
2.	Prepare an employee engagement plan for discussion	Management	November 2019
3.	Refresh the existing stakeholder engagement plan	Management	November/December 2019
4.	Refresh the existing business plan	Management	November/December 2019
5.	Refresh the organisational development plan, including a review of delegations	Management	October 2019
6.	A workshop to discuss and begin to refresh the Statement of Intent	CE	September 2019
7.	Arrange a Governance training day for the Board	CE	December 2019
8.	Scope and plan one or more sector-facing health promotion event(s)	HPA	2019-20 financial year

Minutes of the Health Promotion Agency Board Meeting

Monday 16 September 2019

Auckland Office, Level 2, Ascot Central, 7 Ellerslie Racecourse
Drive, Ellerslie, Auckland

- Attendees:** Jenny Black, Prof Boyd Swinburn (via VC), Mafi Funaki-Tahifote, Dr Mataroria Lyndon (via VC), Dr Teuila Percival
- Apologies:** Karaitiana Tickell, Dr Monique Faleafa,
- In Attendance:** Tane Cassidy, Acting Chief Executive
- Items 1 – 4:** Cath Edmondson, General Manager, Policy, Research and Advice, Laurianne Reinsborough, General Manager, Operations, Lucy Hickman, General Manager, Corporate Services, Lynne Walsh, Acting General Manager, Communications and Capacity, _____, Principal Advisor Māori

The meeting commenced at 9:03am.

ITEM 1 STRATEGIC PLAN UPDATE

The Chair welcomed members to the meeting and introduced _____ who opened the meeting with a karakia and mihi.

Cath gave an update on the Strategic Direction and Statement of Intent 2020. Cath discussed the proposed vision, mission, drivers, stewardship, outcomes and priority areas proposed in the Strategic Plan. This was discussed fully by the Board.

9:54am Dr Mataroria Lyndon joined the meeting.

The Board was in general agreement with the overall shape of the Strategic Plan.

The following was agreed:

- HPA's vision would mirror Pae Ora – Healthy Futures/Ministry of Health's draft outcomes framework presented at the August 2019 Strategy Session.
- HPA's mission statement would be reframed to: Te Hiringa Hauora, The unrelenting pursuit of wellbeing.
- HPA's stewardship function would focus on Health Promotion and reducing alcohol harm.
- To replace the wording 'stewardship' with 'rangatira'.
- Management to meet with the Ministry of Health to get feedback on the alignment of our proposed strategic direction, to discuss their expectations and their response to changes from current Statement of Intent including output classes.

It was agreed management would include as part of the further development of the Strategic Plan:

- Actions and measures that show how the organisation addresses Te Tiriti o Waitangi, Equity and Sustainability.
- Stakeholder engagement plan.
- How to include emergency preparedness/health protection surveillance plan.
- A prioritisation and decision-making framework.

(Dr Teuila Percival/Mafi Funaki-Tahifote)

ITEM 2 AGENDA

i. Welcome, Apologies, Interest Register

The Chair acknowledged Catherine Abel-Pattinson's time on the Board and noted the reappointment of Dr Monique Faleafa as Deputy Chair and the appointment of new Board member Karaitiana Tickell.

There was an apology from Dr Monique Faleafa and Karaitiana Tickell.

There were no changes to the interest register.

ii. **Minutes of the previous meeting held on 19 August 2019.**

It was agreed that the minutes of the Board meeting held 19 August 2019 be confirmed.

(Dr Teuila Percival/Mafi Funaki-Tahifote)

iii. **Matters arising from the previous minutes**

There were no matters arising.

ITEM 3 REPORTS

i. **Chief Executive's Report**

The CE presented his report for the period of 13 August to 9 September 2019. The following was highlighted:

- The CE and Chair presented at the Federation of Primary Health Aotearoa New Zealand strategic planning day held on 10 September 2019. They received an update from Heather Simpson on the System Review at this meeting.
- The *Vape to Quit* media campaign that was proposed to be in market for mid-October has been put on hold. The Ministry of Health requested a pause as new vaping legislation is expected to be introduced into Parliament.
- The Interim Report of the Health and Disability System Review.
- Key recent and upcoming stakeholder meetings.
- The recent release of the Cancer Action Plan for 2019-2019 and the key actions to improve cancer care and outcomes.
- The launch of the Child and Youth Wellbeing Strategy.
- The recent report released from UK-based company Privacy International called 'Your mental health for sale' which claims websites about depression (including depression.org.nz) share data with third party websites and our media response, current review and update of our privacy policies across all HPA websites.

Discussion followed. The Board received the CE report.

ii. **Finance and Performance Report**

The Chair introduced Lucy Hickman who presented to the Board on the August 2019 Finance and Performance Report. _____

Lucy discussed with the Board the current financial reporting template.

It was agreed the Finance and Performance Reports to the Board would include an updated annual budget that includes additional funding received for new business and analysis of the new business in the commentary.

It was agreed that the Board approves the August 2019 Finance and Performance Report.

(Dr Teuila Percival/Mafi Funaki- Tahifote)

iii. Alcohol Sponsorship

Cath Edmondson discussed with the Board alcohol advertising and sponsorship options and briefed the Board on the upcoming meeting with Hon Peeni Henare, Associate Minister of Health and Hon Dr David Clark, Minister of Health. Discussion followed.

The recent DHB Chair's meeting was discussed.

It was agreed management would scope hosting a symposium for DHBs intended to discuss: strategic alignment and priorities; working together effectively; sharing data, insights and information to inform policy and programme development.

It was agreed management would report to the Board following the meeting with Ministers on alcohol advertising and sponsorship.

iv. Final Annual Report

The CE introduced Lynne Walsh who discussed with the Board the progress on the 2018/19 Annual Report. Discussion followed.

It was agreed if there was any further feedback on the Annual Report it was to be provided via email.

v. Allen and Clarke Analysis and Advice Update

The CE presented to the Board the draft Allen and Clarke Analysis and Advice Response to the Recommendations document to the Board. Discussion followed.

It was agreed management would report, with input from the Ministry of Health, six-monthly to the Board on the progress of the Allen and Clarke Analysis and Advice Response to Recommendations.

ITEM 4 GENERAL BUSINESS

i. Other Business, Board Work Plan

2020 Board meeting frequency was discussed.

The following was agreed:


- Board meetings would commence February 2020, taking place the third Monday of each month. These meetings will alternate between short teleconference meetings with no reporting, and full day meetings alternating location between Wellington and Auckland.
- The Board Work Plan would be reviewed.

ii. Next Meeting – Monday, 21 October 2019 commencing at 10:30am in the Wellington Office.

ITEM 5 BOARD-ONLY TIME

Board-only time was held for 20 minutes.

The meeting closed at 12:36pm.



Jenny Black
Chair



Date

ACTION LIST

ITEM NO	TASK	RESPONSIBILITY	DUE DATE
1.	Develop a new Strategic Plan	Management & Board	August 2019 onwards
2.	Update the Board on alcohol advertising and sponsorship following the Minister's meetings	CE	October 2019
3.	Prepare an employee engagement plan for discussion	Management	November 2019
4.	Refresh the existing stakeholder engagement plan	Management	November/December 2019
5.	Refresh the existing business plan	Management	November/December 2019
6.	Refresh the organisational development plan, including a review of delegations	Management	October 2019
7.	Arrange a Governance training day for the Board	CE	March 2020
8.	Report on progress of the Allen and Clarke Analysis and Advice Response to Recommendations.	CE	March 2020
9.	Scope hosting a symposium for DHBs.	Management	TBC
10.	Scope and plan one or more sector-facing health promotion event(s)	HPA	2019-20 financial year

Minutes of the Health Promotion Agency Board Meeting

Monday 21 October

HPA Wellington Office, Akaroa Room, Level 14, 101 The Terrace,
Wellington

Attendees: Jenny Black, Mafi Funaki-Tahifote, Prof Boyd Swinburn (via VC), Karaitiana Tickell

Apologies: Dr Monique Faleafa, Dr Mataroria Lyndon, Dr Teuila Percival

In Attendance: Tane Cassidy, Chief Executive

Item 1: _____ HPA's kaumātua

Items 1 – 4: Cath Edmondson, General Manager Policy, Research and Advice, _____
Principal Advisor Māori, Lucy Hickman, General Manager Corporate
Services, Lynne Walsh, Acting General Manager Communications and
Capacity

Item 2.i.: Robyn Shearer, Deputy Director-General, Mental Health and Addictions and
_____, Director Suicide Prevention Manager, Ministry of Health,
_____, Chair, Tangata Whenua Advisory Group and
Acting Manager Mental Health, _____ Programme Lead Like Minds,
Like Mine

The meeting commenced 10:30am

ITEM 1 MIHI WHAKATAU

A mihi whakatau was held to welcome new Board member Karaitiana Tickell.

ITEM 2 REPORTS

i. Mental Health Update

The CE introduced Robyn Shearer, Deputy Director-General, Mental Health and Addictions and the newly appointed Director Suicide Prevention Manager, _____ from the Ministry of Health who discussed the new mental health and addiction structure, their key priorities and the Office of Suicide Prevention's role.

Prof Boyd Swinburn joined the meeting via VC at 11:20am.

Jenny Black joined the meeting at 11:35am.

The CE introduced the mental health team who presented on the current work programme and the future strategies of the National Depression Initiative and the Like Minds, Like Mine programme. Discussion followed. Workplace wellbeing, mental health research and future strategy for prevention and promotion were discussed.

The Board agreed to endorse the Like Minds, Like Mine Programme to Uphold the Mana and Human Rights of People Who Experience Mental Distress National Plan 2019-2024.

(Jenny Black/Mafi Funaki-Tahifote)

Robyn and Carla left the meeting at 12:00noon.

The CE introduced _____ who briefed the Board on the role and purpose of the Tangata Whenua Advisory Group. Discussion followed.

The Chair thanked _____ and the mental health team.

ITEM 3 AGENDA / REPORTS

i. Apologies, Interest Register

There were apologies from:

- Dr Monique Faleafa
- Dr Mataroria Lyndon
- Dr Teuila Percival

There were no changes to the interest register.

ii. Minutes of the previous meeting held on 16 September 2019.

It was agreed that the minutes of the Board meeting held 16 September 2019 be confirmed.

(Mafi Funaki-Tahifote)\Prof Boyd Swinburn

iii. Matters arising from the previous minutes

There were no matters arising from the previous minutes.

iv. Finance and Performance Report

The Chair introduced Lucy Hickman who briefly discussed the September 2019 Finance and Performance Report.

It was agreed that the Board approves the September 2019 Finance and Performance Report.

(Jenny Black/Mafi Funaki-Tahifote)

v. Chief Executive Report

Karaitiana Tickell left the meeting at 12:34pm.

The CE presented his report for the period of 10 September to 14 October 2019. The following was highlighted:

- The Health Select Committee Hearing scheduled to be held in November.
- The Enduring Letter of Expectations.
- Budget bids.
- Health Coalition Aotearoa Knowledge Exchange Workshop on marketing regulation policies for tobacco, alcohol and food.
- Recent Herald diabetes article.

Discussion followed. The Board received the report.

vi. Alcohol Advertising and Sponsorship Update

Cath Edmondson updated the Board on the recent meeting with Hon Dr David Clark, Minister of Health and Hon Peeni Henare, Associate Minister of Health in relation to alcohol advertising and sponsorship. Discussion followed.

vii. Strategic Plan Update

Cath Edmondson gave an update on the strategic plan and advised a full update would be presented to the Board at the November meeting. Discussion followed.

ITEM 4 GENERAL BUSINESS

i. Other Business

There was no other business.

ii. Next Meeting – Monday, 18 November 2019 commencing at 10:30am in the Auckland Office.

ITEM 5 BOARD-ONLY TIME

No Board-only time was held.

The meeting closed at 12:50pm.


.....
Jenny Black
Chair


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Date

ACTION LIST

ITEM NO	TASK	RESPONSIBILITY	DUE DATE
1.	Develop a new Strategic Plan	Management & Board	August 2019 onwards
2.	Prepare an employee engagement plan for discussion	Management	November 2019
3.	Refresh the existing stakeholder engagement plan	Management	November/December 2019
4.	Refresh the existing business plan	Management	November/December 2019
5.	Refresh the organisational development plan, including a review of delegations	Management	March 2019
6.	Arrange a Governance training day for the Board	CE	March 2020
7.	Report on progress of the Allen and Clarke Analysis and Advice Response to Recommendations.	CE	March 2020
8.	Scope hosting a symposium for DHBs.	Management	TBC
9.	Scope and plan one or more sector-facing health promotion event(s)	HPA	2019-20 financial year

Minutes of the Health Promotion Agency Board Meeting

Monday 18 November 2019

Auckland Office, Level 2, Ascot Central, 7 Ellerslie Racecourse
Drive, Ellerslie, Auckland

- Attendees:** Jenny Black, Dr Monique Faleafa, Mafi Funaki-Tahifote, Dr Mataroria Lyndon, Prof Boyd Swinburn (via VC), Karaitiana Tickell (via VC)
- Apologies:** Dr Teuila Percival
- In Attendance:** Tane Cassidy, Chief Executive
Items 1 - 4 _____ Principal Advisor Māori, Cath Edmondson, General Manager, Policy, Research and Advice, Laurianne Reinsborough, General Manager, Operations, Lucy Hickman, General Manager, Corporate Services, Lynne Walsh, Acting General Manager, Communications and Capacity

The meeting commenced at 10:32am.

ITEM 1 AGENDA

i. Welcome, Apologies, Interest Register

Dr Mataroria Lyndon opened the meeting with a karakia.

There was an apology from Dr Teuila Percival.

There was one change to declaration of interest register. It was as follows:

- Addition. Prof Boyd Swinburn. Board member, MAS Foundation Charitable Trust.

ii. Minutes of the previous meeting held on 21 October 2019.

It was agreed that the minutes of the Board meeting held 21 October 2019 be confirmed.

(Mafi Funaki-Tahifote/Jenny Black)

iii. Matters arising from the previous minutes

It was noted matters arising would be discussed in items 2 and 3.iv.

ITEM 2 STRATEGY SESSION

Karaitiana Tickell joined the meeting at 10:45am via VC.

Cath Edmondson gave a progress summary on the Strategic Plan. The following were discussed in full by Management and the Board. The Board provided feedback on:

- Vision
- Treaty, equity and sustainability
- HPA's stewardship functions
- The priority areas and the draft lifecourse programme diagram
- Investment questions.

The Board were in agreement of the general direction of the Strategic Plan and agreed that there was more work to do, particularly on the Te Tiriti and equity statements, on the lifecourse programme proposal and how we prioritise our work.

The following was agreed:

- **The alcohol stewardship function, including funding, would be discussed further at the February 2020 meeting.**
- **The next iteration of the Strategic Plan would be presented back at the 16 December meeting.**
- **The draft Statement of Intent would be presented to the Board at the February 2020 Board meeting.**

ITEM 3 REPORTS

i. Chief Executive's Report

The CE presented his report for the period of 15 October to 11 November 2019. He highlighted the following:

- An upcoming meeting with Professor David Skeggs.
- DHB Funding and planning meeting.

- Upcoming NGO Workshop to seek greater alignment across respective lifestyle related areas, which Minister Henare is scheduled to attend.
- Recent meeting with Hon Minister Peeni Henare.
- Diabetes's approach.
- Meeting with _____, Group Manager Public Health at the Ministry of Health and HPA's Executive Management Team.
- Submission to the Inquiry into Health Inequities for Māori.
- Health Select Committee Annual Review Hearing re-scheduled date of 4 December 2019.
- Mental Health and Wellbeing Commission.
- Upcoming Tangata Whenua Advisory Group meeting.
- Recent Health and Disability System Review meeting.

Management and the Board discussed the risks and opportunities section including the increased volume of work and current mitigation plans around this risk.

ii. Finance and Performance Report

Lucy Hickman briefed the Board on the October 2019 Finance and Performance Report.

It was agreed rolling 13 month graphs, which included revenue, expenditure and alcohol levy would be included in the Finance and Performance Report.

It was agreed that the Board approves the October 2019 Finance and Performance Report.

(Mafi Funaki-Tahifote/Jenny Black)

iii. 2019/20 First Quarter Report to the Minister

The 2019/20 First Quarter Report to the Minister was discussed.

iv. High-level Staff Survey Results

Lucy Hickman briefed the Board on the Te Hiringa Kōrero, AskYourTeam employee survey results including strengths, areas for improvement, 10 highest and lowest scores, blind spots and next steps. Discussion followed.

ITEM 4 GENERAL BUSINESS

i. Other Business

There was no other business.

ii. Next Meeting – Monday, 16 December commencing at 11:30am via teleconference.

ITEM 5 BOARD-ONLY TIME

Board-only time was held for 15 minutes.

The meeting closed at 3:00pm.


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Jenny Black
Chair


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Date

ACTION LIST

ITEM NO	TASK	RESPONSIBILITY	DUE DATE
1.	Develop a new Strategic Plan	Management & Board	August 2019 onwards
2.	Continue to report back on the employee engagement plan	Management	December 2019 onwards
3.	Draft Statement of Intent presented to the Board	Management	February 2020
4.	Discuss alcohol stewardship function, including funding, further	Management and Board	February 2020
5.	Refresh the organisational development plan, including a review of delegations	Management	February 2020
6.	Report on progress of the Allen and Clarke Analysis and Advice Response to Recommendations	CE	March 2020
7.	Arrange a Governance training day for the Board	CE	April 2020
8.	Scope hosting a symposium for DHBs	Management	TBC
9.	Scope and plan one or more sector-facing health promotion event(s)	HPA	2019-20 financial year

Minutes of the Health Promotion Agency Board Meeting

Monday 16 December 2019

Videoconference

- Attendees:** Jenny Black, Dr Monique Faleafa, Mafi Funaki-Tahifote, Dr Mataroria Lyndon, Karaitiana Tickell
- Apologies:** Dr Teuila Percival, Prof Boyd Swinburn
- In Attendance:** Tane Cassidy, Chief Executive
Items 1 - 4 Cath Edmondson, General Manager, Policy, Research and Advice, Laurianne Reinsborough, General Manager, Operations, Lucy Hickman, General Manager, Corporate Services, Lynne Walsh, Acting General Manager, Communications and Capacity

The meeting commenced at 11:32am.

ITEM 1 AGENDA

i. Welcome, Apologies, Interest Register

Karaitiana Tickell opened the meeting with a karakia.

Apologies were received from Prof Boyd Swinburn and Dr Teuila Percival.

There were no changes to the interest register.

ii. Minutes of the previous meeting held on 18 November 2019.

It was agreed that the minutes of the Board meeting held 18 November 2019 be confirmed.

(Dr Monique Faleafa/Karaitiana Tickell)

iii. Matters arising from the previous minutes

There were no matters arising from the previous minutes.

ITEM 2 DECISIONS

i. Strategy Update

Cath Edmondson gave an update on the Strategic Plan including feedback from stakeholders, current strategic framework, timelines and next steps.

It was agreed the next iteration of the Strategic Plan would be presented back to the Board at the February 2020 meeting.

ii. Health and Disability System Review Questions

The CE discussed the workshop held in November with lifestyle NGOs, where Prof Peter Crampton from the Health and Disability System Review Panel posed a number of questions for feedback. The CE advised the Board he would be meeting Prof Crampton on Tuesday 19 December and invited the Board to provide their feedback on the questions noted in the Board memo. The Board provided feedback.

ITEM 3 REPORTS

i. Staff engagement plan update

Lucy Hickman gave an update on the staff engagement plan including progress to date and next steps. Discussion followed.

It was agreed management would provide a further update on the staff engagement plan at the February 2020 Board meeting.

ITEM 4 GENERAL BUSINESS

i. Other Business

The Chair and the CE briefed the Board on the Minister Henare meeting held earlier that day and discussed the upcoming Health Select Committee Hearing.

ii. Next meeting – Monday, 17 February commencing at 10:30am in the Wellington Office

The February Board meeting was discussed. The Chair wished the Board and management a merry kirihimete.

Mafi closed the meeting a prayer.

ITEM 5 BOARD-ONLY TIME

No Board-only time was held.

The meeting closed at 12:24pm.



Jenny Black
Chair

17/2/2020

Date

ACTION LIST

ITEM NO	TASK	RESPONSIBILITY	DUE DATE
1.	Develop a new Strategic Plan	Management & Board	August 2019 onwards
2.	Report back on the employee engagement plan	Management	February 2020
3.	Next iteration of the Strategic Plan presented to the Board	Management	February 2020
4.	Draft Statement of Intent presented to the Board	Management	February 2020
5.	Discuss alcohol stewardship function, including funding, further	Management and Board	February 2020
6.	Refresh the organisational development plan, including a review of delegations	Management	February 2020
7.	Report on progress of the Allen and Clarke Analysis and Advice Response to Recommendations	CE	April 2020
8.	Arrange a Governance training day for the Board	CE	April 2020
9.	Scope hosting a symposium for DHBs	Management	TBC
10.	Scope and plan one or more sector-facing health promotion event(s)	HPA	2019-20 financial year

Minutes of the Health Promotion Agency Board Meeting

Monday 17 February

Wellington Office, Akaroa Room, Level 14, 101 The Terrace,
Wellington

Attendees: Jenny Black, Dr Monique Faleafa, Prof Boyd Swinburn, Mafi Funaki-Tahifote, Dr Mataroria Lyndon (via VC), Dr Teuila Percival, Karaitiana Tickell

Apologies:

In Attendance: Tane Cassidy, Chief Executive, Cath Edmondson, General Manager, Policy, Research and Advice, Laurianne Reinsborough, General Manager, Operations, Lucy Hickman, General Manager, Corporate Services, Lynne Walsh, Acting General Manager, Communications and Capacity and , Principal Advisor Māori

Item 2: Strategic Advisor

The meeting commenced at 10:30am.

ITEM 1 AGENDA

i. Welcome, Apologies, Interest Register

The Chair welcomed members to the meeting.

Karaitiana Tickell opened the meeting with a karakia.

There were no apologies or changes to the interest register.

ii. Minutes of the previous meeting held on 16 December 2019.

It was agreed that the minutes of the Board meeting held 16 December 2019 be confirmed.

(Dr Monique Faleafa/Mafi Funaki-Tahifote)

iii. Matters arising from the previous minutes

It was noted the Strategic Plan, alcohol stewardship function, Statement of Performance Expectations and Statement of Intent would be discussed in agenda item 2.

It was noted an update on the organisational development plan would now fall under the change programme and an update on this, along with the employee engagement plan would be provided in agenda item 3.

ITEM 2 DECISIONS

i. Strategic Plan Update

Cath Edmondson presented the Strategic Plan to the Board. The Board discussed and provided feedback on the following areas: the purpose and intention to publish the Strategic Plan, timeline, whakataukī, vision, Te Tiriti, equity, sustainability, stewardship roles, our mahi, and areas of focus.

The following was agreed by the Board:

- **The Strategic Plan in its entirety is not intended to be published. A higher level version is to be drafted to communicate the new Strategic Plan to stakeholders.**
- **The final draft of the Strategic Plan would be presented at the March Board meeting.**
- **The Tangata Whenua Advisory Group will help write Te Tiriti section and a revised version will be sent to the Board following this.**
- **To send any further comments to Cath to incorporate in the final version of the Strategic Plan.**
- **More work would be done on the organisation section and included in the final version presented to the Board at the March meeting.**

- **The Alcohol Strategic Plan would be presented to the Board at either the April or June Board meeting 2020.**

The Chair thanked Cath and the team for all their work on the new Strategic Direction.

ii. **Draft Statement of Intent and Draft Statement of Performance Expectations**

The CE introduced _____ who presented to the Board the very early drafts of the Statement of Performance Expectation 2020-2021 and the Statement of Intent 2020-2024. Discussion including output classes and timelines followed.

It was noted updated drafts of both the Statement of Performance Expectation 2020-2021 and the Statement of Intent 2020-2024 would be presented at the March 2020 Board meeting.

ITEM 3 REPORTS

i. Chief Executive's Report

The CE presented his report for the period of 12 November 2019 to 10 February 2020. The following was highlighted:

- Executive Management Team recently held a two-day planning session to prepare for the future. As a follow up to this session the CE announced to all HPA staff that that HPA needs to change to meet the future challenges and opportunities that HPA are about to face (e.g. HPA's new Strategic Plan, Health and Disability System Review and the WAI 2575 Health Service and Outcomes Kaupapa Inquiry).
- The current relationship with the Ministry of Health.
- The recent Health and Disability System Leadership Council meeting.
- HPA is likely to be supporting a national campaign around hygiene / washing drying hands to minimise spreading germs in relation to the recent Coronavirus outbreak.
- Planning is underway for a National Health Promotion / Prevention Hui that will contribute to raising HPA's profile.
- The positive Health Select Committee hearing held in December 2019.
- Mandatory pregnancy warning labelling.
- The Health and Disability System Review.
- Recent lifestyles NGO workshop held where the group agreed to the notion of a 10 year approach to wellbeing through prevention and taking a kaupapa Maori approach.
- Recent Tangata Whenua Advisor Group Meeting.
- Health and Safety.

ii. Finance and Performance Report

Lucy Hickman presented to the Board the January 2020 Finance and Performance Report.

The January 2020 Finance and Performance Report was received by the Board.

It was agreed management would have further discussion with the Ministry of Health in relation to funding and output classes to enable less transactional conversations.

iii. Te Hiringa Hauora Change Programme

The CE updated the Board on the recent all-staff meeting in relation to positioning HPA to deliver against the new Strategic Direction.

Lucy Hickman updated the Board on the external provider currently being sourced to provide support on the change programme and feedback from staff was discussed.

Lucy gave an update on the systems and processes change programme currently underway.

iv. Employee Engagement Plan Update

Lucy Hickman briefed the Board on the employee engagement plan including, action that has been taken since the survey was conducted in October 2019 and current action points underway. The refresh of the remuneration policy was discussed.

The following was agreed by the Board:

- **The remuneration policy would be presented to the Board for review.**
- **Board delegations to the CE, including financial delegations would be reviewed by the Board every second year.**

ITEM 4 GENERAL BUSINESS

i. Other Business

There was no other business.

ii. Next Meeting – Monday, 16 March commencing at 11:15am via video conference.

ITEM 5 BOARD-ONLY TIME

Board-only time was held for 45 minutes.

The meeting closed at 3:25pm.


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Jenny Black
Chair


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Date

ACTION LIST

ITEM NO	TASK	RESPONSIBILITY	DUE DATE
1.	Develop a new Strategic Plan	Management & Board	August 2019 onwards
2.	Report back on the employee engagement plan	Management	June 2020
3.	Final draft of Strategic Plan presented to the Board	Management	March 2020
4.	Draft Statement of Intent and Statement of Performance Expectation presented to the Board	Management	March 2020
5.	Continue to update the Board on the Change Management Programme	Management	April 2020
6.	Report on progress of the Allen and Clarke Analysis and Advice Response to Recommendations	CE	April 2020
7.	Alcohol Strategic Plan would be presented to the Board	Management	April/June 2020
8.	The remuneration policy would be presented to the Board for review.	Management	June 2020
9.	Board delegations to the CE, including financial delegations would be reviewed by the Board	Management	June 2020
10.	Arrange a Governance training day for the Board	CE	On-hold 2020
11.	Scope hosting a symposium for DHBs	Management	TBC
12.	Scope and plan one or more sector-facing health promotion event(s)	HPA	2019-20 financial year

Minutes of the Te Hiringa Hauora Board Meeting

Monday 16 March 2020

Zoom / Teleconference

Attendees: Jenny Black, Prof Boyd Swinburn, Mafi Funaki-Tahifote, Dr Mataroria Lyndon, Dr Teuila Percival, Karaitiana Tickell

Apologies: Dr Monique Faleafa

In Attendance: Tane Cassidy, Chief Executive, [REDACTED], Principal Advisor Māori, Cath Edmondson, General Manager, Policy, Research and Advice, Laurianne Reinsborough, General Manager, Operations, Lucy Hickman, General Manager, Corporate Services and Lynne Walsh, Acting General Manager, Communications and Capacity

Items 2.i & 2.ii: [REDACTED] Strategic Advisor

The meeting commenced at 11:17am.

ITEM 1 AGENDA

i. Welcome, Apologies, Interest Register

The Chair welcomed members to the meeting.

[REDACTED] opened the meeting with a mihi.

There was an apology from Dr Monique Faleafa.

There were no conflicts or changes to the interest register.

The Chair discussed the recent meeting with Minister Henare and his support for the change in name to Te Hiringa Hauora.

Mataroria joined the meeting at 11:20am.

ii. Minutes of the previous meeting held on 17 February 2020.

It was agreed that the minutes of the Board meeting held 17 February 2020 be confirmed.

(Mafi Funaki-Tahifote/Dr Mataroria Lyndon)

iii. Matters arising from the previous minutes

It was noted the Strategic Plan, Statement of Performance Expectations and Statement of Intent would be discussed in agenda item 2.

ITEM 2 DECISIONS

i. Strategic Plan

11:25am Karaitiana Tickell joined the meeting.

Cath Edmondson discussed the new iteration of the Strategic Plan, including input and amendments from the Chair of the Tangata Whenua Advisory Group.

Discussion followed. The Board provided feedback on the new version of the Strategic Plan.

The following was agreed:

- **Further work would be done on the diagram and language throughout the Strategic Plan to emphasise the foundations.**
- **Management would include the Board's feedback and take the updated version to the Tangata Whenua Advisory Group and Pacific Advisory Group for their feedback.**
- **The Board endorsed the Strategic Plan in principal and supports management to commence the operational phase of the Strategy, on the condition that there is no significant changes to the Strategic Plan following feedback from the advisory groups.**

(Prof Boyd Swinburn/Dr Teuila Percival)

ii. Draft Statement of Intent and Draft Statement of Performance Expectations

The Chair introduced [REDACTED] who discussed the draft Statement of Intent (SOI) and draft Statement of Performance Expectations (SPE) with the Board. The Board provided feedback.

The following was agreed:

- **Feedback provided during the meeting would be incorporated into both documents, the updated versions would have a stronger sense of the new strategic direction throughout the SOI and SPE and a review of the measures.**
- **Management would incorporate the Board's feedback and provide the updated draft SOI and SPE to Audit New Zealand and the Ministry of Health for their comments.**
- **The final drafts of both the SOI and SPE would be presented back to the Board at the April meeting.**

iii. Te Hiringa Hauora Name

The CE discussed the proposal to refresh the Health Promotion Agency brand to position Te Hiringa Hauora as the agency's preferred name. Discussed followed.

It was agreed that:

- **The Board approves Te Hiringa Hauora as the agency's preferred name, noting this would result in changes to the brand lock-up and that the roll out of brand changes would be conducted in a financially cautious way.**
- **Management would provide an update on the Te Hiringa Hauora brand change at the April Board meeting.**

ITEM 3 REPORTS

i. Change Programme Update

The CE and Lucy Hickman updated the Board on the change process including, contracting Humankind to support the change process, the phased approach and timelines.

Lucy gave an update on the systems and processes change programme currently underway.

ii. COVID-19 Update

The CE provided an update on the COVID-19 campaign. Discussion followed.

The CE discussed staff health and safety around COVID-19, including recent communication to all-staff with advice around travel and sick leave.

ITEM 4 GENERAL BUSINESS

i. Other Business

The CE discussed the recent announcement of a national public health support role for DHBs.

The CE and Laurianne Reinsborough discussed the NGO forum held in February and provided an update on the *Wellbeing Through Prevention Project* that is currently underway.

Prof Boyd Swinburn noted his declaration of interest in relation to the work Health Coalition Aotearoa currently has underway on prevention and advised he would share an early stage prevention brief with Te Hiringa Hauora for the *Wellbeing Through Prevention Project*.

ii. Next Meeting – Monday, 20 April commencing at 10:00am in the Auckland Office.

████ closed the meeting with a karakia.

The meeting closed at 12:50pm.



20.04.2020

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Jenny Black
Chair

.....
Date

ACTION LIST

ITEM NO	TASK	RESPONSIBILITY	DUE DATE
1.	Develop a new Strategic Plan	Management & Board	August 2019 onwards
2.	Report back on the employee engagement plan	Management	June 2020
3.	Draft Statement of Intent and Statement of Performance Expectation provided to the Board	Management	April 2020
4.	Provide an update on the Te Hiringa Hauora brand change at the April Board meeting	Management	April 2020
5.	Continue to update the Board on the Change Management Programme	Management	April 2020
6.	Report on progress of the Allen and Clarke Analysis and Advice Response to Recommendations	CE	April 2020
7.	Alcohol Strategic Plan would be presented to the Board	Management	April/June 2020
8.	The remuneration policy would be presented to the Board for review.	Management	June 2020
9.	Board delegations to the CE, including financial delegations would be reviewed by the Board	Management	June 2020
10.	Arrange a Governance training day for the Board	CE	On-hold 2020
11.	Scope hosting a symposium for DHBs	Management	TBC
12.	Scope and plan one or more sector-facing health promotion event(s)	HPA	2019-20 financial year

Minutes of the Te Hiringa Hauora Board Meeting

Monday 20 April 2020

Zoom

- Attendees:** Jenny Black, Dr Monique Faleafa, Prof Boyd Swinburn, Mafi Funaki-Tahifote, Dr Mataroria Lyndon, Karaitiana Tickell
- Apologies:** Dr Teuila Percival
- In Attendance:** Tane Cassidy, Chief Executive, [REDACTED], Principal Advisor Māori, Cath Edmondson, General Manager, Policy, Research and Advice, Laurianne Reinsborough, General Manager, Operations, Lucy Hickman, General Manager, Corporate Services and Lynne Walsh, Acting General Manager, Communications and Capacity

The meeting commenced at 9:33am.

ITEM 1 AGENDA

i. Welcome, Apologies, Interest Register

The Chair welcomed members to the meeting and emphasised the Board's role as governors in health, safety and wellbeing and highlighted the duty of care is different in the current COVID-19 circumstances.

There was an apology from Dr Teuila Percival.

Karaitiana Tickell opened the meeting with a karakia.

There were no conflicts or changes to the interest register.

ii. Minutes of the previous meeting held on 16 March 2020.

It was agreed that the minutes of the Board meeting held 16 March 2020 be confirmed.

(Prof Boyd Swinburn/Dr Mataroria Lyndon)

iii. Matters arising from the previous minutes

The Chair noted matters arising that aren't covered in the April meeting were due to impacts of COVID-19 and would be covered at a later date. The Chair discussed the progress Te Hiringa Hauora had made on the Allen and Clarke Analysis and Advice Response to Recommendations. Discussion followed.

ITEM 2 REPORTS

i. Te Hiringa Hauora COVID-19 Response

The CE discussed the process Te Hiringa Hauora undertook during the COVID-19 Alert Level changes in March and the impacts it has had on staff, projects and programmes. The CE discussed the current working environment including; health and wellbeing check-ins, working from home guidelines, communication to staff, IT systems and social connectedness. The CE discussed the COVID-19 Alert Level scenario planning that is currently underway.

ii. External COVID-19 Responses

Laurianne Reinsborough and Cath Edmondson presented to the Board on Te Hiringa Hauora's external responses to COVID-19 which included; immunisation, minimising gambling harm, National Depression Initiative social response, alcohol, psychosocial response, priority groups, work with other agencies and synergies across programmes. Cath discussed the COVID-19 survey results with the Board. Discussion followed.

iii. Financial Performance Report

Lucy Hickman discussed the March financial performance report with the Board and potential impacts of COVID-19 on end of year financials. The Board received the March 2020 financial performance report.

iv. Change Programme Update

Lucy Hickman advised the Board the Humankind change programme was still underway and discussed timelines. Lucy briefed the Board on the employee engagement plan and the organisational development group.

v. System Review Update

The CE discuss the delay of the Health and Disability System Review due to the COVID situation.

ITEM 4 GENERAL BUSINESS

i. Other Business

Cath Edmondson advised the Statement of Performance Expectation 2020/21 and Statement of Intent 2020-2024 were still preceding as per the initial timetable and would be emailed to the Board prior to the May Board meeting.

ii. Next Meeting – Monday, 18 May commencing at 10:30am via zoom.

It was agreed to continue to meet monthly via zoom. The Chair advised the governance and Te Tiriti training would go ahead a later date when the Board are able to meet in person.

The meeting closed at 10:33am.

Dr Mataroria Lyndon closed the meeting with a karakia.



18.05.2020

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Jenny Black
Chair

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Date

ACTION LIST

ITEM NO	TASK	RESPONSIBILITY	DUE DATE
1.	Report back on the employee engagement plan	Management	June 2020
2.	Draft Statement of Intent and Statement of Performance Expectation provided to the Board	Management	May 2020
3.	Provide an update on the Te Hiringa Hauora brand change at the May Board meeting	Management	May 2020
4.	Continue to update the Board on the Change Management Programme	Management	May 2020
5.	Report on progress of the Allen and Clarke Analysis and Advice Response to Recommendations	CE	May 2020
6.	Alcohol Strategic Plan would be presented to the Board	Management	June 2020
7.	The remuneration policy would be presented to the Board for review.	Management	June 2020
8.	Board delegations to the CE, including financial delegations would be reviewed by the Board	Management	June 2020
9.	Arrange a Governance training day for the Board	CE	On-hold 2020
10.	Conduct a Te Tiriti Board training session	Management	On-hold 2020
11.	Scope hosting a symposium for DHBs	Management	TBC
12.	Scope and plan one or more sector-facing health promotion event(s)	HPA	2019-20 financial year

Minutes of the Te Hiringa Hauora Board Meeting

Monday 18 May 2020

Zoom

Attendees: Jenny Black, Dr Monique Faleafa, Prof Boyd Swinburn, Mafi Funaki-Tahifote, Dr Mataroria Lyndon, Dr Teuila Percival, Karaitiana Tickell

Apologies:

In Attendance: Tane Cassidy, Chief Executive,

Items 3 – 4: ██████████ Principal Advisor Māori, Cath Edmondson, General Manager, Policy, Research and Advice, Laurianne Reinsborough, General Manager, Operations, Lucy Hickman, General Manager, Corporate Services and Lynne Walsh, Acting General Manager, Communications and Capacity

The meeting commenced at 10:32am

ITEM 1 AGENDA

i. Welcome, Apologies, Interest Register

Mataroria opened the meeting with a karakia.

The Chair welcomed members to the meeting and discussed the recent meeting with Hon Minister Peeni Henare. The Chair noted the recently received Letter of Expectations 2020/21 for Te Hiringa Hauora.

Mafi Funaki-Tahifote joined the meeting at 10:34am.

There were no apologies.

There was one addition to the interest register. It was as follows:

- Dr Monique Faleafa, temporary contractor to the Ministry of Health.

ii. Minutes of the previous meeting held on 20 April 2020.

It was agreed that the minutes of the Board meeting held 20 April 2020 be confirmed.

(Prof Boyd Swinburn/Karaitiana Tickell)

iii. Matters arising from the previous minutes

The Chair noted the May matters arising would be discussed in today's meeting.

ITEM 2 DECISIONS

i. Change Management Programme Update

The CE discussed the Humankind phase 1 findings, the high level summary and his recommendations for next steps. Discussion followed. The Board were supportive of the CE's recommendations to:

- Create a Tiriti specific role at EMT level
- Disestablish the Senior Advisor Pacific role and establish a higher level role, Principal Advisor Pacific, with strong thought leadership capability
- Commission a fixed term role that supports and reports to the CE and leads a transformational change programme across the business
- Shift operational support in Corporate Services, including reviewing the HR function.

Accountability documents and how they fit within the change programme were discussed.

ITEM 3 REPORTS

i. Financial Performance Report

Lucy Hickman discussed the Finance and Performance Report for April 2020. [REDACTED]

[REDACTED]

It was agreed the Board receive the Finance and Performance Report for April 2020.

(Dr Monique Faleafa/Dr Teuila Percival)

ii. Progress on Allen and Clarke Recommendations

The CE discussed progress made and next steps on the Allen and Clarke recommendations as per attached. Discussion followed.

The Chair commended management on their work to date on the Allen and Clarke response to recommendations.

iii. Te Hiringa Hauora Name Change Update

Lynne Walsh and [REDACTED] provided an update on the Te Hiringa Hauora name change project.

iv. Third Quarter Report to the Minister 2019/20

The Third Quarter Report to the Minister 2019/20 was discussed.

ITEM 4 GENERAL BUSINESS

i. Other Business

There was no other business.

ii. COVID-19 Learnings

Management shared their COVID-19 learnings and learnings from their teams. Discussion followed.

Mataroria closed the meeting with a karakia.

ITEM 5 BOARD-ONLY TIME

Board-only time was held for 15 minutes.

The meeting closed at 12:33pm.



15.06.2020

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Jenny Black
Chair

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Date

ACTION LIST

ITEM NO	TASK	RESPONSIBILITY	DUE DATE
1.	Report back on the employee engagement plan	Management	August 2020
2.	Continue to update the Board on the Change Management Programme	Management	June 2020
3.	Report on progress of the Allen and Clarke Analysis and Advice Response to Recommendations	CE	November 2020
4.	Alcohol Strategic Plan would be presented to the Board	Management	September 2020
5.	The remuneration policy would be presented to the Board for review.	Management	June 2020
6.	Board delegations to the CE, including financial delegations would be reviewed by the Board	Management	June 2020
7.	Arrange a Governance training day for the Board	CE	On-hold 2020
8.	Conduct a Te Tiriti Board training session	Management	On-hold 2020
9.	Scope hosting a symposium for DHBs	Management	TBC
10.	Scope and plan one or more sector-facing health promotion event(s)	HPA	2019-20 financial year

Minutes of the Te Hiringa Hauora Board Meeting

Monday 15 June 2020

Zoom

Attendees: Jenny Black, Dr Monique Faleafa, Prof Boyd Swinburn, Mafi Funaki-Tahifote, Dr Teuila Percival, Karaitiana Tickell

Apologies: Dr Mataroria Lyndon

In Attendance: Tane Cassidy, Chief Executive, [REDACTED], Principal Advisor Māori, Cath Edmondson, General Manager, Policy, Research and Advice, Laurianne Reinsborough, General Manager, Operations, Lucy Hickman, General Manager, Corporate Services and Lynne Walsh, Acting General Manager, Communications and Capacity

The meeting commenced at 9:03am

ITEM 1 AGENDA

i. Welcome, Apologies, Interest Register

Karaitiana opened the meeting with a karakia.

There was an apology from Dr Mataroria Lyndon.

There were no changes to the interest register.

ii. Minutes of the previous meeting held on 18 May 2020.

It was agreed that the minutes of the Board meeting held 18 May 2020 be confirmed.

(Dr Teuila Percival/Mafi Funaki-Tahifote)

iii. Matters arising from the previous minutes

It was noted the matters arising from the previous minutes would be discussed in agenda item 3.i.

ITEM 2 DISCUSSION

i. Health and Disability System Review

This agenda item was deferred to a later date due the Health and Disability System Review not having been released yet.

ITEM 3 REPORTS

i. Change Management Programme Update

The CE discussed the recent announcement to all staff in relation to the change management programme, he noted consultation documents were open for staff feedback until Thursday, 25th June.

ii. CE Report to the Board

The CE presented his report for the period of 1 April to 8 June 2020. The following was highlighted:

- The Ministry of Health have confirmed Te Hiringa Hauora can carry forward the anticipated underspend of \$1 million as a result of impacts from COVID-19 on delivery of work programmes.
- Te Hiringa Hauora has been named in the top 10 of the most trusted public sector agencies in the latest Colmar Brunton annual Public Sector Reputation Index. The Index measures the reputation of 54 public sector agencies. We secured the number 6 spot, a jump of 13 places. Te Hiringa Hauora also came out on top for working positively with Māori and Pacific - 51% of respondents agree we work positively with Māori, and 50% of respondents agree we work positively with Pacific peoples.

- The business planning process currently underway, Executive Management Team (EMT) received business plans and presentations from the teams. EMT are now prioritising projects and holding discussions around resource implications, including budget, capacity and capability.
- The CE's positive virtual meeting with CEO of VicHealth Australia, Sandro Demaio. EMT plan to meet with Sandro and his team at a later date to discuss and share work areas of mutual interest, including equity and Tiriti responses.
- The most recent Health and Disability System Leadership Council meetings where Dr Ashely Bloomfield discussed the medium-term strategic approach in the context of COVID-19, the system response to COVID-19 and the Health and Disability System Review.
- During the period of July to December 2019, Te Hiringa Hauora received 100% OIA completion within legislated timeframe.
- The planning group for the National Health Promotion/Prevention Hui met recently to discuss potential themes and next steps. It is intended to host the hui virtually in November.
- The recent and upcoming NGO Forums.
- We recently signed a memorandum of understanding with NZ Maori Council. They are also supporting our psychosocial approach.
- A draft flexible working arrangement policy has been provided to staff for feedback.
- A recent Health and Safety incident.
- The wellbeing through prevention project.

Discussion followed, including, health and safety implications of the flexible working arrangements for staff, the wellbeing through prevention project and the NGO forum.

The following was agreed:

- **The Board would review and sign off the final version of the flexible working arrangement policy.**
- **Management would share the draft Te Whare Ta Pu Whā Framework with the Board.**

iii. **Financial Performance Report**

Lucy Hickman presented the Financial Performance Report for May 2020. [REDACTED]

[REDACTED]

ITEM 4 GENERAL BUSINESS

i. **Other Business**

Te Hiringa Hauora's view on the drug referendum was discussed.

ITEM 5 BOARD-ONLY TIME

Board-only time was held for 15 minutes.

The meeting closed at 10:30am.

Jenny Black.

20.07.2020

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Jenny Black
Chair

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Date

ACTION LIST

ITEM NO	TASK	RESPONSIBILITY	DUE DATE
1.	Report back on the employee engagement plan	Management	August 2020
2.	Continue to update the Board on the Change Management Programme	Management	July 2020
3.	Provide the Flexible Working Policy for Board review	Management	July 2020
4.	Report on progress of the Allen and Clarke Analysis and Advice Response to Recommendations	CE	November 2020
5.	Alcohol Strategic Plan would be presented to the Board	Management	September 2020
6.	The remuneration policy would be presented to the Board for review.	Management	August 2020
7.	Board delegations to the CE, including financial delegations would be reviewed by the Board	Management	August 2020
8.	Arrange a Governance training day for the Board	CE	On-hold 2020
9.	Conduct a Te Tiriti Board training session	Management	On-hold 2020
10.	Scope hosting a symposium for DHBs	Management	TBC
11.	Scope and plan one or more sector-facing health promotion event(s)	HPA	2019-20 financial year

Minutes of the Te Hiringa Hauora Board Meeting

Thursday 18 June 2020

Zoom

- Attendees:** Jenny Black, Dr Mataroria Lyndon, Prof Boyd Swinburn and Karaitiana Tickell
- Apologies:** Dr Monique Faleafa, Mafi Funaki-Tahifote and Dr Teuila Percival
- In Attendance:** Tane Cassidy, Chief Executive,
██████████ Principal Advisor Māori, Cath Edmondson, General Manager, Policy, Research and Advice, Laurianne Reinsborough, General Manager, Operations, Lucy Hickman, General Manager, Corporate Services and Lynne Walsh, Acting General Manager, Communications and Capacity

The Chair opened the meeting at 2.04pm.

The Board discussed their whakaaro on the Health and Disability System Review report. The report makes recommendations to government and no final decisions have been made.

The Board felt assured that Te Hiringa Hauora's strategic direction is consistent with the direction of the system review. There is an opportunity for us to demonstrate what we offer to the health and disability system.

The Board noted that there are some recommendations in the report that have implications for Te Hiringa Hauora. Management commented that staff have responded positively to the report, and also see it as an opportunity to showcase what we have achieved. We need to ensure that our value proposition is compelling, and communicated.

It was agreed the CE will provide a verbal update on our progress against the new Te Hiringa Hauora strategic plan.

The Chair encouraged the Board and management to stay connected, and to look forward with optimism.

The Chair closed the meeting at 2.53pm.

Jenny Black.

20.07.2020

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Jenny Black
Chair

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Date

ACTION LIST

ITEM NO	TASK	RESPONSIBILITY	DUE DATE
1.	Report back on the employee engagement plan	Management	August 2020
2.	Discuss progress against the Te Hiringa Hauora strategic plan.	CE	July 2020
3.	Continue to update the Board on the Change Management Programme	Management	July 2020
4.	Provide the Flexible Working Policy for Board review	Management	July 2020
5.	Report on progress of the Allen and Clarke Analysis and Advice Response to Recommendations	CE	November 2020
6.	Alcohol Strategic Plan would be presented to the Board	Management	September 2020
7.	The remuneration policy would be presented to the Board for review.	Management	August 2020
8.	Board delegations to the CE, including financial delegations would be reviewed by the Board	Management	August 2020

9.	Arrange a Governance training day for the Board	CE	On-hold 2020
10.	Conduct a Te Tiriti Board training session	Management	On-hold 2020
11.	Scope hosting a symposium for DHBs	Management	TBC
12.	Scope and plan one or more sector-facing health promotion event(s)	HPA	2019-20 financial year

Minutes of the Te Hiringa Hauora Board Meeting

Monday 20 July 2020

Akaroa Meeting Room & Zoom

Attendees: Jenny Black, Dr Monique Faleafa, Prof Boyd Swinburn, Mafi Funaki-Tahifote, Dr Teuila Percival, Karaitiana Tickell and Dr Mataroria Lyndon

Apologies: Lynne Walsh, Acting General Manager, Communications and Capacity

In Attendance: Tane Cassidy, Chief Executive,
██████████ Principal Advisor Māori,
Cath Edmondson, General Manager, Policy, Research and Advice,
Laurianne Reinsborough, General Manager, Operations,
Lucy Hickman, General Manager, Corporate Services

The Chair opened the meeting at 1.03pm.

ITEM 1 AGENDA

i. Welcome, Apologies, Interest Register

Dr Monique Faleafa opened the meeting.

There was an apology from Lynne Walsh, and Dr Teuila Percival would be joining the meeting late.

The Chair provided a brief update to the Board on the meeting held earlier with the Minister. The Minister is supportive of the way we operate and our future direction, and is keen to join another all staff hui within the next 3 weeks.

No changes were made to the interest register.

i. Minutes of the previous meeting held on 15 June 2020.

It was agreed that the minutes of the Board meeting held 15 June 2020 be adopted as a true and correct record of that meeting.

[Prof Boyd Swinburn / Karaitiana Tickell]

ii. Minutes of the previous meeting held on 18 June 2020.

It was agreed that the minutes of the Board meeting held 18 June 2020 be adopted as a true and correct record of that meeting.

[Prof Boyd Swinburn / Karaitiana Tickell]

iii. Matters arising from the previous minutes

There were no matters arising from the previous minutes.

ITEM 2 DECISIONS

i. Flexible Working Policy

The Board reviewed the draft Flexible Working Policy and paper provided by Lucy Hickman. The Board raised the following discussion points:

- The cost associated with providing equipment for staff to work from home i.e. monitors. Management are considering the option of providing an allowance to staff to purchase their own equipment versus providing the equipment and maintaining a register.
- Cyber security – ensuring our staff have secure networks while using their private wifi connection.
- Maintaining our culture and team unity, nurturing the feeling of whanau. The Board asked management to reflect on how we remain connected while working remotely.
- Social Media policy – while not directly associated with the Flexible Working Policy, the Chair asked management about whether we had a policy in place for staff.

The Board congratulated management on the policy, it is very comprehensive and well thought out.

ITEM 3 REPORTS

i. CE Update

The CE provided a verbal update to the Board.

- The CE remarked on the volatility of change and the impact on our staff.
- Public Health Clinical Network – the PHCN has been reviewing their terms of reference and they would still like Te Hiringa Hauora to be part of their network.
- Collective bargaining – in early August we will commence collective bargaining in response to the union. Lucy will provide an update to the Board at the next meeting.
- All staff hui – each Tuesday at 11am we have been holding an all staff hui over zoom with invited guests from time to time. We will include the Board on future invites and if your diaries allow the time to attend please join us
- DHB Public Health Advocacy Steering Group – the CE has been invited to be a member of this Steering Group.
- Sustainability – we recently participated in a tree planting event in Churton Park to demonstrate our commitment to our sustainability goal and to celebrate Matariki. It was a great event enjoyed by all.

ii. Progress against new Te Hiringa Hauora Strategic Plan

Cath Edmondson provided an update to the Board on progress against the strategic plan. The presentation focused on how we are implementing and imbedding the strategy, and how that ties into our unique value story.

Dr Teuila Percival joined the meeting at 1.57pm.

iii. Update on Change Programme

The CE provided an update to the Board on the Change Programme.

The final decision document was released last week following individual discussions being held with affected staff. The target date for the implementation of the new structure is early August 2020. The Board noted this was an ambitious timeframe but noted it tied in well with reporting and planning activities.

iv. 2019/20 Year End Financials

Lucy Hickman presented the 2019/20 year end financials to the Board.

ITEM 4 GENERAL BUSINESS

i. Other Business

FSANZ alcohol pregnancy warning label

At the Australia and New Zealand Ministerial Forum on Food Regulation on Friday 17 July, Ministers accepted Food Standards Australia New Zealand's (FSANZ) proposal on mandatory pregnancy warning labelling on alcoholic beverages. It will have distinctive red and black colouring, carry the words PREGNANCY WARNING and there will be an implementation period of three years.

Prior to the forum meeting, Te Hiringa Hauora provided advice to our Minister in support of FSANZ's proposal. In 2006, Te Hiringa Hauora predecessor organisation ALAC had submitted an application to FSANZ for mandatory pregnancy warning labels.

ITEM 5 BOARD-ONLY TIME

There was no requirement for Board only time.

Dr Monique Faleafa closed the meeting.

The meeting closed at 2:25pm.



17.08.2020

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Jenny Black
Chair

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Date

ACTION LIST

ITEM NO	TASK	RESPONSIBILITY	DUE DATE
1.	Report back on the employee engagement plan	Management	August 2020
2.	Report on progress of the Allen and Clarke Analysis and Advice Response to Recommendations	CE	November 2020
3.	Alcohol Strategic Plan would be presented to the Board	Management	September 2020
4.	The remuneration policy would be presented to the Board for review.	Management	August 2020
5.	Board delegations to the CE, including financial delegations would be reviewed by the Board.	Management	August 2020
6.	Arrange a Governance training day for the Board	CE	On-hold 2020
7.	Conduct a Te Tiriti Board training session	Management	On-hold 2020
8.	Scope hosting a symposium for DHBs	Management	TBC
9.	Scope and plan one or more sector-facing health promotion event(s)	HPA	2019-20 financial year

Minutes of the Te Hiringa Hauora Board Meeting

Monday 17 August 2020

Akaroa Meeting Room & Zoom

Attendees: Jenny Black, Dr Monique Faleafa, Prof Boyd Swinburn, Mafi Funaki-Tahifote, Dr Teuila Percival, Karaitiana Tickell and Dr Mataroria Lyndon

Apologies: None

In Attendance: Tane Cassidy, Chief Executive
Cath Edmondson, General Manager, Policy, Research and Advice,
Laurianne Reinsborough, General Manager, Operations,
Lucy Hickman, General Manager, Corporate Services
Lynne Walsh, Acting General Manager, Communications and Capacity,
[REDACTED] Principal Advisor Māori

The Chair opened the meeting at 1.02pm.

ITEM 1 AGENDA

i. Welcome, Apologies, Interest Register

Dr Teuila Percival opened the meeting.

No changes were made to the interest register.

ii. Minutes of the previous meeting held on 20 July 2020.

It was **agreed** that the minutes of the Board meeting held 20 July 2020 be adopted as a true and correct record of that meeting.

[Prof Boyd Swinburn / Dr Mataroria Lyndon]

iii. **Matters arising from the previous minutes**

There were two matters arising from the previous minutes:

- Chief Executive Delegations – a paper has been provided
- Te Tiriti o Waitangi workshop – will take place following our meeting

ITEM 2 **DISCUSSIONS/DECISIONS**

i. **Health and Disability System Review**

The Chief Executive provided a verbal update to the Board.

Management and the Board discussed what 'Te Hiringa Hauora +' would look like. It was agreed to add to a future agenda item as a discussion point.

ii. **Like Minds, Like Mine Presentation**

██████████ (Manager Mental Wellbeing) and ██████████ (Programme Lead - Like Minds, Like Mine) joined the meeting at 1.20pm. They presented to the Board with an update on the programme, and new procurement process which will prioritise and embed Te Tiriti o Waitangi, and provide an opportunity to co-design service specifications. The Board **noted** the update provided, and **supported** the proposed procurement approach.

The Chief Executive raised a potential perceived conflict of interest with one contractor involved in the programme, who has a personal relationship with our Minister. The Chief Executive assured the Board that the programme team have gone through a process and have documented this process, and the Minister has had no involvement in this piece of work. The contractor has been selected due to their skills and expertise, and is the best fit for the role. The Board **noted** the perceived conflict.

██████ and ██████ left the meeting at 1.55pm.

iii. **Skin Cancer Paper**

██████████ Manager Child and Family Health joined the meeting at 2.00pm to discuss the paper provided. The paper provided information to support the transition of the skin cancer programme over 2020/21 with a view to fully exit the programme by 30 June 2021.

The Board **supported** the outlined approach, but noted some concerns that need to be mitigated.

It was agreed that:

- This programme approach be added to our risk profile due to a potential impact to funding
- Discuss this approach with the Minister
- Consider a transition plan for this programme to further mitigate any risks

██████ left the meeting at 2.09pm.

ITEM 3 REPORTS

i. Update on Change Programme

The CE provided an update to the Board on the Change Programme.

- Recruitment has commenced for the new roles as per the revised organisational structure agreed in July.
- ████████ from Continuum Consulting has started working with EMT and the wider leadership team to deliver a Leadership Development Programme.
- ████████ from Nomad8 has started working with the wider leadership team to look at how we work together while imbedding our new strategy.
- An all staff wānanga session to look at our organisation values was scheduled for 25 August 2020, but this has since been postponed due to Covid until all staff can come together.

ii. CE Report to the Board

The Board **noted** the report provided by the Chief Executive.

The following discussion points were raised:

- Cancer Control Agency – we recently met with this group to discuss a joint piece of work documenting the updated evidence on cancer
- Nutrition space – we are working to get support from the wider NGO group with the hope to develop a 10 year plan, to utilise each other’s resources. There is an opportunity to build messages on nutrition and physical activity in the programmes of work on young people, and first 1000 days.

- COVID-19 – we continue to keep updated with the latest developments, with our focus on the psychosocial response, and drive to the right messaging around the use of masks and other key communications.

iv. 2019/20 Year End Financials

The Board **noted** the final 2019/20 year end financials to the Board.

v. Ministers Quarterly Report

The Ministers Quarterly Report was **noted** by the Board.

vi. Chief Executive Delegations

The Board **noted** the paper provided by Lucy Hickman outlining the Chief Executive Delegations.

ITEM 4 GENERAL BUSINESS

**i. Other Business
Future Board Meetings**

The Board **agreed** to revise their meeting schedule for the remainder of 2020. Full reporting from Management will only be required at every second month meeting, and the meetings in-between will be focused on strategic matters if required. The Board also **agreed** to reinstate the December meeting to approve the financials for the annual report.

ITEM 5 BOARD-ONLY TIME

There was no requirement for Board only time.

Dr Teuila Percival closed the meeting.

The meeting closed at 2:37pm.

Following the Board meeting, [REDACTED] led a Te Tiriti o Waitangi workshop.

21.09.2020

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Jenny Black
Chair

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Date

ACTION LIST

ITEM NO	TASK	RESPONSIBILITY	DUE DATE
1.	Report back on the employee engagement plan	Management	August 2020
2.	Report on progress of the Allen and Clarke Analysis and Advice Response to Recommendations	CE	November 2020
3.	Alcohol Strategic Plan would be presented to the Board	Management	October 2020
4.	The remuneration policy would be presented to the Board for review.	Management	August 2020
6.	Arrange a Governance training day for the Board	CE	On-hold 2020
7.	Conduct a Te Tiriti Board training session	Management	Underway
8.	Scope hosting a symposium for DHBs	Management	TBC
9.	Scope and plan one or more sector-facing health promotion event(s)	HPA	2020/21 financial year

Minutes of the Te Hiringa Hauora Board Meeting

Monday 19 October 2020

Akaroa Meeting Room & Zoom

- Attendees:** Jenny Black, Prof Boyd Swinburn, Mafi Funaki-Tahifote, Dr Teuila Percival and Dr Mataroria Lyndon
- Apologies:** Dr Monique Faleafa and Karaitiana Tickell
- In Attendance:** Tane Cassidy, Chief Executive
Cath Edmondson, General Manager, Policy, Research and Advice, Laurianne Reinsborough, General Manager, Operations,
Lucy Hickman, General Manager, Corporate Services
Lynne Walsh, Acting General Manager, Communications and Capacity,
Papa Nahi, Kai Okohapai

The Chair opened the meeting at 10.00am.

ITEM 1 AGENDA

i. Welcome, Apologies, Interest Register

The Chief Executive opened the meeting with a karakia.

Minor changes were made to the interest register.

ii. Minutes of the previous meeting held on 17 August 2020.

It was **agreed** that the minutes of the Board meeting held 17 August 2020 be adopted as a true and correct record of that meeting.

[Prof Boyd Swinburn / Dr Teuila Percival]

iii. Matters arising from the previous minutes

There were two matters arising from the previous minutes:

- Te Tiriti o Waitangi workshop – the second session will take place in November.
- Board Governance Training – will be discussed in more detail in December.

ITEM 2 DISCUSSIONS/DECISIONS

i. Digital Strategy

██████████ Acting Digital Manager joined the meeting at 10.20am to present on the Digital Strategy. The Board were supportive of the approach, and acknowledged ██████████ for his leadership in the Digital Team.

Dr Mataroria Lyndon joined the meeting at 10.45am.

ii. Alcohol Strategy

██████████ Manager Alcohol Harm Reduction joined the meeting at 10.45am to present on the Alcohol Strategy. ██████████ is seeking endorsement from the Board for the proposed direction with the new strategy.

There was discussion following the presentation, and the Board **endorsed** the direction proposed in the draft national harm reduction framework, and **agreed** that Te Hiringa Hauora moves to a dialogue and consultation stage with Māori and other stakeholders.

██████████ and ████████████ *left the meeting at 11.18am.*

ITEM 3 REPORTS

i. CE Report to the Board

The Board **noted** the report provided by the Chief Executive.

The following discussion points were raised:

- There have been a number of new staff appointments since the last Board meeting.
- The Board acknowledged Lynne Walsh for her contribution to Te Hiringa Hauora, and wished her well with her retirement.
- The Chief Executive has recently met with ██████████ regarding the Health and Disability Systems Review, and will keep the Board updated on any discussions in this space
- Arrangements are underway for a virtual National Hui on 26 November which will be focused on reconnecting and reflecting to move forward
- Discussions are underway with Tairāwhiti DHB to work together to explore the potential to trial/test an initiative in the public health/health promotion space.
- Relationship Agreement with Whakaōhea Iwi – this is an exciting opportunity for us to build strong connections with Iwi through a relationship agreement.
- An all staff wānanga has been scheduled for 27 October. This is a session which aims to relax and uplift our wairua.

iv. Progress on Strategy

Cath Edmondson, General Manager Policy, Research and Advice provided an update to the Board on the Te Hiringa Hauora Strategy. The first draft of the BIM has been completed, and will be ready once the new Ministerial portfolios have been announced. A copy will be circulated to the Board once it has been finalised and the Board will be updated at the December meeting on progress reporting against the strategy.

The team is developing a public version of the Strategy which will talk to our unique value add. A stakeholder engagement strategy is also being developed for us to use to tell our story, and influence key decision makers.

A draft Outcomes Framework will be presented at the December Board meeting. There was a delay to start this piece of work due to Covid, but it is now underway and will talk to our Te Tiriti dynamic approach, and how we engage with Te Tiriti partners. Synergia have been engaged to support us with the Outcomes Framework, and a number of workshops have taken place to consider how we best tell our performance story and how the strategy influences outcomes.

v. Update on Change Programme

Lucy Hickman provided an update to the Board on the Change Programme. The management team are considering resourcing to ensure we can deliver on the strategy which may require some further changes.

Nomad8 have started working with teams around the organisation to find improvements on how we can utilise time more efficiently, and streamline processes.

Continuum Consulting Group have also started working with the leaders in the organisation to identify a set of leadership qualities. EMT have completed a 360 feedback process, and the wider leadership team are now undertaking their 360 reviews.

vi. September 2020 Financials

The Board **noted** the final 2019/20 year end financials.

[REDACTED]

vii. Draft Annual Report

Lynne Walsh spoke to the draft annual report that was circulated to the Board.

The Board were supportive of the draft, but noted a gap in regards to nutrition. It was suggested to reflect this in planning for 2021/22, and to put more emphasis to have conversations with the Ministry.

ITEM 4 GENERAL BUSINESS

i. Other Business Board Director

Deputy Chair Dr Monique Faleafa has accepted a new position at PWC, and has resigned as a member of the Te Hiringa Hauora Board.

The Chair will start the process to recruit for the vacancy on the Board with the Ministers Office.

The Board acknowledged Dr Faleafa's contribution to the Board, and wished her well in her new position.

ITEM 5 BOARD-ONLY TIME

There was no requirement for Board only time.

Mafi Funaki-Tahifote closed the meeting with a prayer.

The meeting closed at 12.30pm.



7 December 2020

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Jenny Black
Chair

.....
Date

ACTION LIST

ITEM NO	TASK	RESPONSIBILITY	DUE DATE
1.	Report back on the employee engagement plan	Management	August 2020
2.	Report on progress of the Allen and Clarke Analysis and Advice Response to Recommendations	CE	November 2020
4.	The remuneration policy would be presented to the Board for review.	Management	August 2020
6.	Arrange a Governance training day for the Board	CE	On-hold 2020
7.	Conduct a Te Tiriti Board training session	Management	Underway
8.	Scope hosting a symposium for DHBs	Management	TBC
9.	Scope and plan one or more sector-facing health promotion event(s)	HPA	2020/21 financial year

Minutes of the Te Hiringa Hauora Board Meeting

Monday 7 December 2020

Akaroa Meeting Room & Zoom

Attendees: Jenny Black, Prof Boyd Swinburn, Mafi Funaki-Tahifote, Dr Mataroria Lyndon and Karaitiana Tickell

Apologies: Dr Teuila Percival and Laurianne Reinsborough, General Manager Operations

In Attendance: Tane Cassidy, Tumu Whakarāe/Chief Executive
Cath Edmondson, General Manager, Policy, Research and Advice
Lucy Hickman, General Manager, Corporate Services
Debra Jensen, General Manager, Communications, Marketing and Digital
Papa Nahi, Kai Okohapai

ITEM 1 BOARD-ONLY TIME

Board only time was held from 11am until 11.30am.

The Chair opened the meeting at 12.52pm.

ITEM 2 AGENDA

Welcome, Apologies, Interest Register

Dr Lyndon opened the meeting with a karakia.

Minor changes were made to the interest register.

██████████ and ██████████ joined the meeting to discuss the arrangements for the mihi whakataū to be held 8 December to welcome Minister Ayesha Verrall to the Te Hīringa Hauora whānau.

██████ and ██████ *left the meeting at 1.05pm.*

Minutes of the previous meeting held on 19 October 2020.

It was **agreed** that the minutes of the Board meeting held 19 October 2020 be adopted as a true and correct record of that meeting.

Matters arising from the previous minutes

Matters arising from the previous minutes included an update to action items.

ITEM 3 DISCUSSIONS/DECISIONS

Te Ara Pounamu - Virtual Population Health Hui

The hui planning team joined the meeting at 1.30pm.

Te Ara Pounamu was held on 26 November 2020, with a range of guest speakers and over 500 registrations for people to join online. The themes were population health and sustainability, hauora Māori and Te Tiriti, and communities and equity.

The hui was a great example of showing the potential in a post-Covid world, bringing people together in a sustainable way. A discussion paper is being prepared for us to use as a document to share with our Ministers and other leaders in the sector. The Board thanked the planning team for their contribution to this successful event.

The hui team left the meeting at 1.43pm.

ITEM 4 REPORTS

CE Report to the Board

The Board **noted** the report provided by the Chief Executive.

The following discussion points were raised:

- **Iwi comms network** – There is a lot of work happening in the roll out of vaccines, and the Iwi comms group want a more responsive role going forward. The group are lobbying DPMC to ensure there is a more culturally appropriate response to the next roll out, and lobbying to secure funding for a Māori specific campaign.
- **Sector update**- The Chief Executive recently attended the Primary Health Alliance Members meeting where Ashley Bloomfield provided an update. The system is feeling fatigued from the Covid response. Ashley Bloomfield has added new roles in his office to help manage the workload. Andrew Bichan has been appointed to the Chief of Staff role, and 2 new Deputy CE roles have been established.
- **System Review update** – the Chief Executive provided an update to the Board from recent discussions with [REDACTED] on the process and timelines for the system review. The Board discussed a position statement, which will be drafted for our first face to face meeting with the Minister in the New Year. This paper can identify functions we can fulfil without the need for legislative change.
- **Alcohol policies** – the Board held a discussion on the need for a position on alcohol to support our BIM, which showcases our own research and data to back our position.
- **Tairāwhiti DHB** – we are working in a partnership model with the DHB on the prevention of NCD's and Te Tiriti equity issues with communities. There is still more korero to be held on what success looks like during the scoping phase of this initiative. The Chief Executive will provide a paper to the Board in the New Year for discussion and key decisions.
- **Skin Cancer prevention** – we are in discussions with the Ministry of Health and the Cancer Control Agency on our plans for exiting the skin cancer prevention programme and what it means for the sector.

- **Outcomes Framework and Strategy discussion** – An updated paper on the outcomes framework will be presented at the February 2021 Board meeting to allow more time for engagement and reflection on being a Te Tiriti dynamic organisation. A draft SPE paper will be presented at the March 2021 meeting.
- **2021 Board Meetings** – the Board agreed to meet on the first Tuesday of the month, with every second meeting being a shorter strategy based zoom meeting. Meetings will alternate between Wellington and Auckland, with the February meeting being in Wellington as a full meeting.

Update on Change Programme

Management provided the Board with an update on the change programme.

October 2020 Financials

The Board **noted** the October 2020 financial report, and **agreed** to the process outlined by Lucy Hickman regarding sign off of the annual report financials. Dr Mataroria Lyndon will sign off the annual accounts as the second Board signatory in the absence of a Deputy Chair.

Audit NZ Update

██████████ *from Audit NZ joined the meeting at 3.06pm.*

The annual audit has almost been completed, two issues have arisen which will amend our overall audit opinion. One issue is an alcohol survey which was unable to be completed due to Covid-19, and recognising income from QuitGroup which has an impact on our surplus.

Lucy is working with Treasury to confirm dates for the annual report sign off, which will be circulated to the Board electronically.

██████████ thanked Lucy and her team for making the audit run smoothly.

██████████ *left the meeting at 3.21pm.*

The meeting closed at 4.00pm.

2 February 2021

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Jenny Black
 Chair

.....
Date

ACTION LIST

ITEM NO	TASK	RESPONSIBILITY	DUE DATE
1.	The remuneration policy would be presented to the Board for review.	Management	February 2021
2.	Arrange a Governance training day for the Board	CE	On-hold 2020
3.	High level overview of the staff engagement survey	Management	February 2021
4.	Draft position paper for first face to face meeting with the Minister	Management	January 2021
5.	Outcomes framework paper for Board review	Management	February 2021
6.	SPE paper for Board review	Management	March 2021