

**MINUTES OF THE OFLC BOARD HUI  
TUESDAY 8 February 2022**

**Present** Chair: David Shanks  
Deputy Chair: Rupert Ablett-Hampson

**In Attendance** Julia Dayan, Tania Janssen, Maggie Tait

**Minutes** Julia Dayan

<b>1.</b>	<b>Adoption of Minutes from the previous meeting of 23 November 2021</b> This item is deferred and the minutes will be circulated via email before the next meeting
<b>2.</b>	<b>Health and Safety</b>  Under the current COVID Settings, the Office has moved to a roster system with half of the office working from home and half in the office on a rotating schedule.  ACTION: Julia to send communications to staff regarding physical set-up while working from home and requesting that staff identify any barriers they may have in making this an optimal working space.
<b>3.</b>	<b>Potential Conflicts of Interest</b> No new conflicts.
<b>4.</b>	<b>New Business</b>
<b>4.1</b>	<b>Governance overview of Impact of COVID-19</b> <b>Standing Item</b> Under the newly implemented traffic light system, the Wellington region, along with the rest of the country, has moved to RED
<b>5.</b>	<b>Ratification of Reports</b> The following reports were ratified: <ul style="list-style-type: none"><li>▪ Information Unit November 2021</li><li>▪ Classification Unit November 2021</li><li>▪ Corporate Services Unit November 2021</li></ul>
<b>6.</b>	<b>Reports Presented to the Board</b>

### **6.1 Classification Unit Report Tabled**

Classification Unit monthly report for December **2021** was tabled. The following specific matters were discussed:

- Numbers were low however this could be explained by the time of year
- Although volume is down, revenue is higher than normal. This could be explained by some high price publications which are more likely to have urgency placed on them.
- Numbers are all tracking as we would anticipate given the time of year
- The Board had a general discussion about how items are reported against the prior month rather than the prior month of the prior year.
- It was noted that all waivers have been granted with a large number going through on 75% fees.

### **6.2 Information Unit Report Tabled**

Information Unit monthly report for December 2021 **was** tabled. The following specific matters were discussed:

- Numbers have been steady
- A table has been added to the report to record the distribution of the Disinformation report to schools
- Team are keeping up a good level of content across all channels
- Reconsiderations from the new form on the website are coming through indicating that accessibility to the process is working as intended
- Of note: January will be down on Complaints and queries
- Website figures will also produce abnormal variance due to the new website launch. It is anticipated that this will show whether google searches are correct and auto divert links are working.

### **6.3 Corporate Services Unit Report Tabled**

Corporate Services report for December 2021 was tabled and the following specific matters were discussed:

- Of note is that while it was expected that we would have a deficit at this point e are currently tracking a surplus of \$67K
- Part of this surplus is the revenue from levies and Labelling Body revenue is higher than anticipated for December
- CVOD is slightly underspent however, this is an accounting issue rather than a genuine surplus.
- Corporate is overspent primarily in LAN IT support and some personal costs
- We are underspent on capital budget with on 31% spent at the six-month point of the year.
- Annual leave and sick leave remain low

	<ul style="list-style-type: none"> <li>Of note, the Heads of HR held a discussion around the utilisation of leave for those who contract COVID. The advice has been given that people should utilise current sick leave allocations in the first instance. Appropriate discussion regarding special leave for those people who may have exhausted their allocation would be held on a case by case basis</li> </ul>
<b>7</b>	<p><b>Capital Expenditure for the Month</b></p> <p>The following capital items have been approved:</p> <ul style="list-style-type: none"> <li>Laptops \$33K</li> </ul>
<b>8</b>	<p><b>Annual Leave Liability</b></p> <p>The Office's annual leave liability as at the end of December was tabled and reviewed. Total liability is up however it is anticipated that this will change after annual leave over the Christmas period is recorded.</p>
<b>9</b>	<p><b>Legislative Compliance Framework</b></p> <p>The Board held a general discussion on process and responsibility in relation to legislative compliance.</p> <p>The Board noted that the CVE bill was enacted on 1 February 2022. It was also noted that systems are compliant to handle these processes and that we are working through database requirements</p>
<b>10</b>	<p><b>Risk Management Framework risk register</b></p> <p>No changes to issues in register.</p> <p>A high level review of the Risk Register will be held later in February February 2022</p>
<b>11</b>	<p><b>Review Board Calendar</b></p> <p>Outstanding - Calendar is reviewed every six months and requires updating.</p> <p>It was noted that the Office is to appear at the Governance and Administration Select Committee tomorrow, 9 February 2022</p>
<b>12</b>	<p><b>Other New Business</b></p> <p>No other business</p>

Signed:

Chair:

Date: