

MINUTES OF THE TMW BOARD HUI
 Friday 11 August 2023

Present Chair: Caroline Flora
 Rupert Ablett-Hampson

In Attendance Julia Dayan, Maggie Tait, Whetū Campbell

Minutes **s 9(2)(a)**

1.	<p>Adoption of Minutes from Meeting of 10 May 2023</p> <p>The minutes of the previous meeting were adopted.</p>
2.	<p>Health and Safety</p> <p>No new issues discussed.</p>
3.	<p>Potential Conflicts of Interest</p> <p>Whetū confirmed he has no actual or perceived conflicts of interest.</p> <p>The Board noted Whetū is a shareholder and director of Synergy Futures Limited.</p> <p>The Board discussed and agreed to periodically review the specifics of any consulting contracts Synergy undertakes. Caroline, Julia and Whetū to meet for further discussion.</p>
4.	<p>New Business</p>
4.1	<p>Board Charter</p> <p>The draft document was discussed and the Charter was endorsed by the Board.</p> <p>Noted the following:</p> <ul style="list-style-type: none"> - In the previous Board meeting it was discussed Whetū joining in an advisory capacity - Charter is transparent with the strategic direction of the office - The Board has created a governance entity which does the majority of the governing of the organisation but is still subject to the statutory obligation of the Board <p>s 9(2)(a) to finalise the document, send out to staff and send to Info Unit for publishing on the website.</p>
4.2	<p>Letter of Expectations</p> <p>Noted by the Board the letter has been received for 2023/24.</p>

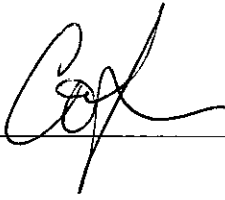
	Discussed publishing the letter on Te Mana Whakaatu website; Maggie to contact the Department to confirm the normal approach.
4.3	Pre-election Guidance Noted the guidance received from Te Kawa Mataaho, Caroline has emailed to staff and discussed at the weekly all staff meeting. s 9(2)(a) has been appointed as the integrity champion and will explain the role at an upcoming staff meeting.
5.	Reports Presented to the Board
5.1	Draft Q4 Joint Management Report Tabled Discussed the report, feedback will be incorporated into the Q1 2023/24 report. Noted the slight change from the previous reports with two deep dives added. Rupert to provide a deep dive in the Q1 2023/24 report for the classification efficiency & effectiveness project. Priority projects discussed: <ul style="list-style-type: none"> • CVoD Key issue for the Board to be aware of is that some system deficiencies have been identified within the self-rating tool; noted as a minor risk that can be managed operationally and resolved when the tool has been re-platformed. • Historic classifications project Noted the office has not met expectations for the delivery of this project due to availability of publications. Stakeholders have been updated on progress. Important to document all parts of the project demonstrate the difficulty at reviewing past decisions within the current system, and the opportunities to improve reclassification processes in the context of reform. • Commercial classification work Noted the work for the Safer Online Services and Media Platforms submission has helped to develop the objective in the strategic plan to move towards stewardship of the system. • IT projects Noted the re-platforming of the self-rating system is an efficiency project that will have financial benefits in the short and long term. Design work for the project take place over the next six weeks. <p>The board discussed the RAG status of all projects; noted they are all 'green'. Some have not had delivery deadlines scoped yet.</p> <p>Board agreed that for future projects there needs to be a comprehensive plan for each with milestones and deliverables. Noted the plan for the classification efficiency and effectiveness project to be complete for the 2023/24 Q1 Board meeting.</p>

	<ul style="list-style-type: none"> • Te ao Māori deep dive: <ul style="list-style-type: none"> - The focus has been on governance and capability over the quarter - Discussed options proposed for operational support in the office; agreed to a combination of ad-hoc support from Kaiako on specific projects or work and recruiting a part-time Pou Ahurea (Māori Advisor) - Whetū to advise by 18 August availability to provide ongoing, working level support for the office • Financial sustainability deep dive <ul style="list-style-type: none"> - Noted the office is on track to deliver the actions within the investment and sustainability plan, and the Department has briefed the Minister - Next piece of work in this area is investigating the shared office space option, Caroline and Julia will work on this over Q1 • Risk <ul style="list-style-type: none"> - Rōpū Whakahaere risk session scheduled 24 August - Noted the financial concern has moved from 'risk' to 'issue' • Noted the following for financials: <ul style="list-style-type: none"> - Leave liability is high due to new calculations with salary increases for staff - Number of submissions for Labelling Body 2022/23 was more than in previous years - The office ends the year in a good position with future focus on financial sustainability longer term
6	<p>Capital Expenditure for the Month</p> <p>No capital expenditure items were noted.</p>
7	<p>Legislative Compliance Framework</p> <p>The Board noted the update in the Q4 Joint Management Report.</p> <p>Acknowledged the completion of the s11A database project under budget and report to update the Minister.</p>
8	<p>Risk Management Framework risk register</p> <p>The Board noted Rōpū Whakahaere have a risk workshop scheduled on 24 August.</p>
8.1	<p>Affirm draft Risk Register</p> <p>The Board discussed and agreed to affirm the draft risk register, noted Rōpū Whakahaere will review all risks at the workshop scheduled on 24 August.</p> <p>Rōpū Whakahaere to agree on deep dive sessions for strategic risks and detail risks within each.</p> <p>Noted financial concern has moved from risk to issue; everything has been done to mitigate the risk and a plan has been agreed if no additional funding is received. The financial controls have not been adjusted due to this shift.</p>

	The Board discussed cultural supervision for staff and agreed this will be added to the wellbeing and professional supervision frameworks currently under development.
8.2	Investment and sustainability plan The Board noted the deep dive in the Q4 Joint Management Report.
9	Review Board Calendar No new items discussed.
10	Other New Business No other business.

Signed:

Chair:



Date:

15/11/23