

MINUTES OF THE TMW BOARD HUI
Wednesday 15 FEBRUARY 2023

Present Chair: Caroline Flora
Rupert Ablett-Hampson

In Attendance Julia Dayan, Maggie Tait

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

1.	Adoption of Minutes from Meeting of 9 November 2022 The minutes of the previous meeting were adopted.
2.	Health and Safety The Board noted strategic risks to be discussed in the Q2 Joint Management Report to the Board 2022/23.
3.	Potential Conflicts of Interest No new items were declared.
4.	New Business
4.1	Appropriation Performance Measure – request from DIA Discussed request received from DIA; Board agreed to accept the proposed performance measure and request to update the scope of appreciation if possible. Julia will respond to the request this week.
4.2	Debrief on DIA Policy quarterly meeting Chief Censor (CC) provided a debrief on the quarterly meeting with DIA General Manager Policy Group.
4.3	Management Team sub-committee update Deputy Chief Censor (DCC) provided an update on the inaugural sub-committee meeting. The Board discussed proposal received for Māori representation on sub-committee; agreed this was an operational group with strategic decisions to be made by Management and Board. Proposed that Whetū attend Board meetings to provide his expertise at the strategic level. DCC to update requester with Board response.

5.	<p>Report Presented to the Board</p>
5.1	<p>Draft Q2 Joint Management Report Tabled</p> <p>Discussed the draft report; feedback will be incorporated and updated Report will be circulated for review.</p> <p>Agreed to add the following to the Report:</p> <ul style="list-style-type: none"> - Leave Liability to future Reports [Julia to circulate the Leave Liability for Q2] - Analysis paragraph for Financial Statement section <p>Board noted the decrease in Chart 4 and noted this for future discussion; will require investigation to see if we are making improvements to the system which results in less submissions from DIA.</p> <p>Board agreed that Classification Unit and Information Unit Monthly Reports will be tabled at the Management Team meeting on the third week of each month. Corporate Services Report to be provided quarterly.</p> <p>Verbal update provided for Leave Liabilities; CC requested Managers to meet with staff who have over the allocated leave balances to make a leave plan for 2023.</p>
6	<p>Capital Expenditure for the Month</p> <p>Noted the following work:</p> <ul style="list-style-type: none"> - Heat pump replaced - Replacement of controller in the access system [estimate 2,500] - Proposal for new games computer <p>Julia requested an amendment to the Capital Expenditure Policy; it would increase the limit requiring approval by the CC from 500 to 1,000. Noted that this will bring us into alignment with IRD policy. Request approved by CC.</p>
7	<p>Legislative Compliance Framework</p> <p>Framework to be updated for Q3 Board meeting.</p>
8	<p>Risk Management Framework risk register</p> <p>DCC to review draft risk register and finalise for Q3 Board meeting.</p>
9	<p>Review Board Calendar</p> <p>Noted upcoming key activities:</p> <ul style="list-style-type: none"> - Annual Review hearing next week - Finalising the 2023/24 budget - Start the Statement of Performance Expectations and Statement of Intent <p>Move to tracking activities using the Work Programme 2023 Trello board</p>
10	<p>Other New Business</p> <p>No other business</p>

Signed:

Chair:



Date: 10/5/2023