

NOTES

Added new budget on request - Kia ora ^{S9(2)(a)},

recruitment has taken place for Pasifika for tomorrow ^{Out of Scope}
^{Out of Scope} they are wanting to be change the budget to reflect the experience of the c
andidate ^{Out of Scope} Is this going to be ok? do you have any templates on
a job offer letter?

S9(2)(a)

By S9(2)(a) Added at 2:06 PM on 24 February 2017

19/01/17: MOU signed between the two roganisation and a statement of Conflict of Interest
signed to manage the CDS grant.

By S9(2)(a) Added at 11:42 AM on 8 February 2017

18/01/17: Process to address Conflict of Interest

Talofa lava Liz, and Piri

Happy New Year!

I hope you and your aiga had an awesome break!

I just want to extend my gratitude to you and your organisation for warmly welcoming and e
mbracing PFT. I look forward to our partnership and working together.

As you are aware Terisa will be applying for the Community Development role, therefore b
ecause of the conflict of interest any engagement or discussions to do with the role can be
directed to myself and Rasela only please.

Once we are all happy with the MOU and signed it off, I'd like to make some time to talk thro
ugh the recruitment process.

Have a fabulous day

la manuia

Pio

By S9(2)(a) Added at 11:41 AM on 8 February 2017

18/01/17: Hi ^{S9 (2) (a)}

Is this going in the MOU or just a comment from them?

So what they are saying: PFT will employ the CD Worker and manage the employment relationship. ALH will manage the payroll for the CD Worker on production of timesheets or appropriate documentation.

If that's the MOU between the groups then we can work with that.

It might be wise to include in the first year of the project a heap of training in governance and management for PFT – or they could make it a bigger small project and apply to Minister's Discretionary funding for money to do this and cover all PI groups in Horowhenua.

I'll start looking at how we do this on the system – we'll need to tweak the assessment. We'll need two signatories so maybe one from each organisation? Or two from ALH – it's on the old way i.e. sign a grant agreement then payment gets released.

Cheers,

^{S9 (2) (a)}

By ^{S9 (2) (a)} Added at 11:40 AM on 8 February 2017

16/01/17: Kia ora ^{S9 (2) (a)}

Thanks for the quick response.

Can I clarify one point? You say that it is not possible for ALH to act in an agent role. ALH does not want to act as an agent generally, but it considers it inappropriate that it should be the employer of PFT staff. That is, the employment agreement for the co-ordinator and any of her staff should be between PFT and the staff member, and PFT will be in control of the employment relationship. ALH will simply pay the wages on PFT's request and on production of time sheets or whatever documentation is appropriate. This is spelt out in the draft MOU (copy attached).

Please note this is the draft sent to PFT, with one amendment, see below, which I have just sent off to Terisa. It has not yet been agreed by all members of the ALH governance committee. We are likely to make some further minor amendments, though at present I am not aware of anything that is likely to cause problems.

In view of ^{S9 (2) (a)} 's email, I have amended clause 4 of the MOU to make it clear that we will need specific information from PFT to enable us to account to DIA.

Piri is back tomorrow, and I will try to get her comments and final agreement from ALH governance committee within a couple of days.

Kia pai to ra

Liz

By ^{S9 (2) (a)} Added at 11:38 AM on 8 February 2017

20/12/16: Pasifika for tomorrow have confirmed in writing that they will be exploring a relationship with Arohama Literacy Horowhenua to umbrella them for the CDS.

By ^{S9 (2) (a)} Added at 11:37 AM on 8 February 2017

36 Promote to Grant → 37 Granted

By Marten Schievink Added at 3:34 PM on 3 February 2017

30 Pending Agreement Acceptance → 36 Promote to Grant

By S9 (2) (a) Added at 1:08 PM on 2 February 2017

29 Issue Grant Agreement → 30 Pending Agreement Acceptance

By Marten Schievink Added at 2:28 PM on 30 January 2017

28 Generate Grant Agreement → 29 Issue Grant Agreement

By S9 (2) (a) Added at 2:22 PM on 30 January 2017

33 Update with Amendment Changes → 28 Generate Grant Agreement

By Marten Schievink Added at 2:12 PM on 30 January 2017

32 Review Amendment Recommendation → 33 Update with Amendment Changes

By Marten Schievink Added at 1:59 PM on 30 January 2017

31 Review Amendment Request → 32 Review Amendment Recommendation

Change fund holder and grant agreement dates

By S9 (2) (a) Added at 1:39 PM on 30 January 2017

30 Pending Agreement Acceptance → 31 Review Amendment Request

By S9 (2) (a) Added at 1:38 PM on 30 January 2017

31 Review Amendment Request → 30 Pending Agreement Acceptance

By S9 (2) (a) Added at 12:09 PM on 30 January 2017

30 Pending Agreement Acceptance → 31 Review Amendment Request

By S9 (2) (a) Added at 12:08 PM on 30 January 2017

I have had a meeting with LTTM Horowhenua manager and PAsifika for Tomorrow. LTTM has decided that they are no longer in a position to host and umbrella the Pasifika programme. The wish to focus on core business of providing programmes for young people.

Pasifika for Tomorrow have identified a new possible group and a meeting has been established to meet with them on 14 December Dec. This will be an opportunity to set out expectations and opportunities moving forward.

The PAsifika for Tomorrow group has met with me to discuss potential conflict of interests. It was discussed that if any of the group members are considering applying for the CD Worker position then they need to remove themselves from any discussions about the role.

By S9 (2) (a) Added at 9:49 AM on 1 December 2016

Afternoon Terisa and Brendan

This email has two main purposes:

1. To set out my understanding of, and response to, DIA's expectations of LTTM, in regard to this position,
2. To seek your view Brendan, before a final decision is made

Copied below is the email S9 (2) (a) sent in response a question I had, following a meeting I attended to discuss the Pasifika Community Development position. The meeting suggested a bigger role for LTTM than I had originally understood. I therefore sought clarification of Life to the Max's responsibility and accountability to DIA for the position.

Subsequent to that, Terisa, you sent S9 (2) (a) the MOU, which she had not seen. The MOU agrees to little more than LTTM being a fundholder and providing space and resources. The MOU does not specify anything around recruitment to, or management of, the position.

I spoke to S9 (2) (a) this morning and she confirmed that the position in her earlier email is not altered by the MOU, which was drafted and agreed before the DIA requirements were known. LTTM is responsible and even if we were to operate under the MOU, which is very hands off, we are not absolved from that responsibility. On that basis, I have indicated that LTTM does have to reconsider its ability to take on this responsibility.

I understand you have also spoken to S9 (2) (a) this morning Terisa, and you are also reconsidering your options.

Brendan, I am interested in your view - happy to clarify anything you want to know.

S9 (2) (a) and Terisa - we could arrange for a meeting to discuss further?

Eve

By S9 (2) (a) | Added at 8:42 AM on 9 November 2016

Talofa lava,

My contract ends with SST at the end of this month, therefore my last day with Life to the Max is 31 October 2016.

Please feel free to contact me on S9 (2) (a) after this date.

la manuia

Terisa Ngobi

By S9 (2) (a) | Added at 8:40 AM on 9 November 2016

Kia Ora Terisa,

Sorry I haven't been in touch for a while, S9 (2) (a)
S9 (2) (a)

I have read through the MOU that you have with Life to the Max.

When the Department is satisfied with the budget and work plan it will draw up a contract with Life to the Max Horowhenua. It would be the responsibility of your organisation and Life to the Max to sort out how the MOU and this arrangement will work. The Departments expectations is that outcomes described in the work plan would need to be met.

- The budget looks fine, the expectation for that salary would be that it is an experienced community development worker who would be able to deliver on the outcomes of the work plan.
- The Workplan looks good for the first year.

I will forward both on the Co-ordinator for feedback.

I hope that you are able to work through the issues with Life to the Max and build a strong foundation for the project moving forward.

Nga Mihi
S9 (2) (a)

By S9 (2) (a) Added at 8:40 AM on 9 November 2016

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S9(2) (a)

thanks very much for that clarification. This is consistent with the notes I wrote from our meeting but different from what I had been told.

So, I'll sort.
Eve

Eve Fone
Life to the Max
General Manager
Phone: (06) 368 8005
S9 (2) (a)
Fax: (06) 368 8009

On 11 October 2016 at 08:50 S9 (2) (a) I wrote:
Morena Eve

In response to your email here is what I know:

Internal Affairs will have a grant agreement with Life to the Max Horowhenua. The expectation is that Life to the Max Horowhenua is responsible for managing this grant and the community development worker that is the focus of this grant. It is expected that the worker has an appropriate space and tools to work with and that there is someone to supervise/oversee the work.

With regards to the recruitment for the Community Development Worker, this should be an open and transparent process. The Community Development Scheme panel saw the potential of this project to support the development of the Horowhenua Pasifika community, it would be a great opportunity to involve Pasifika for Tomorrow in this process so that Pasifika have been involved in all processes along the way from design, request, and on to selection and delivery.

I hope this makes sense. Please come back to me if you have any further questions.

Nga Mihi
S9(2) (a)

S9 (2) (a) Added at 8:37 AM on 9 November 2016

^{S9 (2) (a)}
Hullo

Yes, it was lovely to meet up again - you never know when these treats will happen. Thank you for sending me the budgets. It is helpful for me to have some idea.

Now, along those lines, having re-read my notes, and as a result in some post-meeting discussions I have had with people who've been involved in this initiative a lot longer than me, I have a couple of questions, long ones.

1. In my notes, I have the phrase recruitment process underlined, with regard to the worker. I think I underlined it because I somehow knew it would be significant. So, now I have two versions from discussions. Version one is that the role is ^{out of scope}, which was always the intention. Version Two is my assumption that there will be a process - fair and transparent. I know there is a lot of talk out there about it and people have already asked me to explain the process.

2. The second thing is I wrote down that LTTM is going to manage the contract and the person. The MOU Linda signed and discussions with Terisa are only about LTTM providing a venue and sharing some resources (like payroll services).

So, I am wanting to get DIA's expectations really clear before proceeding:

1. Is it a requirement for there to be a transparent recruitment process (my preference)?
2. What is LTTM's responsibility - for the contract and the person?.

Thanks ^{S9 (2) (a)} I feel like I am picking this up halfway through, which I am, so I want to make sure I do it right, especially for you, as the funder.

Eve

By ^{S9 (2) (a)} Added at 8:36 AM on 9 November 2016

The initial General Manager of Life to the Max has left and has been replaced by a CYFS Manager who is on secondment till December. There has been a breakdown between the umbrella group and Pasifika for Tomorrow as there are now different understandings about the grant. The Pasifika group wanted autonomy and to be able to make their own decisions about the work and the GM of LTTM was concerned about risk and wanted to have a more hands on approach to the position. This has led to a breakdown and both groups are keen to move apart gracefully, working to support other options in the community I have met with the Pasifika group and they are going to meet with LTTM to exit the relationship and have identified several other organisations that may be interested to umbrella the Pasifika group. I have been working on a Trust Deed and Strategic plan with the Pasifika group and they have a revised work plan and budget that is acceptable to the department. The Pasifika group are wanting to continue to work as a consensus model and begin the work plan.

By ^{S9 (2) (a)} Added at 8:35 AM on 9 November 2016

Needing to change signatory - ^{S9 (2) (a)} working on it
By S9 (2) (a) Added at 2:30 PM on 27 October 2016

29 Issue Grant Agreement → 30 Pending Agreement Acceptance
By Marten Schievink Added at 12:17 PM on 21 September 2016

28 Generate Grant Agreement → 29 Issue Grant Agreement
By S9 (2) (a) Added at 11:58 AM on 16 September 2016

Approval Notification → 28 Generate Grant Agreement
By S9 (2) (a) Added at 11:13 AM on 16 September 2016

28 Generate Grant Agreement → Approval Notification
By S9 (2) (a) Added at 11:07 AM on 16 September 2016

23 Decision → 28 Generate Grant Agreement
By Ona de Rooy Added at 9:41 AM on 15 September 2016

21 Decision Meeting → 23 Decision
By S9 (2) (a) Added at 8:46 AM on 13 September 2016

20 Pending Committee Review → 21 Decision Meeting
By S9 (2) (a) Added at 8:09 AM on 8 September 2016

18 Assign Committee Reviewers → 20 Pending Committee Review
By S9 (2) (a) Added at 4:10 PM on 26 July 2016

10 Assessment → 18 Assign Committee Reviewers
By S9 (2) (a) Added at 4:09 PM on 26 July 2016

9 Allocation → 10 Assessment
By S9 (2) (a) Added at 4:13 PM on 24 May 2016

6 Document Check → 9 Allocation
By S9 (2) (a) Added at 2:35 PM on 19 May 2016

1 Draft → 6 Document Check

Please note we were unable to electronically input on the templates hence we have hand written our budget and work plan. Please find these both attached to this application. If you require any further supporting documentation for this application please feel free to contact me: Linda Allen GM, Life to the Max Mobile. S9 (2) (a) | OJ S9 (2) (a)

By Linda Allen Added at 9:26 PM on 18 May 2016

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