

Minutes of Meeting
held on Tuesday 10 May 2011
commencing 9.00am in Wellington

Present

Board: Hayden Wano, Peter Walls, Tino Pereira, Susan Devoy.

Staff: Iain Potter, Felicity Close for whole meeting.

Apologies: Linda Thompson, Maree Leonard.

Board-only Session

A board-only session was held until 9.20am.

Succession planning for the Board is required.

1. Corporate Administration

Interests Register

Hayden and Peter advised some changes, as did Iain.

Confirmation of Minutes

The minutes from 29 March were confirmed.

Matters Arising

No matters arising.

2. Chairman and Governance

Chairman

Letter from Minister/Statement of Intent

Overall the tone of the letter from the Minister is positive. Well done to everyone involved in the process.

Board Committees – Audit and Appointments and Reviews

Audit Committee

No matters requiring update. There is a meeting with Audit NZ on 31 May to discuss the interim audit.

Appointments and Review Committee

No matters requiring update.

3. Chief Executive and Management

Chief Executive Report

The Chief Executive's report was received and noted.

Discussion paper to Director-General

The paper went to the Director-General but the meeting with Iain was cancelled pending an announcement from the Minister. The Crown Performance and Monitoring team at the Ministry has the job of putting together an options paper. They are awaiting advice from the State Services Commission regarding the appropriate approach with regard to staff.

Thoughts and actions discussed included:

- how we intend positioning ourselves within the process particularly with regard to what can be achieved without requiring legislative change
- the need to familiarise ourselves with the scope of the proposed changes
- that we have developed a good positioning paper but need place greater emphasis during the phase on HSC's expertise and core competencies
- that it is essential that we get access to good (accurate) information to what is currently being spent within the Ministry on the programmes they have been delivering
- the CEO to consider what the legislative changes might be
- the need to circulate to the Board information about what the announcement might mean
- that a similar paper will be prepared internally - staff must be told before anything is announced publicly.

Statement of Intent

It was agreed that the Statement of Intent can be tabled in its current form.

Sponsorships Under Delegated Authority

The sponsorships made under delegated authority were noted.

March Financials

The financial statements to the end of March 2011 were received.

Expenditure is still lagging slightly behind budget but it is expected that year end budgeted outcomes will be achieved. The Accountant is closely monitoring this situation.

Add a new table to the end of the programme reports, which lists progress against plans and budgets.

Risk Register

- This will need to be changed once the 'change' announcement is made.
- Remove the comments about the problem gambling audit.

4. Decisions

No decisions to be made at this meeting.

5. Information and Updates

Programme Reports

Tobacco Control

The tobacco control report was received.

Sun Safety

The SunSmart report was received.

Nutrition and Physical Activity

The nutrition and physical activity report was received.

Problem Gambling

The problem gambling report was received.

Calendar

The calendar was received.

6. General Business

None.

7. Action Points from Meeting

- Chair to provide the paper to the Director-General to Murray Horn.
- Chief Executive to:
 - do some work considering what the legislative changes might be
 - circulate information to the Board about what the announcement might mean
 - prepare something similar for the internal audience - staff must be told before anything is announced publicly
 - include some thoughts of what came out of the World Social Marketing conference in the next Board papers
 - change risk register once the 'change' announcement is made
 - add a new table to the end of the programme reports, which lists progress against plans and budgets
 - send Board the 'Bet on the Net' preliminary findings.

Date of next meeting

Tuesday 21 June 2011 at HSC offices (181 Wakefield Street) at 9.00am.

The board meeting closed at 10.55am.

Confirmed as a true and correct record of the meeting.

.....
Chairman

.....
Date

.....
Chief Executive

.....
Date