

MINUTES OF THE TMW BOARD HUI
 Wednesday 9 NOVEMBER 2022

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 12 October 2022 The minutes of the previous meeting were adopted.
2.	Health and Safety The Board noted discussion last week by Management Team and subsequent comms to staff in Chief Censor pānui.
3.	Potential Conflicts of Interest No new items were declared.
4.	New Business No new items discussed.
5.	Reports Presented to the Board
5.1	Classification Unit Report Tabled Classification Unit monthly report for September 2022 was tabled. The following specific matters were discussed: <ul style="list-style-type: none"> ▪ We are not complying with s 13 Crown targets; currently below target with the following mitigations implemented: <ul style="list-style-type: none"> ○ Change to documentation ○ Workflow processes that are embedding ▪ Rupert to provide update on CVoD self-rating to Film & Video Labelling Body (FVLB)
5.2	Information Unit Report Tabled Information Unit monthly report for September 2022 was tabled. The following specific matters were discussed:

	<ul style="list-style-type: none"> ▪ Caroline noted the value of the main summary as it includes work across the Office ▪ Board noted their appreciation for the work s 9(2)(a) has done on queries from the Public ▪ Maggie to send Management Team a one-pager on Google Analytics
5.3	<p>Corporate Services Unit Report Tabled</p> <p>Corporate Services report for September 2022 was tabled. The following specific matters were discussed:</p> <ul style="list-style-type: none"> ▪ All eight providers have paid ▪ Slight surplus position for the year, noted upcoming recruitment fees ▪ Labelling Body review is over budget by 30K ▪ 42 fee waivers YTD
6	<p>Capital Expenditure for the Month</p> <p>No capital expenditure approvals were tabled for the Board.</p>
7	<p>Annual Leave Liability</p> <p>The Office's annual leave liability as at 25 October 2022 was tabled and reviewed. Total liability is currently \$216K (as at 25 October 2022)</p> <p>Managers to discuss with staff not holding more than their annual leave allowance (five weeks) and for any with more to note that they can cash up two weeks leave s 9(2)(a) to create a spreadsheet for all staff leave in December and January</p>
8	<p>Legislative Compliance Framework</p> <p>Board noted the framework is being updated and Julia, Caroline & s 9(2)(a) to meet next year to finalise.</p>
9	<p>Risk Management Framework risk register</p> <p>Management Team had risk session on 7 November</p> <p>Once register has been finalised Caroline & Rupert to select risks to be added to the Quarterly Report.</p>
10	<p>Review Board Calendar</p> <p>Board noted meetings to be moved to quarterly and calendar to be updated.</p>
11	<p>Other New Business</p> <p>Reviewed draft quarterly report template created by Julia. Feedback will be incorporated and document to be circulated to Management Team.</p>

Signed:

Chair:



Date: 15/2/2023