

**MINUTES OF THE TMW BOARD HUI
 Wednesday 12 OCTOBER 2022**

Present Chair: Rupert Ablett-Hampson

Apologies Caroline Flora

In Attendance Julia Dayan, Maggie Tait

Minutes Julia Dayan

1.	<p>Adoption of Minutes from Meeting of 14 September 2022 The minutes of the previous meeting were adopted.</p>
2.	<p>Health and Safety At the meeting of 14 Sept it was agreed that we would revisit our Vaccination policy (which establishes the expectation for full vaccination) in early 2023. (Add to Action Log)</p>
3.	<p>Potential Conflicts of Interest No new items were declared.</p>
4.	<p>New Business</p>
4.1	<p>Management meeting items The following Management team items were discussed: Staffing matter – A staff member’s fixed term agreement is due to expire in December 2022. On appointment the opportunity to extend this agreement into the new year was discussed. The staff member is keen to renew until 30 June 2023. Rupert confirmed that this renewal could proceed as it would provide coverage for an upcoming temporary vacancy. <i>* Note this a confidential staff matter</i> Protect Disclosures Policy – Policy was circulated. Feedback was received about a typo and the application of the policy was discussed including the interaction with other policies. This policy is adopted.</p>

	<p>Sensitive Expenditure Guidance –</p> <p>The draft sensitive expenditure guidance was reviewed amended were discussed. Julia will updated the guidance and circulate the edits to the Management team. The guidance is adopted with the inclusion of the changes.</p> <p>Proposal – Management Action list to be updated with Board items?</p> <p>The Management team agreed to add actions from the Board meeting to the Management Action Log. These items will be clearly identified as originating for the Board meeting and be able to be filtered.</p>
4.2	<p>Whole-of-Office Away Day</p> <p>The proposed agenda for the whole-of-office Away day was reviewed and confirmed.</p>
5.	<p>Ratification of Reports</p> <p>The following reports were ratified:</p> <ul style="list-style-type: none"> ▪ Classification Unit July 2022 ▪ Information Unit July 2022 ▪ Corporate Services Unit July 2022
6.	<p>Reports Presented to the Board</p>
6.1	<p>Classification Unit Report Tabled</p> <p>Classification Unit monthly report for August 2022 was tabled.</p> <p>Rupert proposed changes to the reporting framework be better fit the role of the Board and clarify what the Board need out of the reporting. The current monthly reports are operationally focused.</p> <p>It was agreed that we would brief the Chief Censor on the following proposal:</p> <ul style="list-style-type: none"> ▪ A joint management report to the Board which focuses on strategic initiatives and organisational priorities. ▪ Move to quarterly Board meetings. ▪ Proposed content of the report to include progress on the implementation of strategic initiates/Organisational Priorities eg <ul style="list-style-type: none"> ○ Te Ao Maori ○ Content Review ○ Streamlining Classification processes ▪ Identify a lead for each strategic initiative ▪ Monthly reporting will continue at Management meetings (and identity items to include in the Quarterly Board report). ▪ Remove Ratification step

6.2	<p>Information Unit Report Tabled</p> <p>Information Unit monthly report for August 2022 was tabled. The following specific matters were discussed:</p> <ul style="list-style-type: none"> ▪ In general we are tracking well against targets ▪ Exceeding CVE and training engagement measures
6.3	<p>Corporate Services Unit Report Tabled</p> <p>Corporate Services report for August 2022 was tabled and the following specific matters were discussed:</p> <ul style="list-style-type: none"> ▪ Tracking well against budget.
7	<p>Capital Expenditure for the Month</p> <p>No capital expenditure approvals were tabled for the Board.</p>
8	<p>Annual Leave Liability</p> <p>The Office's annual leave liability as at 11 October 2022 was tabled and reviewed.</p> <p>Total liability is currently \$212K (as at 11 October 2022) and annual usage has increased over August and September.</p>
9	<p>Legislative Compliance Framework</p> <p>No new matters were discussed</p>
10	<p>Risk Management Framework risk register</p> <p>This meeting has been moved to November 2022.</p> <p>It was noted that the Deputy Chief Censor will confirm or update mitigations on the register and the register in its entirety will be discussed after this action has been completed.</p>
11	<p>Review Board Calendar</p> <p>Outstanding - Calendar is reviewed every six months and requires updating.</p>
12	<p>Other New Business</p> <p>No other business</p>

Signed:

Chair:

Date:

9/11/22