

**MINUTES OF THE TMW TE POARI HUI**  
**Wednesday 15 November 2023**

**Present** Chair: Caroline Flora  
Rupert Ablett-Hampson

**In Attendance** Julia [REDACTED] Janine [REDACTED] Whetū [REDACTED]

**Minutes** Renee [REDACTED]

<b>1.</b>	<p><b>Adoption of Minutes from Meeting of 11 August 2023</b></p> <p>The minutes of the previous meeting were adopted.</p>
<b>2.</b>	<p><b>Health and Safety</b></p> <p>Noted Rōpū Whakahaere is in practice to raise this for discussion at the weekly meetings.</p>
<b>3.</b>	<p><b>Potential Conflicts of Interest</b></p> <p>Noted Caroline and Julia met with Whetū as discussed at the Board meeting on 11 August.</p> <p>Julia has recorded the nature of the discussion and absence of any conflicts in the Register.</p>
<b>4.</b>	<p><b>New Business</b></p>
<b>4.1</b>	<p><b>Paper on investment management and asset performance</b></p> <p>Noted paper not tabled, Te Poari discussed and agreed for the paper to be tabled at an upcoming Rōpū Whakahaere meeting.</p> <p>Paper to set out expectations regarding the revised Cabinet Circular on Investment Management and Asset Performance in the Public Sector, the key changes introduced and its implications for Te Mana Whakaatu. The paper will provide recommendations for the Office assets; CDA (Classification Database Application) and Self-Rating Tool (SRT).</p>
<b>4.2</b>	<p><b>Paper on classification efficiency and effectiveness project</b></p> <p>Noted the papers map out the future for the classification work undertaken by TMW and identifies the work required to achieve this future.</p> <p>Te Poari noted and agreed the following:</p>

	<ul style="list-style-type: none"> <li>• Rōpū Whakahaere has worked to describe the future model of classification services</li> <li>• This work supports the overall strategic plan for TMW</li> </ul> <p>Endorsed the following:</p> <ul style="list-style-type: none"> <li>• Model of classification services envisioned in this work, Classification 2.0</li> <li>• Project prioritisation in the spreadsheet provided</li> </ul> <p>Agreed with the following:</p> <ul style="list-style-type: none"> <li>• Proposed prioritisation framework</li> <li>• Rōpū Whakahaere report on progress to Te Poari quarterly</li> </ul> <p>The following items will be added:</p> <ul style="list-style-type: none"> <li>• Workstream for staff capability (framework required for building capability)</li> <li>• Workstream for comms (communicating the vision) DCC to add slide to Powerpoint that shows what 'good' looks like for Classification 2.0</li> <li>• Rōpū Whakahaere agrees to articulate Classification 2.0 for staff</li> </ul> <p>Te Poari acknowledges this is a large work programme however they are not expecting each sub-project to run concurrently; project leads will advise when work can begin for each project.</p> <p>Noting TMW can have larger domestic and global impact if our system is efficient and we have confidence that records are accurate and the system is solid. The work will progress as TMW need to provide a responsive and modern service.</p>
<b>4.3</b>	<p><b>Letter from the Minister of Finance and Minister for the Public Service</b></p> <p>Te Poari noted the fiscal sustainability direction in the letter and that TMW have in place an Investment and Sustainability plan.</p> <p>Te Poari acknowledged the positive end of financial year result for the office due to ongoing efforts to reduce costs.</p>
<b>4.4</b>	<p><b>Draft Wellbeing project plan</b></p> <p>Te Poari provided feedback on the draft plan to project lead, and endorsed the overall approach proposed to developing a wellbeing framework for the organisation. Noted the project is scheduled to be complete at the end of May and an options paper to be tabled at the subsequent Te Poari quarterly meeting.</p> <p>The Office's Po Ārahi agreed to provide support for this project.</p> <p>Discussed and agreed Chief Censor to provide project update at the next weekly staff meeting.</p>
<b>4.5</b>	<p><b>Draft Business Rules project plan</b></p> <p>Te Poari provided feedback on the draft project plan.</p> <p>Noted timelines for the Self-Rating tool update are on track, noted a discussion on a comms plan and support for the Providers to be scheduled in early 2024.</p>

<b>5.</b>	<b>Reports Presented to the Board</b>
<b>5.1</b>	<p><b>Draft Q1 Joint Management Report Tabled</b></p> <p>Discussed the report, no feedback on format provided for this quarter.</p> <p>Focus for discussion was the financial section (page 27) of the report.</p> <ul style="list-style-type: none"> <li>- Was forecasting a deficit for financial year end 2022/23 but ended with a surplus, noting the efforts the curb expenditure, and the contribution from interest earnings</li> <li>- Noted one outstanding CVOD levy</li> </ul> <p>The internal measure for 'queue – s13' is not achieving target, noted there is the potential to impact SPE measure in quarter 2. DCC noted during quarter 1 there was a high volume of submissions that coincided with staff leave and illness.</p> <p>Noted the change in format for risks section; financial risk (risk 4 in the register) has moved to an 'issue'.</p>
<b>6</b>	<p><b>Capital Expenditure for the Month</b></p> <p>Discussed under agenda item 5.1. Te Poari agreed to remove as a separate agenda item as it is reviewed as part of the Joint Management Report discussion.</p>
<b>7</b>	<p><b>Legislative Compliance Framework</b></p> <p>Discussed under agenda item 5.1. Te Poari agreed to remove as a separate agenda item as it is reviewed as part of the Joint Management Report discussion.</p>
<b>8</b>	<p><b>Risk Management Framework risk register</b></p> <p>Discussed under agenda item 5.1. Te Poari agreed to remove as a separate agenda item as it is reviewed as part of the Joint Management Report discussion.</p>
<b>9</b>	<p><b>Review Board Calendar</b></p> <p>Noted quarter 2 Te Poari meeting will be scheduled in February.</p>
<b>10</b>	<p><b>Other New Business</b></p> <p>Te Poari acknowledged the appreciation letter received from Te Kawa Mataaho for the work of the Integrity Champion in supporting the Office over the election period.</p>

Signed:

Chair:



Date:

20/2/24