

## People, Culture &amp; Workforce Kōmiti

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<b>Date</b>	Rāpare I Thursday 06 Pāenga-whāwhā I April 2023	<b>Time:</b> 09.30am – 11.30am
<b>Location:</b>	Online	
<b>Chair:</b>	Dr Mataroria Lyndon	
<b>Attendees:</b>	<b>Members:</b> Awerangi Tamihere, Te Aka Whai Ora Member Tipa Mahuta, Te Aka Whai Ora Member Vanessa Stoddart, Te Whatu Ora Member (arrived at 10.41am)	
	<b>Management:</b> Riana Manuel (Te Aka Matua I Chief Executive) Craig Owen (Maiaka Tōakiaki   Deputy Chief Executive Governance & Advisory) Justin Te Rangiita (General Manager - People and Capability)	
	<b>Board Secretariat:</b> Michelle Hippolite (General Manager, Secretariat)	
	<b>Attendance for specific items:</b> Edmund Nikora (Chief Advisor) item 6 Kadin Latham (Acting General Manager Data & Digital) item 5 Dan Ryan (HR Business Partner, People and Capability I Governance & Advisory) item 5	

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**Karakia**

1. The hui began at 9.30am with Karakia led by the Chair for the People Culture & Workforce Kōmiti (the Kōmiti).
2. The Chair noted changes to the agenda, with the Kōmiti Secretariat items moved to item one, and Establishment Chart and Structure as item two.

**Kōmiti Secretariat**

## Register of interest

3. Tipa Mahuta raised a new interest: Taumata Arowai, Chair Te Puna (Māori Advisory) 2021 current that was sent through 06/04/23.

## Nga miniti a Poari o Te Aka Whai Ora 01 Poutū-te-rangi 2023

4. The Kōmiti noted no changes to be made.

#### Action register

5. The Chair and DCE to discuss items to be closed off as appropriate.

#### **Maiaka Tōakiaki I Deputy Chief Executive Governance & Advisory report**

6. The Kōmiti raised the Organisation chart which will be brought back to the Kōmiti/Board as required.

#### Board evaluation

7. The Kōmiti noted external providers are being sort and approval will be sort through the Board Chair.

#### Board Fees

8. The Kōmiti noted advice is being sought from Te Kawa Mataaho I Public Service Commission on Board Fees. The Chair is seeking clarification and confirmation on the tax requirements.

#### Te Mauri o Rongo (Health Charter)

9. The Kōmiti noted Te Whatu Ora Committee related paper to be brought through to the Kōmiti as required.
10. The Kōmiti noted that the development of Te Mauri o Rongo (Health Charter) is a Te Aka Whai Ora and Te Whatu Ora jointly facilitated process to support to health workforce. Both Te Aka Whai Ora and Te Whatu Ora Boards have a joint responsibility to present to the Minister for endorsement.

Maintain constitutional conventions

Maintain constitutional conventions

- C. Owen and J. Te Rangiita to discuss the Tikanga for Te Aka Whai Ora for culture, roles, responsibilities, values and vision and the narrative/story.

#### General Election Guidance

12. A presentation on the General Election Guidance 2023 from Te Kawa Mataaho | Public Service Commission that was delivered at the Crown Entities Chairs meeting was provided for the Kōmiti as an information paper.
13. The Kōmiti noted and taken as received and read.

#### Organisational Policies

14. The Kōmiti received a paper to seek endorsement of the Management of Interests Policy and to provide an update on the programme for the development of organisational policies.
  - a. **Noted** the progress made in the organisational policies programme; and
  - b. **Recommended** the paper to the Board that they approve the *Management of Interests Policy* and the *Remuneration Policy*.

#### Management of Interest

15. The Kōmiti noted this policy sets out how conflicts of interest conflicts and perceived conflicts of interest will be identified and managed. This to protect the integrity of Te Aka Whai Ora, promote confidence in the work of Te Aka Whai Ora, and protect the reputation and mana of our people.

#### Action(s)

- M.Hippolite / C.Owen to draft examples on different scenarios to bring the policy into real life situations.

#### Remuneration

16. The Kōmiti noted the purpose of this policy is to outline the remuneration principles which apply to all kaimahi and to ensure that remuneration practices within Te Aka Whai Ora are fair, transparent, and appropriate for the organisation and its employees, and there is a clear link between remuneration and performance.

#### Action(s):

- C.Owen, remuneration for the cultural intelligence and competence to be built into the strategic pay opportunities for staff.

#### Establishment Chart

17. The document forms one of the many pou that will serve as our organisational structure so that we know who our people are, where our people are and what our people will be doing to progress the journey. The staff consultation on structure is occurring and will be reported back to the Kōmiti and Board as required.

18. The Kōmiti have raised the possibility to have a workshop to provide opportunities to showcase Te Aka Whai Ora and the work they could collaborate on with partners (internally and externally). This could be done through whakamana through secondments. Opportunities to grow the value proposition and to ensure the right culture is developed.
19. The Kōmiti raised a Data & Digital update through a formal paper that includes Budget, resources, and clarity on the strategic strategy.

**Action(s):**

- C.Owen, update to the Dashboard through kaimahi metrics to show FTE (including contractors), vacant, currently in recruitment (and what stages), filled and the budget that aligns.

**Workforce I Taskforce**

20. The Kōmiti agreed to hold the Workforce I Taskforce item until next hui; 4 Haratua 2023.

**People & Capability Report**

21. noted narrative specific points from paper as listed in the recommendations.

**Dashboard**

22. The Kōmiti noted and taken as read during the Establishment item.

**Action(s):**

Health, Safety & Wellbeing to be re-established on agenda(s) for discussion.

**Key Performance Indicator Letter**

23. Item discussed through Kōmiti only time.

**Nga korero o te wa I General Business**

24. No further items raised.