

Te Aka Whai Ora | Māori Health Authority

People, Culture & Workforce Kōmiti

Date: Rāpare 03, Here-turi-kōkā 2023

Time: 09.30am – 11.30am

Location: Hui a ipurangi

Heamana: Dr Mataroria Lyndon

Attendees: **Te Aka Whai Ora Board members:**

Tipa Mahuta

Awerangi Tamihere

Te Whatu Ora attendee:

Vanessa Stoddart

Te Aka Whai Ora:

Craig Owen (Maiaka Tōakiaki | Deputy Chief Executive Governance & Advisory)

Wikitoria Werohia (Maiaka Aroturuki, Deputy Chief Executive, Monitoring)

Riana Manuel (Te Aka Matua | Chief Executive)

Justin Te Rangiiita (General Manager, People & Capability)

Ed Nikora (Akatū Aki Matua | Chief Advisor)

Te Aka Whai Ora Secretariat:

Hollie Smith (Senior Advisor)

Kadeen Williams (Secretary)

Apologies Michelle Hippolite (Chief of Staff); Craig Owen left the hui 11.00am.

1. The Chair opened the hui with Karakia
2. The Chair welcomed Wikitoria Werohia as the new appointment to the Executive team.

Register of Interest

3. The Kōmiti noted no changes to be made.

Health, Safety & Wellbeing Check-In

4. The Kōmiti noted no changes to be made.

Heamana | Chair Update

5. The Chair will provide an update during Board only time.

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People & Capability Report, Here-turi-kōkā 2023

6. The Kōmiti received a paper that provided a summary of the People & Capability work:
 - a. Angitu tonu:
 - i. Policies & Processes.
 - Progress remains steady.
 - Remaining People and Capability tranche.
 - policies have been consulted on and submitted for ELT approval.
 - b. Te Whatu Ora Honongā
 - i. Four mandatory Learning modules identified for collaboration, partnership and co-design.
 - ii. Steady progress being made in number of areas, H&S and wellbeing and induction and mandatory training.
 - c. To Tātau Ahurea
 - i. Te Mauri o Rongo has been integrated into the Leadership Expectations being developed.
 - ii. Maiaka registration on Leadership Development System Leader Programme with Leadership Development Centre.
 - d. Kaimahi
 - i. Directorates requesting learning & development opportunities for their Kaimahi.
 - ii. D&I data collection complete, now including in payroll ready for reporting purposes.
 - iii. Recruitment continues at pace with 33 positions filled in last month.

Action:

- J.Te Rangiita: further information for a deep dive on the recruitment process and analysis of any delays.
- Risk register for the People Kōmiti.
- Reflect on ToR and Membership of the People Kōmiti.

Te Whatu Ora - Leadership Institute paper discussion

7. The Kōmiti noted the paper is still to go through to Te Whatu Ora for further updates.
8. The Kōmiti noted the paper has gone through Te Aka Whai Ora Executive (31/07/23).
9. The Kōmiti noted the purpose of this memo is to provide an overview of a proposed approach to the development of the Pae Ora Leadership Institute. Once feedback has been given on the proposed approach, progress with the Request for Proposal (RFP) process and come back to Executive Leadership Team (ELT) with regular updates on this process and subsequent development.
10. At this point, Kōmiti feedback on the current approach and overall direction of the plan attached would be beneficial. Additionally, verbal feedback from Te Aka Whai Ora ELT hui, held on Monday 31 July 2023 will be provided for consideration at the hui.

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Decision

11. The Kōmiti:

- a. **noted** Te Whatu Ora and Te Aka Whai Ora will work in partnership to develop the Pae Ora Leadership Institute as committed to in Te Pae Tata | Interim NZ Health Plan.
- b. **noted** the early stage thinking on an approach to develop a Pae Ora Leadership Institute.
- c. **provided feedback** on the approach in advance of further work.

Action:

- Dr M.Lyndon + A.Tamihere to meet with A.Slater.

Contingent Workforce

12. The purpose of this memo is to provide the People, Culture and Workforce Sub-Kōmiti with an updated Contingent Workforce Policy for review.

Decision

13. The Kōmiti:

- a. **noted** the updated draft Contingent Workforce Policy following consideration of the revised approach at the Committee meeting in June 2023.
- b. **provided feedback** on the attached updated draft Contingent Workforce Policy.
- c. **endorsed** the attached policy for final approval by the Chief People Officer, subject to any feedback from the Committee being incorporated.

Action:

- People and Capability to work with Finance to provide to next meeting information on managing consultants and contractors spend, including any alterations to Board delegations to CE.

Te Mauri o Rongo | The New Zealand Health Charter

14. The Kōmiti received the final version of the Te Mauri o Rongo that is currently with the Minister to table when applicable.

Organisational Policies

15. The Kōmiti noted the papers have gone through the Governance group and the ELT.
16. The Kōmiti noted the need to ensure review and publish dates are included in all Policy documents.

Recruitment and Selection Policy

17. The Kōmiti:

- a. **noted** Te Aka Whai Ora complete the Ministry of Justice check for all new recruitment as a common practice.
- b. **noted** reputational risk can be added to the recruitment process with ability to raise with General Management and/or Maiaka as required.

- c. **endorsed** the Recruitment and selection policy to the Board.

Performance and Behaviour Policy

18. The Kōmiti:

- a. **endorsed** the Performance and Behaviour Policy to the Board.

Code of Conduct Policy

19. The Kōmiti:

- a. **noted** further development of a neutrality statement to be included to reflect the unique position of Te Aka Whai Ora within the Government and Crown environments.
- b. **endorsed** the Code of Conduct Policy to the Board.

Anti-Bullying and Harassment Policy

20. The Kōmiti:

- a. **noted** the ability to be change forward with the policy name and suggested “Up-holding Mana” as an alternate name with further work to have Te Mauri o Rongo, Te Korowai and Whakawhanaungatanga included in the review of the policy.
- b. **endorsed** the Anti-Bullying and Harassment Policy to the Board.

Organisational Policies Status 24 July 2023

21. The Kōmiti:

- a. **noted** the organisational policies status.

Secretariat

Nga miniti 06/07/2023

22. The Kōmiti requested that previous minutes be reviewed and submitted to the next Kōmiti meeting for approval.

Action register

23. The Kōmiti noted the actions and updated the register as required.

Nga korero o te wa | General Business

24. The Kōmiti noted no further items for general business.

25. The Kōmiti moved to Kōmiti only time at 11.17am

The Kōmiti meeting finished: 11.42am