

Terms of Reference

People, Culture and Workforce Sub-committee

Kaupapa/Purpose

The People, Culture and Workforce Committee will assist the Board to ensure that Te Aka Whai Ora achieves its objectives and carries out its functions in accordance with the Pae Ora (Healthy Futures) Act 2022 and discharges its obligations and requirements:

- is guided by the health sector principles contained in section 7 of the Pae Ora Act, and is a pro-Tiriti champion, within its scope
- gives effect to equity, as a pro-equity champion within its scope
- discharges the Committee's work in line with the values and principles of the partnership between Te Aka Whai Ora and Te Whatu Ora (as agreed)
- implements Te Mauri o Rongo, the Health Charter.

The Committee is established by the Board of Te Aka Whai Ora (the Board) under clause 14 of Schedule 5 of the Crown Entities Act 2004 ('the Act').

Hōkaitanga/In scope

The Committee will undertake a variety of duties in relation to people and culture and provide advice and recommendations to the Board relating to those activities. This may also include advice to the Board of Te Whatu Ora.

The function of the sub-committee is to ensure that Te Aka Whai Ora complies with their responsibilities including, but not limited to, those set out in sections 17-31 of the Pae Ora (Healthy Futures) Act 2022 and relevant sections of the Crown Entities Act 2004, Public Service Act 2020 and related regulations.

The sub-committee will be guided by Te Ao Māori frameworks and tikanga and be responsible for overseeing the following areas:

Workforce and Development

- Review the People and Workforce strategy of Te Aka Whai Ora, including organisation structure, performance management system and processes, succession planning, capability development, workforce planning including priority workforce group representation, human resource data, payroll and technology strategies, and culture and engagement strategies.
- Provide oversight to ensure diversity and equal employment opportunities are adhered to, including pay parity and pay equity.

- Consider strategic people and workforce issues, including employment relations and employment policy issues.
- Review any significant employment law issues.
- Consider issues for the Māori health sector workforce. This would include not only Iwi-Māori Partnership Boards and Māori providers but also the Te Whatu Ora workforce.

Health, Safety and Wellbeing

- Review the health and safety policies and procedures for Te Aka Whai Ora; including well-being initiatives.
- Ensure that a health and safety culture and monthly incident reporting is embedded in Te Aka Whai Ora.

Remuneration

- Annually review the remuneration strategy for Te Aka Whai Ora.
- Oversee and monitor any pay parity or pay equity issues.

Chief Executive (CE) and Senior Executives

- Review and agree on the performance goals for the CE of Te Aka Whai Ora, including at least one shared performance goal (or more) with the CE of Te Whatu Ora.
- Review CE performance annually and make recommendations to the Board regarding the CE's performance and remuneration.
- Approve the performance reviews of the CE's direct reports and provide advice and guidance to the Board on CE and Senior Executive succession planning.
- Participate in the selection process for the role of CE, in conjunction with Te Kawa Mataaho - Public Service Commission, as required.

Board

- Review the Board skills matrix.
- Provide advice on succession planning of Board members of Te Aka Whai Ora as required.
- Provide recommendations to the Board for professional development for Board members.
- Review relevant operational and governance policies.

Aratohu/Guidelines

The sub-committee is a formal Board sub-committee.

The sub-committee is accountable to the Te Aka Whai Ora Board. The authority of the group is limited to giving advice to the Board and/or management. It does not have a decision-making function unless specifically delegated by the Board.

The sub-committee will meet and set its own work plan for approval by the Board. In doing this, the group must always focus on the equity objectives of the transition and work in partnership with Te Whatu Ora.

The sub-committee may call on external input for advice at any time subject to approval from the Board Chairs/co-Chairs.

Mematanga/Membership

The sub-committee will be composed of:

- at least three members from the Te Aka Whai Ora Board;
- a member of the Te Whatu Ora Board to be invited as an external member; and
- any other person, not being a member of the Board, appointed by the Board, to assist the Committee to carry out its functions.

In addition, all other Board members will be members ex officio and are able to attend all sub-committee meetings.

The Board Chair will be the sub-committee Chair.

Hui/Meetings

The sub-committee will meet as and when required to meet its responsibilities.

Kōrama/Quorum

A quorum for a meeting of the sub-committee is a majority of the members if the group has an odd number of members or half the number of members if the group has an even number of members.

Te Whakapūrongo/Reporting

The Chair of the sub-committee will provide a report to the Board after each meeting for endorsement of any proposals or outcomes of their work.

Ratonga Tautoko/Support

The sub-committee will be supported by the Te Whai Aka Ora secretariat.