



HOLIDAYS ACT REMEDIATION STEERING COMMITTEE

Terms of Reference

1. PURPOSE

- 1.1 To provide decision-making and guidance for the approved Holiday Act Compliance Programme.

2. RESPONSIBILITIES/FUNCTIONS/EXPECTED OUTCOMES

- 2.1 The Committee is responsible to the DHB's Chief Executive for the following.
 - a. Ensuring provision of the required resources for planning and delivery of the project.
 - b. Providing management support, direction and advice to the Project Working Group.
 - c. Approve the project approach and project management methodology, including work plans, roles, responsibilities and timelines for implementation.
 - d. Approving a communication plan covering all key stakeholders, and oversee its implementation.
 - e. Establish delegation authorities and limits for the project management with regard to cost, time, resource, quality and scope.
 - f. To define the acceptable risk profile thresholds for the programme, and associated risk plan, and to recommend mitigations and corrective actions where necessary.
 - g. Oversee the project quality assurance programme.
 - h. Resolving matters of project cost, time risk, resource quality and scope escalated to the Steering Group.
 - i. To review and control the project's budget, and to review and approve project change requests within budget, recommending to the Chief Executive any "out of budget" change requests.
 - j. Approve project closure

3. MEMBERSHIP/REPRESENTATION

- 3.1 Membership of the Committee shall comprise:
 - a. General Manager, People & Culture (Sponsor), Keyur Anjaria (Chair)
 - b. General Manager, Finance & Corporate Services, Neil Wanden (Deputy Chair)
 - c. Chief Digital Officer, Steve Millar
 - d. Representative, Public Service Association
 - e. Representative, Association of Professional & Executive Employees/NZ Resident Doctors' Association
 - f. Representative, FIRST Union



- g. Representative, Midwifery Employee Representation & Advisory Service
- h. Representative, Association of Salaried Medical Specialists
- i. Representative, NZ Nurses' Organisation
- k. Deputy Chief Financial Officer, Darryl Ratana
- l. Manager, Human Resource & Organisational Development, Anne Amoore

- 3.2 In attendance: Project Manager
Programme Manager, EPMO
Other officers involved in the project as required.
Admin support for minute taking

4. OFFICERS AND THEIR RESPONSIBILITIES

4.1 The DHB's General Manager, People & Culture shall chair the Committee.

4.2 The Project Manager will be responsible for:

- a. producing and distributing meeting agenda and minutes
- b. milestone status and risk reporting to the Project Steering Committee

5. MEETING STRUCTURE

5.1 Meetings will be held at least monthly, preferably by Zoom or teleconference.

5.2 The quorum is greater than 50 percent of the membership, excluding ex officio members. The chair or deputy chair and at least 3 non DHB members must be present to constitute a quorum.

5.3 In the event a member of the steering committee is unable to attend a meeting, he/she may designate a person to represent him/her.

5.3 An agenda shall be provided for all meetings and this shall be issued at least two days in advance.

5.4 Decisions made at a previous meeting will not be reiterated.

5.5 Minutes will be distributed to members within a week of the meeting.

6. REPORTING

6.1 Minutes of the Committee's meetings shall be available to the Organisational Leadership Team and Chief Executive.

6.2 Periodic progress reports will be provided to the Organisational Leadership Team and to the Board's Finance, Risk and Audit Committee.



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7. REVIEW/AMENDMENTS

7.1 The terms of reference may be amended if required during the life of the project.

AUTHORISED BY

Kathryn Cook
Chief Executive