

Entered by Board Secretary

AGENDA ITEM 16.1 BOARD NOTING PAPER	
To:	The Board
From:	Mark Darrow, Finance and Assurance Committee Chair
Reviewed:	N/A
Date:	20 August 2024
Title:	Finance and Assurance Committee Chair Feedback

Aronga / Purpose

1. To provide the Auckland Transport (AT) Board with an overview of the recommendations, as endorsed by the Finance and Assurance Committee (committee) at its meeting held on 13 August 2024.

Te tūhunga / Recommendation

That the Auckland Transport Board (board):

- a) Notes the contents of the paper.

He Whakarapopoto o Ngā Whakatau ā te Komiti / Summary of Committee Recommendations

Tier 1 Policies (Agenda item 16.2)

2. During the Tier 1 Policies the committee noted:
 - a) All the policies were updated to enhance readability and alignment with the new organisational structure.
 - b) It was proposed the first sentence in the Board section on page 5 of the Risk Management Policy be amended to read: *'The core role of the Board is to ensure that the organisation's objectives are achieved while meeting the appropriate interest and expectation of relevant stakeholders.'*
 - c) The Business Continuity and Recovery Management (BCRM) Policy does not apply to the business continuity management and policies of third parties.

- d) BCRM plans for each directorate are being refreshed in line with the organisational restructure.
- e) BCRM testing has been completed successfully.
- f) It was proposed the second principle on page 1 of the BCRM Policy be amended to include communication with Auckland Council (council) and the board during operational disruption.
- g) The Gifts and Hospitality Policy has been rewritten to be easier to read and understand and the policy has been simplified into five key principles.
- h) Token gifts under \$30 are acceptable and do not need to be declared, with a limit of four token gifts per year.
- i) Dinners have been added as a restriction unless discussed and agreed with a manager.
- j) In principle, all invitations to sporting events should be declined. Exceptions could however be requested for approval by the Chief Executive or board Chair subject to the request relating to a justifiable business purpose. It was proposed that items 3.10 and 3.18 be reviewed and amended to ensure consistent guidance.
- k) It was further requested management investigate what the appropriate guidance should be if an AT board member invites a supplier or customer to a function.
- l) Item 3.2 of the Gifts and Hospitality Policy to be updated to read 'Gifts are given by **or to** suppliers to either maintain an existing business relationship...'
- m) The importance of disclosing any received gifts or invitations, whether accepted or declined, will be reiterated to the board and Executive Leadership Team to minimise potential reputational risks.

3. Based on the discussions, the committee recommended the board approves:
 - a) The Risk Management Policy, subject to the inclusion of the proposed amendment, as noted.
 - b) The Business Continuity and Recovery Management Policy, subject to the amendment of the communications principle to include council and the AT board during operational disruption.
 - c) The Gifts and Hospitality Policy, subject to the proposed amendments, as noted.

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Te pou whenua tuhinga / Document ownership

Submitted by
Mark Darrow (Chair, Finance and Assurance Committee)
