



HUD2024-004458

s 9(2)(a)



Dear s 9(2)(a)

Thank you for your email of 08 May 2024 requesting the following information under the Official Information Act 1982 (the Act):

“Copies of all ELT minutes since 1 November 2023 regarding staff cuts or reductions to the Ministry of Housing and Urban Development and the impact of these cuts or reductions.

Copies of all correspondence sent by tier 2 or tier 3 leaders since 1 November 2023 regarding staff cuts or reductions to the Ministry of Housing and Urban Development and the impact of these cuts or reductions.

Copies of all memos, briefings, or any other documents provided to ELT since 1 November 2023 regarding staff cuts or reductions to the Ministry of Housing and Urban Development and the impact of these cuts or reductions.”

Te Tūāpapa Kura Kāinga – Ministry of Housing and Urban Development (the Ministry) is currently undertaking a phased internal change programme to deliver against the Government’s priorities and achieving the savings required by the Government. The drivers for this change are continuing to shift the housing system, adapting to the Government’s priorities, and meeting the Government’s fiscal sustainability expectations. We are focused on streamlining, simplifying and strengthening how the Ministry works.

The Ministry is currently reviewing its structure, capability and capacity, and anticipates there will be a decrease in staffing levels in the 2024/25 financial year and outyears. This work started in 2023/24 and will be completed in 2024/25.

The specific parts of your request are responded to below.

Request for copies of Senior Leadership Team (SLT) minutes

There are no specific SLT minutes regarding staff cuts or reductions and the impacts of these cuts or reductions. However, high-level SLT minutes are held to say that SLT discussed the change programme more generally. Staff cuts or reductions and the impacts of these may have been discussed but the details of these discussions is not recorded by way of minutes. We release to you excerpts of SLT minutes where the change programme is mentioned since 1 November 2023.

Request for Correspondence

We have interpreted this part of the request to include correspondence sent to all Ministry staff by tier 2 or tier 3 leaders since 1 November 2023, regarding staff cuts or reductions and the impacts of these cuts and reductions.

There is no correspondence in scope of this part of your request. However, correspondence was sent by the Chief Executive, Andrew Crisp to all Ministry staff. These emails are released to you with some contact information withheld under section 9(2)(a) of the Act, to protect the privacy of natural persons.

Request for copies of all memos, briefings, or any other documents provided to SLT

This part of your request has been interpreted to include copies of memos, briefings, or any other documents prepared for SLT to consider as a committee, rather than individuals. SLT as a committee were not provided with any specific memos, briefings or documents since 1 November 2023 regarding staff cuts or reductions and the impacts of these cuts and reductions.

However, SLT were provided with draft working documents to support discussions around the change programme and drafting of the departmental Briefing to Incoming Ministers (BIM), which cover expectations of staff cuts and reductions. These documents are withheld in full under section 9(2)(g)(i) of the Act, to maintain the effective conduct of public affairs through the free and frank expression of opinions of members of an organisation and employees of any public service agency in the course of their duty. The Ministry's final BIM is publicly available on the Ministry's website.

The released and withheld documents are detailed in the attached document schedule.

In terms of section 9(1) of the Act, I am satisfied that, in the circumstances, the decision to withhold information under section 9 of the Act is not outweighed by other considerations that render it desirable to make the information available in the public interest.

You have the right to seek an investigation and review of my response by the Ombudsman, in accordance with section 28(3) of the Act. The relevant details can be found on the Ombudsman's website at: www.ombudsman.parliament.nz.

As part of our ongoing commitment to openness and transparency, the Ministry proactively releases information and documents that may be of interest to the public. As such, this response, with your personal details removed, may be published on our website.

Yours sincerely



Brad Ward
Deputy Chief Executive – Organisational Performance
Te Tūāpapa Kura Kāinga – Ministry of Housing and Urban Development

Annex 1: Document schedule

Documents released – HUD2024-004458			
	Date	Document	Section of the Act applied
1	27 January 2024	Email: Budget Savings	9(2)(a)
2	26 April 2024	Email: Update on consultation on proposed changes next week	9(2)(a)
3	30 April – 14 May 2024	Excerpts from SLT minutes	N/A

Documents withheld – HUD2024-004458			
	Date	Document	Section of the Act applied
1	4 April 2024	P2 Planning Pack – 4 April 2024 - SLT	9(2)(g)(i)
2	18 April 2024	Phase 2 SLT Planning	9(2)(g)(i)
3	7 November 2023	Draft BIM - Departmental	9(2)(g)(i)

From: [Andrew Crisp](#)
To: [DL - All Users](#); [Adam Brown \(Guest\)](#); [Huriwai Paki \(Guest\)](#); [Darashpreet Johal \(Guest\)](#); [Emma Bell \(Guest\)](#)
Subject: Update on consultation on proposed changes next week
Date: Friday, 26 April 2024 3:04:12 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.jpg](#)
[image008.jpg](#)

Kia ora koutou

I hope everyone had a good ANZAC Day. I acknowledge that some of you will be reading this for the first time on Monday, but I wanted to send it today because it is important that you know what will happen next week and when.

I have indicated a number of times at my stand-ups that Phase 2 of our change programme at HUD, impacting our Strategy, Insight and Governance, Policy, and Organisational Performance groups, would be occurring the week of Monday 29 April. Outlined below is the plan for next week:

- At my stand-up on Thursday, I will talk about the rationale for the proposed changes, the proposed changes and what they mean overall for the organisation.
- Shortly after stand-up finishing, each DCE (from the three business groups), will meet with everyone in their group, to take them through more detail of the proposed changes for their group. Once these are complete, early afternoon, our consultation material will be available to everyone across HUD to access online.
- It is important for people that could be directly affected by the proposed changes, that they hear before everyone on Thursday. Therefore, we (appropriate SLT member or GM) will meet with those people, over Tuesday and Wednesday. They will receive a private meeting request the day before their meeting. They are welcome to bring a support person with them to the meeting.

SLT and I recognise that change will start to feel very real for many people at HUD next week. It will be a challenging and unsettling time for many people, and it will be important we all continue to respect and support one another through the coming weeks and months.

I encourage you to seek the support that is right for you, whether that's through whānau and friends, your Manager, your PSA delegate if you are a member, or EAP.

Ngā mihi nui

Andrew

Andrew Crisp ([he/him](#))

Chief Executive

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From: [Andrew Crisp](#)
To: [DL - All Users](#); [Adam Brown \(Guest\)](#); [Huriwai Paki \(Guest\)](#)
Subject: Budget Savings
Date: Saturday, 27 January 2024 9:38:19 am
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.jpg](#)
[image008.jpg](#)

Tēnā koutou katoa

You may have seen some recent news coverage, regarding proposed savings government agencies are required to achieve from their baseline budgets for the 2024/25 financial year and future years. I have attached the article this morning that appeared from Radio New Zealand: <https://www.rnz.co.nz/news/political/507659/the-public-service-agencies-asked-to-cut-spending>.

Ministers have asked all agencies to identify savings of between 6.5 to 7.5% from their baseline budget, depending on head count growth since 2017.

We are required to achieve a 7.5% saving that will need to come from both our 'non-Departmental' appropriations (funding to provide programmes and services) and our 'Departmental' appropriation (funding provided to operate the organisation).

Final decisions regarding our savings plan will be made as part of the Budget 2024 process, likely in April.

Given the size and complexity of our programmes that make up our baseline budget, there is a lot to work through in terms of options so it will likely be several weeks before we are in a position to share more about what it means for our departmental baseline and associated impact on staffing levels we are able to afford.

We can expect there will be media coverage and public discussion over the coming days and weeks. SLT and I will be focused on continuing to work with Ministers on how we best meet what is expected. I will continue to update you regularly each week at stand-up as the work continues.

I appreciate this could be an unsettling time for you and some of our stakeholders.

I would encourage you, if you are feeling concerned, to talk with your manager in the first instance about how we best support you. Also, please feel free to talk directly to members of SLT, including myself, with any concerns and ideas.

Thank you for your ongoing commitment and professionalism.

Ngā mihi nui
Andrew

Andrew Crisp ([he/him](#))

Chief Executive
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SLT Minutes 30 April 2024

Lynda Edney left the meeting. Emily Scarlett joined the meeting for Item 3.0.

3.0 Organisational Change

Emily Scarlett provided an update on organisational change.

The Senior Leadership Team:

1. **Noted** and **discussed** organisational Change.

SLT Minutes 7 May 2024

Emily Scarlett joined the meeting for Item 3.0.

3.0 Organisational Change

SLT discussed emerging feedback on proposed organisational change and noted some key areas that will need focused consideration before final decisions are taken.

The Senior Leadership Team:

1. **Noted** and **discussed** organisational change.

SLT Minutes 14 May 2024

Emily Scarlett was already at the meeting for Item 6.0.

6.0 Organisational Change

SLT discussed the key themes from emerging consultation on the change proposals.

The Senior Leadership Team:

1. **Noted** and **discussed** organisational change.