

Climate Change Commission Board Meeting Minutes (Meeting 24)
9 June 2021

A meeting of the Climate Change Commission Board Members was held via Zoom Teleconference Facility. The meeting started at 2.41pm and concluded at 5.34pm.

Climate Change Commission Attendees:

Dr Rod Carr – Chairperson
Lisa Tumahai – Deputy Chair
Dr Harry Clark
Dr Judy Lawrence
Catherine Leining
Professor James Renwick
Professor Nicola Shadbolt

Invited Attendees:

Jo Hendy – Chief Executive

Privacy

Guests:

Privacy

The meeting started at 2.41pm

Agenda Item 1: Board only time

Rod Carr, James Renwick, Harry Clark, Judy Lawrence, Catherine Leining, Nicola Shadbolt, Lisa Tumahai, Privacy joined the meeting at 2.41pm

- 1.1 The Board noted and discussed the sign-off process in confirming the Commission's final advice. The Board were satisfied with the final sign-off process.
- 1.2 The Board discussed protocols for when providing comments to the media on the final advice.

Jo Hendy, Privacy and Privacy joined the meeting at 3.00pm

Rod Carr left the meeting at 3.00pm

During Rod Carr's absence, Harry Clark was appointed as Chair for the Board meeting.

Agenda Item 2: Welcome and Introductions

The meeting opened with a karakia led by Privacy

Privacy left the meeting at 3.05pm

- 2.1 The Chair welcomed the Commissioners and Commission staff to the Climate Change Commission Board meeting.

Additional Items

- 2.2 Catherine Leining raised an additional item pertaining to the OIA for offsetting.
- 2.3 Jo Hendy informed the Board of the morning's proceedings with the lock-up for media and stakeholders before the release of the advice by the Minister.
- 2.4 Privacy informed the Board of conversations with stakeholders during this morning's lock-up.
- 2.5 Nicola Shadbolt enquired with Commission staff as to the processes and/or protocols relating to responses when questioned by media on the final advice.
- 2.6 Catherine Leining requested Commission staff to provide a FAQ that provides data for the emissions budget numbers when questioned by media, stakeholders, and officials.

Review of Minutes from 11- 12 May 2021 Board Meeting

2.7 The minutes from the 11 – 12 May Board meeting were reviewed by the Board.

Agreed

2.8 The Board agreed that the minutes from the 11 – 12 May 2021 Climate Change Commission Board meeting are amended to note that the Chair advised the Board and Commission staff that Harry Clark had advised the Chair of a perceived interest for discussion on greenhouse gas research. The Chair was satisfied that, given the Board had been made aware of the potential for a perceived conflict of interest. The Chair will have final sign-off once the minutes are amended. *(Refer to Action number 351/2021)(Refer to Action number 351/2021)*

Review of Minutes from 24 May 2021 Board Meeting

2.9 The minutes from the 24 May Board meeting were reviewed by the Board.

Agreed

2.10 The Board agreed that the minutes from the 24 May 2021 Climate Change Commission Board meeting would be confirmed as a true and accurate record of the meeting.

Actions Register

2.11 The Action Register paper was taken as read.

2.12 Jo Hendy updated the Board on the actions that were in progress and/or completed.

2.13 The Board noted the completed actions and thanked the Commission staff for managing the Actions Register.

Board Horizon

2.14 The Board Horizon document was taken as read.

2.15 **Privacy** provided an update to the Board on the paper.

2.16 The Board discussed the UN Climate Change Conference of the Parties (COP26) being held in Glasgow from 1 – 12 November 2021.

Review 2021 and 2022 Board and RASH meeting dates

2.17 The review 2021 and 2022 Board and RASH meeting dates paper was taken as read.

2.18 The Board noted and discussed the proposed schedule for 2021 and 2022; and the mix of one day online meetings and two day in-person meetings.

Rod Carr rejoined the meeting at 3.35pm

- 2.19 The Board approved the proposed Board and RASH dates over the remainder of the 2021 calendar year and for the 2022 calendar year. **Privacy** will schedule the dates into the Commissioners' and Staff calendars. *(Refer to Action number 352/2021)*
- 2.20 The Board noted that a Board member accepted the change in the Board date for October on the basis of the clash with the October school holidays but not on the basis of the clash with the EDS Climate Change conference.

Conflict of Interest

- 2.21 **Privacy** informed the Board that a permissions letter for interests disclosed by Lisa Tumahai and Catherine Leining, together with any proposed conditions, and the updated interests register, are to be published on the Commission's website.

Privacy joined the meeting at 3.47pm

Agenda Item 3: Chief Executive Report

- 3.1 The Chief Executive Report was taken as read.
- 3.2 Jo Hendy introduced the Chief Executive Report to the Board. The Report provides an overview of the Commission's performance during May 2021.
- 3.3 The Board noted and discussed the Chief Executive's report.
- 3.4 The Board noted the Official Information Act requests received and responses sent for the period 1 January – 31 May 2021.
- 3.5 The Board requested that Commission staff are to meet with Tandem Travel and Toitū Envirocare to discuss the future setting of the Commission's offsetting emissions options. *(Refer to Action number 353/2021)*

Privacy left the meeting at 4.13pm

The meeting adjourned at 4.13pm. The meeting reconvened at 4.17pm.

Privacy joined the meeting at 4.17pm

Agenda Item 4: Advice 21 Programme Status report

- 4.1 The Advice 21 Programme Status report was taken as read.
- 4.2 **Privacy** provided an update to the Board on the Advice 21 Programme status report.
- 4.3 The Board noted and discussed the Advice 21 Programme Status report as at 31 May 2021.

- 4.4 The Board noted and discussed the programme follow up activities relating to the public release and programme closure activities.
- 4.5 The Board noted and discussed the extension of the Advice 21 Programme from 30 June to 31 August 2021. The extension will enable the Commission to undertake the final review and evaluation of the programme.
- 4.6 The Board agreed to extend the Advice 21 Programme to 31 August 2021.
- 4.7 The Board considered how to review their governance role across the Advice 21 Programme and agreed to include lessons learned workshop on 14 July. **Privacy** will draft and circulate questions in advance of the workshop. (Refer to Action number 354/2021)
- 4.8 The Board acknowledged and thanked the Chief Executive and Commission staff for their extra-ordinary efforts in developing and delivering a world-class package of advice, as part of the Advice 21 Work Programme. The Board noted that the process consideration and approval of the final recommendations was well delivered. The Board also noted that stakeholders had provided good feedback to them on how the Commission had engaged with them during the development of its advice.

Agenda Item 5: Statement of Performance Expectations (SPE) Sign-off

- 5.1 The Statement of Performance Expectations (SPE) was taken as read.
- 5.2 **Privacy** informed the Board that the 2021/22 SPE must be finalised and provided to the Minister prior to 30 June 2021 for tabling in the House of Representatives.
- 5.3 The Board noted and discussed the SPE and the summary of financial statements for the SPE in line with the Board approved financial parameters.
- 5.4 The Board approved the SPE with the incorporation of final minor amendments and noting the financial statements would be incorporated once approved as per Agenda Item 6 (Budget). The Board noted that MfE and the Minister's office had requested an opportunity to review the updated financials and Chair's message in advance of 30 June.

Lisa Tumahai left the meeting at 5.00pm

Privacy joined the meeting at 5.03pm

*Rod Carr and **Privacy** left the meeting at 5.05pm*

During Rod Carr's absence, Harry Clark was appointed as Chair for the remainder of the Board meeting.

Agenda Item 6: Approach to Budgets

- 6.1 The approach to Budgets paper was taken as read.
- 6.2 **Privacy** informed the Board that this year's business planning for 2021/22 will be developed using input from consultants, Commissioners and staff and the outline for the 2021/22 business planning process which will cover 2021/22 to 2024/25 inclusive.
- 6.3 The Board noted and discussed the two stages for the budgeting for 2021/22.

Agreed

- 6.4 The Board agreed that Commission staff are to recirculate the 2021/22 Statement of Performance Expectations financial statements to the Board for approval following review of staffs' annual leave. (*Refer to Action number 355/2021*)
- 6.5 The Board approved the expenditure for 2021/22 for current costs (the base budget) while the longer-term budget is developed.

Agenda Item 7: Finance Update

- 7.1 **Privacy** presented to the Board the Finance Update as at 31 May 2021.

Rod Carr joined the meeting at 5.17pm

- 7.2 The Board noted and discussed the Financial update as at 31 May 2021.

Agenda Item 8: Any other business

- 8.1 The Board discussed Lisa Tumahai's Meridian Energy disclosure.
- 8.2 The Board discussed the Board skills matrix. The Chair will email the Board a copy of the skill matrix. The Board noted that Action number 341/21 is now complete and closed.
- 8.3 The Board and Commission staff discussed the risk of backlash on social media platforms for both the Commission and individuals, following the release of the Emissions Budgets Advice.

The meeting finished at 5.34pm

These minutes have been accepted as a true and accurate record by the Board of the Climate Change Commission.

Signed: _____

Date: 14/7/2021