

**Climate Change Commission Board Meeting Minutes (Meeting 26)
Wednesday, 11 August 2021**

A meeting of the Climate Change Commission Board Members was held at the office of the Climate Change Commission Board Room, Level 21, Aon Centre, 1 Willis Street, Wellington with members also joining via Teleconference Facility. The meeting started at 9.05am and concluded at 3.40pm.

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 [Redacted]
 [Redacted]

Guests:

Privacy [Redacted]
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The meeting started at 9.05am.

Agenda Item 1: Board only time

Rod Carr, Lisa Tumahai, Harry Clark, Judy Lawrence, Nicola Shadbolt, Catherine Leining, Privacy joined the meeting.
Privacy joined the meeting.

- 1.1 The Board noted and discussed the Board Evaluation proposals supplied by Institute of Directors and Propero.
- 1.2 The Board agreed to proceed with Institute of Directors Board Evaluation.
- 1.3 The Board agreed to the development of a separate programme to follow up recommendations from Advice 21 Report. *(Action number 367/2021).*
- 1.4 The Board discussed Chief Executive remuneration and reappointment.
- 1.5 The Chair informed the Board of the process that is underway to appoint two Climate Change Commission Board members that will become vacant on 31 December 2021. Nominations for the two positions are now open and will close end of August.
- 1.6 The Board Chair confirmed September's Board Meeting will be an online meeting, and October's meeting will be held in person at the Wellington office.
- 1.7 The Board requested invitations be updated to reflect the agreed in-person Board meeting dates. *(Action number 368/2021).*

James Renwick joined the meeting at 9.24am.

Jo Hendy joined the meeting at 9.30am.

Agenda Item 2: Tier 2 Pay Review

- 2.1 Jo Hendy discussed the principles within the Staff Remuneration Guidelines as applied to Tier 2 staff.
- 2.2 The Board noted that the Chair has delegation to approve the Tier 2 pay review.
- 2.3 The Board discussed and noted the Chair's decisions regarding the Tier 2 pay review

Privacy joined the meeting at 9.50am.

Agenda Item 3: Welcome and Introductions

The meeting opened with a karakia led by Privacy

Privacy left the meeting at 9.52am.

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

Additional Items

- 3.2 The Board noted that there were no additional agenda items.

Conflicts of Interest

- 3.3 Board members discussed new areas of involvement.
- 3.4 The Board noted that there were no new conflicts of interest to be added to the Register.
- 3.5 Privacy Legal Privilege

Approval of Minutes from 14 July 2021 Board Meeting

- 3.6 The Minutes from the 14 July 2021 Board meeting were reviewed.

Agreed

- 3.7 The Board agreed that the minutes from the 14 July 2021 Climate Change Commission Board meeting would be confirmed as a true and accurate record of the meeting.

Actions Register

- 3.8 Jo Hendy updated the Board on the actions that were in progress and/or completed.
- 3.9 The Board noted the completed actions and thanked the Commission staff for managing the Actions Register.

Privacy joined the meeting at 10.16am.

Board Horizon

- 3.10 The Board Horizon document was taken as read.
- 3.11 The Board noted and discussed the Board Horizon document.
- 3.12 The Board Chair requested the addition of Select Committee dates and formatting changes to the Board Horizon Report (*Action number 369/2021*).
- 3.13 The Board Chair requested periodic invitations to attend Board Meetings to be extended to the Chief Executive of the Ministry for the Environment and the Minister of Climate Change. (*Action number 370/2021*).

The meeting adjourned at 10.52am and reconvened at 11.06am.

Agenda Item 4: Chief Executive Report

- 4.1 The Chief Executive Report was taken as read.
- 4.2 Jo Hendy provided the Board with an overview of the Commission's performance during July 2021, and updates since finalisation of the July Chief Executive Report.
- 4.3 The Board noted and discussed the Chief Executive's Report.

Privacy joined the meeting at 11.32am.

- 4.4 The Board requested an updated status report with changes to the CE's KPI Report on annual progress. (*Action number 371/2021*).
- 4.5 The Board acknowledged the Commission staff for their work on the CE's report.

Agenda Item 5: 2020/21 Q4 Performance and YE Reporting

- 5.1 Privacy [redacted] introduced the 2020/21 Q4 Performance and YE Report.
- 5.2 The Board noted and discussed the 2020/21 Q4 Performance and YE Reporting.
- 5.2 The Board approved 2020/21 Q4 Performance and YE Reporting with changes as discussed.

Privacy [redacted] *left the meeting at 12.10pm.*

Agenda Item 6 (previously Agenda Item 8): Toitū Emissions Reporting Basis

Privacy [redacted] *joined the meeting at 12.10pm.*

Privacy [redacted] *joined the meeting at 12.16pm.*

- 6.1 Privacy [redacted] from Toitū Envirocare provided an overview to the Board of the Toitū Emissions reporting basis.
- 6.2 The Board discussed the Toitū programme and implications for the Climate Change Commission.
- 6.3 Jo Hendy recommended the Climate Change Commission prepare a strategic paper for Board consideration. (*Action number 372/2021*).
- 6.4 The Board agreed, and thanked Toitū Envirocare for their presentation.

Privacy [redacted] *left the meeting at 1.13pm.*

The meeting adjourned at 1.13pm and reconvened at 1.50pm.

Privacy [redacted] *joined the meeting at 1.52pm.*

Agenda Item 7 (previously Agenda Item 10): Scope of 2021-22 Deliverables

- 7.1 Consideration is currently being given to potential interests held by some Board members that relate to the Agriculture Progress Assessment advice and the Agriculture Assistance advice. Decisions will be made as to whether these potential interests do in fact constitute interests in the two pieces of advice, and whether any permissions and conditions are required, prior to the Board engaging in any substantive work on these two pieces of advice. In the meantime, the paper titled 'Update on planning for 2022 statutory deliverables' has been shared with all Board members Legal Privilege [redacted] [redacted] It does not ask the Board to make any substantive decisions as to the content of the Agricultural Process Assessment advice or the Agricultural Assistance advice.

Agreed

The Board agreed there is no conflict for Board Members with the "Update on planning for 2022 statutory deliverables" paper as the information is procedural at this time.

- 7.2 Privacy introduced to the Board the Update on planning for 2022 statutory deliverables paper.
- 7.3 The Update on planning for 2022 statutory deliverables paper was noted and discussed by the Board.
- 7.4 The Board endorsed the Commission's high-level approach to scoping the statutory deliverables due in 2022.
- 7.5 Board members indicated interest in providing guidance to the scoping in areas of expertise.
- 7.6 The Board Chair requested that project timelines consider the Board's scheduled meeting dates, as additional meetings are unlikely to be available.
- 7.7 Legal Privilege
- 7.8 The Board discussed whether to submit on the Ministry for the Environment's policy proposals for industrial allocation in the New Zealand Emissions Trading Scheme (NZ ETS), noting submissions close 17 September 2021. The Board to send their recommendations to staff.

Privacy left the meeting at 2.36pm.

Privacy joined the meeting at 2.37pm.

Agenda Item 8 (previously Agenda Item 6): Cash Reserves Policy

- 8.1 Privacy presented the draft Operating Reserves Policy to the Board.
- 8.2 The Board noted and discussed the draft Operating Reserves Policy.
- 8.3 The Board resolved the draft Operating Reserves Policy is adopted and the initial amount provided for in the budget.

Privacy left the meeting at 2.50pm.

Agenda Item 9 (previously Agenda Item 7): Staff Remuneration Guidance

- 9.1 Jo Hendy presented to the Board the Staff Remuneration Guidance RASH paper.
- 9.2 The Board noted and discussed the Staff Remuneration Guidance document.
- 9.3 The Board endorsed the principles within the Staff Remuneration Guidance document, noting changes as discussed.

Privacy joined the meeting at 2.59pm.

Agenda Item 10 (previously Agenda Item 9): Advice 21 Status Report

- 10.1 The Advice 21 Programme Status Report was taken as read and noted by the Board.
- 10.2 Privacy informed the Board that at the 8 September Climate Change Commission Board Meeting, the Board will be asked to endorse the programme closure.
- 10.3 The Board acknowledged the work completed by Privacy as Privacy.

Privacy ██████ left the meeting at 3.03pm.

Agenda Item 11: Draft Annual Report

- 11.1 Privacy ██████ introduced the draft Annual Report 2020-21 and provided and overview of content and structure.
- 11.2 The Board noted and discussed the draft Annual Report and provided guidance to the Commission staff.
- 11.3 The Board congratulated the staff on work to date.

Privacy ██████ left the meeting at 3.23pm.

Agenda Item 12: Judicial Review

- 12.1 Privacy ██████ provided an update to the Board on the progress of the Judicial Review.

Agenda Item 13: General Business

- 13.1 The Board noted and discussed the AR6 Working report.

Privacy ██████ closed the meeting with a karakia.

The meeting finished at 3.40pm.

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

Signed: _____



Date: 8/9/2021