

**He Pou a Rangi Climate Change Commission Board Meeting Minutes (Meeting 51)
Wednesday, 22 November 2023**

A meeting of the Climate Change Commission Board Members was held via Teleconference Facility. The meeting started on Wednesday 22 November 2023 at 9.03am and concluded at 3.08pm.

Climate Change Commission Attendees:

Dr Rod Carr – Board Chair
Lisa Tumahai – Deputy Chair
Professor James Renwick
Catherine Leining
Dr Judy Lawrence
Dr Andy Reisinger
Dr Tanira Kingi
Distinguished Professor Steven Ratuva

Invited Attendees:

Stephen Walter – General Manager, Emissions Budgets, Adaptation and Markets
Gemma Lawson – Senior Board Coordinator and Minute Taker

External Guests:

Dylan Shell – virtual Chief Financial Officer, KPMG

Guests:

Alisdair Armstrong – Advisor, Government Services, Strategy and Performance
Alison Cole – Kaiwhakahaere Matua Māori
Astrid Nunns – General Manager, Strategy, Engagement and Corporate Services
Barry Anderson – General Manager, Sector Analysis
Charlotte Delahunty – Programme Manager, Markets
Damian Ryan – Manager, Strategy and Performance
Emily Button – Senior Advisor, Government Services, Strategy and Performance
Fran Lovell – Manager, Communications and Engagement
Gillian Thornton – Manager, Emissions Budgets
Grant Blackwell – Chief Scientist
Ian Thompson – Programme Manager, Strategy, Engagement and Corporate Services
James Muwunganirwa – Principal Analyst, Land Agriculture and Waste
Janet Humphris - Manager, Industry and Energy Team
Kathy Stirrat – Chief Advisor, Operational Delivery
Lara Wood – Manager, Corporate Services
Sam King – Manager, Land Agriculture and Waste
Simon Neale – Manager, Markets

Sophie Carroll – Manager, Government Services
Stuart Dymond – Chief Advisor, Governance and Executive Support

The meeting started at 9.03am on Wednesday, 22 November 2023

Rod Carr, Judy Lawrence, Catherine Leining, Andy Reisinger, James Renwick, Tanira Kingi, Steven Ratuva, and Gemma Lawson joined the meeting at 9.03am

Agenda Item 1: Board only time

- 1.1 The Board noted the letter circulated by the Board Chair from the Public Service Commission regarding the Chief Executive's remuneration, dated 25 October 2023.
- 1.2 The Board approved the amendment to the Chief Executive's remuneration in line with the advice provided by the Public Service Commission.
- 1.3 The Board discussed items on the meeting agenda.
- 1.4 The Board noted apologies from the Chief Executive.
- 1.5 The Board discussed matters to be raised with the General Manager, Emissions Budgets, Adaptation and Markets, who was attending the Board meeting on behalf of the Chief Executive.

Stephen Walter joined the meeting at 9.27am

- 1.6 The Board requested that an informal meeting with the Board members and senior staff be scheduled in advance of the December meeting to discuss overarching themes for upcoming scoping papers (refer to action item 467/2023).
- 1.7 The Board discussed the ongoing work programme with the General Manager, Emissions Budgets, Adaptation and Markets.

The meeting opened with a karakia by Tanira Kingi.

Kathy Stirrat, Sophie Carroll, and Stuart Dymond joined the meeting at 9.34am

Agenda Item 2: Welcome and Introductions

2.1 Apologies

- 2.1.1 The Board noted apologies from the Chief Executive.
- 2.1.2 The Board noted that Lisa Tumahai and James Renwick would be absent for parts of the meeting and that this will be captured in the minutes.
- 2.1.3 No other apologies were received for the meeting.

2.2 Call for Additional Items

- 2.2.1 No additional items were raised.

2.3 Review of Interests

- 2.3.1 The Board noted receipt of the *Memo on Commissioner Interests* dated 14 November 2023.

- 2.3.2 The Board noted the amendments to interests listed in the *Memo on Commissioner Interests* and the permissions letter dated 10 November 2023.
- 2.3.3 Steven Ratuva note he had disclosed a possible interest for assessment by the Commission.
- 2.3.4 The Board reviewed the attached public interests register.
- 2.3.5 The Board noted that Rod Carr's interest RC007 no longer applied and should be removed from the public interests register before it is published.
- 2.3.6 The Board approved the public interests register, subject to the agreed amendments.
- 2.3.7 The Board noted no other conflicts of interest on the meeting agenda.

2.4 Any other governance matters

- 2.4.1 No other governance matters were raised.

2.5 Approve draft Board meeting minutes

- 2.5.1 The Board reviewed the draft Board meeting minutes from 18 October 2023.
- 2.5.2 The Board confirmed the minutes from 18 October 2023 as a true and accurate record of the meeting.
- 2.5.3 The Board reviewed the draft special Board meeting minutes from 12 October 2023.
- 2.5.4 The Board confirmed the minutes from 12 October 2023 as a true and accurate record of the meeting.

2.6 Letters for noting

- 2.6.1 The Board noted the letter from the Board Chair to Minister of Climate Change regarding Annual Report 2022/2023, dated 9 November 2023

2.7 Other matters for noting

- 2.7.1 The Board noted the Annual Report 2022/2023.

2.8 Actions Register

- 2.8.1 The General Manager, Emissions Budgets, Adaptation and Markets updated the Board on the actions that were in progress and/or completed.
- 2.8.2 The Board noted the completed and ongoing actions.
- 2.8.3 The Board discussed the possible closure of action 440/2023 and requested that this be recommended for closure at the following Board meeting.

2.9 Board Meeting Agenda Horizon Report

- 2.9.1 The General Manager, Emissions Budgets, Adaptation and Markets presented the *Board Meeting Agenda Horizon report* to the Board.
- 2.9.2 The Chief Advisor, Operational Delivery provided the Board with minor updates to the Horizons Report.
- 2.9.3 The Board noted and discussed the *Board Meeting Agenda Horizon Report* and the engagements calendar.

The meeting adjourned from 9.48am until 10.05am

Alison Cole, Astrid Nunns, Damian Ryan, Dylan Shell, James Muwunganirwa, Janet Humphris, Lara Wood, Lisa Tumahai, and Sam King joined the meeting at 10.05am

Agenda Item 3: Chief Executive Report

- 3.1 The Chief Executive Report: 1 to 31 October 2023 was taken as read.
- 3.2 The General Manager, Emissions Budgets, Adaptation and Markets, on behalf of the Chief Executive, provided the Board with an overview of the Commission's performance during October 2023.
- 3.3 The Principal Analyst, Land Agriculture and Waste, updated the Board on developments in the Land and Waste sector.
- 3.4 The Board noted and discussed the Chief Executive's report.

Gillian Thornton, and Fran Lovell joined the meeting at 10.30am

Alison Cole left the meeting at 10.31am

James Muwunganirwa left the meeting at 10.44am

Barry Anderson joined the meeting at 10.50am

James Renwick and Astrid Nunns left the meeting at 10.56am

Damian Ryan, Fran Lovell, Gillian Thornton, Janet Humphris, and Sophie Carroll left the meeting at 11.05am

Agenda Item 4: Verbal Update from the He Pou Herenga Hui

- 4.1 The Chair of He Pou Herenga updated the Board on the He Pou Herenga meeting held on 13 November 2023.
- 4.2 The Board noted the update from the He Pou Herenga meeting.
- 4.3 The Chair of He Pou Herenga suggested that time be set aside in a future meeting for the Board and He Pou Herenga to meet.
- 4.4 The Board agreed to meet with He Pou Herenga members at a future Board meeting and requested this be scheduled in early 2024 if possible (refer to action item 468/2023).

Sam King left the meeting at 11.25am

The meeting adjourned from 11.25am until 11.30am

Alison Cole, and Astrid Nunns joined the meeting at 11.30am

Agenda Item 5: Update on Risk Audit Safety and Health Committee

- 5.1 The Chair of the Risk Audit Safety and Health (RASH) Committee updated the Board on the RASH Committee meeting held on 20 November 2023.
- 5.2 The Chair of the RASH Committee noted that the Committee had referred the financial report from the *Quarterly Finance Update: End of Q1 FY23/24*, the *FY23/24 Financial Forecast (as at end of Quarter 1)*, and the *Policy and Procedures Review* to the Board.
- 5.3 The General Manager, Strategy, Engagement and Corporate Services, and the virtual Chief Finance Officer gave the Board an overview of the provided forecast.
- 5.4 The Board noted and discussed the update on the 20 November 2023 RASH meeting.

- 5.5 The Board noted the financial report from the *Quarterly Finance Update: End of Q1 FY23/24*, the *FY23/24 Financial Forecast (as at end of Quarter 1)*, and the *Policy and Procedures Review*.
- 5.6 The Board noted and approved the release of funds from the litigation contingency, as requested in the *FY23/24 Financial Forecast (as at end of Quarter 1)* paper.
- 5.7 The Board approved the amendment to the retained amount in the litigation contingency for the outyears.

*Astrid Nunns, Lara Wood, and Tanira Kingi left the meeting at 11.40am
Damian Ryan, and Emily Button joined the meeting at 11.41am*

Agenda Item 6: Review 2023/24 Q1 Performance Report

- 6.1 The Chief Advisor, Governance and Executive Support, introduced the *Quarterly Performance Report: Q1 FY2023/24*.
- 6.2 The Board noted that the financial statements are the same as those in the Quarterly Finance Update paper presented to the RASH committee and referred to the Board.
- 6.3 The Board reviewed and provided feedback on the *Quarterly Performance Report: Q1 FY2023/24*.
- 6.4 The Board agreed to send the report, subject to incorporation of the amendments discussed, to Ministry for the Environment (MfE) in their role as the Commission's monitoring agency.
- 6.5 The Board agreed to delegate the approval of any substantive amendments to the Chair and the approval of any non-substantive amendments to the Chief Executive.

*Barry Anderson, Damian Ryan, Dylan Shell, and Emily Button left the meeting at 11.54am
The meeting adjourned from 11.54am until 12.25pm
Grant Blackwell, and Tanira Kingi joined the meeting at 12.25pm*

Agenda Item 7: Review of Science Capability and Communication Strategy

- 7.1 The Chief Scientist introduced the updated Science Capability and Communication Strategy and set out the process followed for the review.
- 7.2 The Board discussed and gave feedback on the updated Science Capability and Communication Strategy.
- 7.3 The Board approved the refreshed Science Capability and Communications Strategy for 2023 – 2025, subject to the feedback discussed.

Damian Ryan and Alisdair Armstrong joined the meeting at 1.16pm

Agenda Item 8: Developing the Monitoring Framework

- 8.1 The Chief Advisor, Governance and Executive Support and the Manager, Strategy and Performance, introduced the paper on the development of a Crown entity monitoring framework with the MfE.
- 8.2 The Board noted the current basis for the Commission's relationship with MfE as a monitoring agency.

- 8.3 The Board noted the recommendations in the paper.
- 8.4 The Board discussed and provided feedback on the substantive issues to be considered, and the principles to inform, the development of a Crown entity monitoring framework with MfE.
- 8.5 The Board agreed that, subject to the feedback given, staff should use the principles discussed to guide their engagement with MfE to develop the Crown entity monitoring framework.
- 8.6 The Board agreed, in principle, and as proposed by MfE, that the framework comprise a main body containing generic Crown entity monitoring requirements and a bespoke annex for Commission-specific requirements.
- 8.7 The Board delegated the oversight of developing the draft Crown entity monitoring framework to the RASH Committee, with the final draft version to be provided to the Board for endorsement at the appropriate time.
- 8.8 The Board delegated the authority to negotiate the details of the framework with MfE to the Chief Executive, in consultation with the RASH Committee Chair as required.

Alisdair Armstrong, and Damian Ryan left the meeting at 1.55pm

Lara Wood and Ian Thompson joined the meeting at 1.55pm

Agenda Item 9: Policy and Procedures Review: Update

- 9.1 The Board noted the update on the *Policy and Procedures Review*, and that it had been referred to the Board by the RASH Committee.
- 9.2 The Board discussed the endorsed Schedule of Delegations for Policy Documents.
- 9.3 The Board noted the timelines provided for the review process.
- 9.4 The Board approved the delegation criteria and the Schedule of Delegations for Policy Documents.

Alison Cole, Lara Wood, Ian Thompson and Kathy Stirrat left the meeting at 2.02pm

The meeting adjourned from 2.02 until 2.08pm

Charlotte Delahunty, Simon Neale, and Barry Anderson joined the meeting at 2.08pm

Agenda Item 10: Statutory Deliverables: Update

- 10.1 The Programme Manager introduced the update on the Statutory Deliverables.
- 10.2 The Board noted and discussed the October Programme Dashboard report, and the Programme on a Page for the Statutory Deliverables Programme.

Charlotte Delahunty, Simon Neale, Grant Blackwell, and Barry Anderson left the meeting at 2.23pm

Agenda Item 11: Review CE KPIs for 2023/2024

- 11.1 The Board discussed and approved the Chief Executive's key performance indicators (CE KPIs) for 2023/2024.
- 11.2 The Board noted that the CE KPIs are designed to remain consistent over time, while the ways in which objectives are achieved and measured may change each year.

- 11.3 The Board requested time on the agenda in early 2024 for a discussion of the CE KPIs for 2024/2025. (refer to action item 469/2023).

Agenda Item 12: General Business

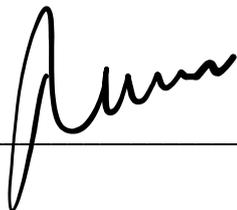
- 12.1 The Board discussed the process to provide feedback on the Briefing for the Incoming Minister.
12.2 No other matters of general business were raised.

Tanira Kingi closed the meeting with a karakia.

The meeting finished at 3.08pm.

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

Signed: _____



Date: 19/12/2023

Proactively released