

**He Pou a Rangi Climate Change Commission Board Meeting Minutes (Meeting 54)
Wednesday, 20 March 2024**

A meeting of the Climate Change Commission Board Members was held via Teleconference Facility. The meeting started on Wednesday 20 March 2024 at 9.02am and concluded at 3.53pm.

Climate Change Commission Attendees:

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

Apologies:

Professor James Renwick
Dr Judy Lawrence

Invited Attendees:

Jo Hendy – Chief Executive
Grant Blackwell – Chief Scientist
Anne Jonathan – Executive Assistant
Gemma Lawson – Senior Board Coordinator and Minute Taker

Guests:

Astrid Nunns – General Manager, Strategy, Engagement and Corporate Services
Barry Anderson – General Manager, Sector Analysis
Ellen Winter – Principal Advisor, Planning and Performance Reporting
Fran Lovell – Manager, Strategic Engagement and Information Management
Gillian Thornton – Manager, Emissions Budgets
Hans Landon-Lane – Principal Advisor, Channels and Information Systems
Jazial Crossley – Principal Advisor, Engagement and Consultation
Julia Fink – Manager, Finance and Assurance
Karen Lavin – Manager, Adaptation
Kathy Stirrat – Chief Advisor, Operational Delivery
Sophie Carroll – Manager, Government Services and Performance Reporting.
Stuart Dymond – Chief Advisor, Executive Support

The meeting started at 9.02am on Wednesday, 20 March 2024

Rod Carr, Lisa Tumahai, Catherine Leining, Andy Reisinger, Tanira Kingi, Steven Ratuva, Anne Jonathan and Gemma Lawson joined the meeting at 9.02am

Agenda Item 1: Board only time

- 1.1 The Board discussed the membership of the Climate Change Commission Board.
- 1.2 The Board noted matters to be raised with the Chief Executive.

Jo Hendy joined the meeting at 9.14am

Gemma Lawson and Anne Jonathan left the meeting at 9.15am

- 1.3 The Board discussed the proposed restructure of the Executive Leadership Team.
- 1.4 The Board delegated the final approval of the restructure of the Executive Leadership Team to the Board Chair, on basis of a recommendation from the Chief Executive.

The meeting opened with a karakia by Catherine Leining.

Anne Jonathan, Astrid Nunns, Barry Anderson, Fran Lovell, Gemma Lawson, Gillian Thornton, Grant Blackwell, Julia Fink, Karen Lavin, Kathy Stirrat, Sophie Carroll and Stuart Dymond joined the meeting at 10.06am

Agenda Item 2: Welcome and Introductions

2.1 Apologies

- 2.1.1 The Board noted that apologies have been received from Judy Lawrence and James Renwick.
- 2.1.2 The Board noted that Steven Ratuva would be absent for some of the agenda, and this will be recorded in the minutes.
- 2.1.3 The Board noted that the Chief Executive would also be absent for some of the agenda, and that the Chief Scientist would stand in for her during those items.
- 2.1.4 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 13 March 2024.
- 2.3.2 The Board noted the amendments to interests listed in the *Memo on Commissioner Interests* and the permissions letter dated 7 March 2024.
- 2.3.3 The Board noted no other conflicts of interest on the meeting agenda.

2.4 Approve draft Board meeting minutes

- 2.4.1 The Board reviewed the draft Board meeting minutes from 27 February 2024.
- 2.4.2 The Board confirmed the minutes from 27 February 2024 as a true and accurate record of the meeting.

2.5 Letters for noting

- 2.5.1 The Board noted the 2024/25 Letter of Expectations for the Climate Change Commission from the Minister of Climate Change, dated 4 March 2024.
- 2.5.2 The Board noted that this letter will be discussed under agenda item 6.

2.6 Actions Register

- 2.6.1 The Chief Executive updated the Board on the actions that were in progress and/or completed.
- 2.6.2 The Board noted the ongoing actions and noted the closure of action 471/2023.
- 2.6.3 The Board discussed the proposed closure of action 448/2023 and requested that this be kept open and revisited in six months.

2.7 Board Meeting Agenda Horizon Report

- 2.7.1 The Chief Executive presented the *Board Meeting Agenda Horizon Report* to the Board.
- 2.7.2 The Board noted and discussed the *Board Meeting Agenda Horizon Report* and the engagements calendar.

2.8 Any other governance matters

- 2.8.1 The Board noted the draft Chair's Letter of Expectations for Commissioners would be discussed under agenda item 8.

Agenda Item 3: Chief Executive Report

- 3.1 The Chief Executive Report: 1 –29 February 2024 was taken as read.
- 3.2 The Chief Executive provided the Board with an overview of the Commission's performance during February 2024.
- 3.3 The General Manager, Sector Analysis, provided an overview of the Commission's current approach regarding the Target and Budgets consultation documents.
- 3.4 The Board noted and discussed the Chief Executive's report.

*Astrid Nunns, Barry Anderson, Fran Lovell, Grant Blackwell, Gillian Thornton, Julia Fink, Karen Lavin, Kathy Stirrat, and Sophie Carroll left the meeting at 10.55am
The meeting adjourned from 10.55am until 11.05am*

Agenda Item 4: Chief Executive's KPIs 2023/2024: Review

- 4.1 The Board noted the report provided by the Chief Executive on her performance against the key performance indicators (KPIs) set by the Board for the first six months of FY 2023/24.
- 4.2 The Board discussed the Chief Executive's performance against each of the four objectives set out in the Chief Executive's KPIs, and shared their feedback and assessment with the Chief Executive.

Agenda Item 5: Chief Executive's KPIs for 2024/2025

- 5.1 The Board noted that the Chief Executive's KPIs are set annually by the Board and are aligned with the financial year.
- 5.2 The Board noted that the Chief Executive's high-level objectives are designed to remain consistent over time, while the ways in which objectives are achieved and measured through KPIs may evolve over time.
- 5.3 The Board discussed and provided feedback to inform the development of the Chief Executive's KPIs for FY 24/25.
- 5.4 The Board noted that draft Chief Executive's KPIs for 2024/25 will return to the Board at a later meeting for approval ahead of the next financial year.

Sophie Carroll joined the meeting at 12.04pm

Ellen Winter joined the meeting at 12.11pm

Agenda Item 6: Minister's Letter of Expectation

- 6.1 The Board discussed the 2024/25 Letter of Expectations for the Climate Change Commission from the Minister of Climate Change.
- 6.2 The Board requested that Commission staff draft a response from the Chair to the Minister's letter of expectations (*refer to action item 472/2024*).

Jo Hendy, Sophie Carroll, and Ellen Winter left the meeting at 12.30pm

The meeting adjourned from 12.30pm until 1.08pm

Grant Blackwell joined the meeting at 1.15pm

Agenda Item 7: Board Performance Evaluation: Outcomes

- 7.1 The Board discussed and gave feedback on the draft report on the Board's performance evaluation.
- 7.2 The Board requested that the report include the agreed follow-up actions, as discussed (*refer to action item 473/2024*).
- 7.3 The Board agreed to apply the insights from the evaluation to the Board's 2024 work programme, as appropriate.
- 7.4 The Board noted that the Commission's Q3 Report would note that the Board performance evaluation had been undertaken.

Agenda Item 8: Chair's Letter of Expectations

- 8.1 The Board noted that a Chair's letter of expectations to Commissioners was being prepared, and that expectations would apply to current as well as future board members.
- 8.2 The Board noted that the expectations set out in the letter are intended to reflect, and be consistent with, expectations on current Commissioners.
- 8.3 The Board noted that having the letter of expectations would support the Chair's evaluation of the performance of individual Board members.
- 8.4 The Board discussed and gave feedback on the draft letter and noted that an updated draft will return to the Board for further discussion.

Astrid Nunns, Fran Lovell, Jazial Crossley, and Hans Landon-Lane joined the meeting at 2.14pm

Agenda Item 9: Presentation on Stakeholder Survey Results

- 9.1 The Manager, Strategic Engagement and Information Management, presented the results of the recent stakeholder survey.
- 9.2 The Board discussed the stakeholder survey results.
- 9.3 The Board requested confirmation of the actions being taken as a result of the stakeholder survey (refer to action item 474/2024).

Barry Anderson joined the meeting at 2.30pm

Jazial Crossley left the meeting at 2.41pm

Sophie Carroll joined the meeting at 2.57pm

Steven Ratuva left the meeting at 3.02pm

Lisa Tumahai left the meeting at 3.16pm

Lisa Tumahai joined the meeting at 3.21pm

Agenda Item 10: Briefing on Upcoming Consultation

- 10.1 The Manager, Strategic Engagement and Information Management, and the Manager, Government Services and Performance Reporting, gave the Board an overview of the plan for the upcoming consultation.

Jo Hendy joined the meeting at 3.43pm

Fran Lovell, Sophie Carroll, and Hans Landon-Lane left the meeting at 3.46pm

Agenda Item 11: Statutory Deliverables: Update

- 11.1 The General Manager, Sector Analysis, introduced the update on the Statutory Deliverables.
- 11.2 The Board noted and discussed the Programme Dashboard report, and the Programme on a Page for the Statutory Deliverables Programme.

Agenda Item 12: General Business

- 12.1 No matters of general business were raised.

Tanira Kingi closed the meeting with a karakia.

The meeting finished at 3.53pm.

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

Signed: _____
Chair of the Climate Change Commission

Date: 30/4/2024