

Climate Change Commission Board Governance Meeting (Meeting 13)
Wednesday, 25 November 2020

A meeting of the Climate Change Commission Board Members was held via Zoom Teleconference Facility. The meeting started at 3.00pm and concluded at 6.14pm.

Climate Change Commission Attendees:

Dr Rod Carr - Chairperson
Lisa Tumahai - Deputy Chair
Dr Harry Clark
Dr Judy Lawrence
Catherine Leining

Apologies:

Professor James Renwick
Professor Nicola Shadbolt

Invited Attendees:

Jo Hendy – Chief Executive
[REDACTED] - Executive Assistant and Minute Taker
[REDACTED] – Board Co-ordinator and Minute Taker

Guests:

[REDACTED] - General Manager - Strategy, Planning and Engagement
[REDACTED] - Senior Advisor
[REDACTED] - Manager - Communications and Engagement
[REDACTED] - Principal Advisor - Communications and Engagement
[REDACTED] - Programme Manager
[REDACTED] - General Manager, Governance and Corporate Services
[REDACTED]

The meeting started at 3.00pm

Agenda Item 1: Welcome

- 1.1 The Chair welcomed the Commissioners and Commission staff to the Climate Change Commission Board meeting. Apologies were received from James Renwick and Nicola Shadbolt.
- 1.2 The Board and Commission staff discussed the format of the Board agenda. It was noted that the Board Horizon will be discussed at the next Governance Board meeting on 8 December 2020.
- 1.3 The Board noted that there are no additional agenda items.

Review Interest Register

- 1.4 No conflicts were identified by the Board or Commission staff.
- 1.5 The Board noted there were no new updates for the Interest Register.

Approval of Minutes from 13 – 14 October 2020 Board Meeting

- 1.6 The Minutes from 13 – 14 October 2020 meeting were reviewed.
- 1.7 The Board agreed that the minutes from 13 – 14 October 2020 Climate Change Commission Board meeting were a true and accurate record of the meeting. The minutes were signed off by the Chair.

Review Actions Register

- 1.8 The Action Register was taken as read.
- 1.9 [REDACTED] updated the Board on actions that were in progress and/or completed.
- 1.10 The Board noted the completed actions and thanked Commission staff for managing the Actions Register.

Agreed

- 1.11 The Board agreed that State Services Commission is updated to Public Service Commission in Action 003/2019. [REDACTED] will update Action 003 accordingly in the Actions Register. *(Refer to Action number 311/2020)*

Agenda Item 2: Chief Executive's Report

- 2.1 The Chief Executive's Report was taken as read.
- 2.2 The Board noted and discussed the Chief Executive's Report.
- 2.3 The Board discussed the Memorandum of Understanding with Government Agencies.
- 2.4 The Board acknowledged and thanked Commission staff for the informative updates provided in the Chief Executive's Report.

Agenda Item 3:

- 3.1 [REDACTED]

3.2

[REDACTED]

3.3

[REDACTED]

3.4

[REDACTED]

3.5

[REDACTED]

3.6

[REDACTED]

[REDACTED] left the meeting at 4.15pm

[REDACTED] joined the meeting at 4.15pm

Agenda Item 4: Briefing to the Incoming Minister for Climate Change from the Climate Change Commission

4.1 The Briefing to the Incoming Minister (BIM) paper was taken as read.

4.2 [REDACTED] presented to the Board the updated Climate Change Commission's Briefing to the Incoming Minister for final approval.

[REDACTED] joined the meeting at 4.29pm

4.3 The Board noted and discussed the Briefing to the Incoming Minister.

4.4 The Board approved the final draft of the Briefing to the Incoming Minister for Climate Change.

Agreed

4.5 The Board agreed that the Chief Executive will approve and sign off the final Briefing to the Incoming Minister for Climate Change. (Refer to Action number 312/2020)

Agenda Item 5: Advice 2021: Approach to consultation

5.1 The Advice 2021: Approach to consultation paper was taken as read.

5.2 [REDACTED] presented to the Board the approach to consulting on our first package of draft advice in February 2021. This includes the Commission's engagement and

communications approach, which focuses heavily on online engagement to support consultation.

- 5.3 [REDACTED] informed the Board on the Advice 2021 Consultation Strategy that includes how the Commission approaches consultation to support the Commission's advice.
- 5.4 [REDACTED] also informed the Board that a separate paper outlining the consultation approach for iwi/ Māori will be presented at the 8 December Board meeting.
- 5.5 The Board noted and discussed the Consultation Strategy.
- 5.6 The Board noted that the Chair and Jo Hendy could contact [REDACTED] of the Productivity Commission to see if they were able to support the submission analysis process with resourcing.

Agreed

- 5.7 The Board agreed that Commission staff are to circulate a survey of questions to the Board before the Commission's engagement is put together. *(Refer to Action number 313/2020)*

[REDACTED] left the meeting at 6.05pm

Agenda Item 6: Update Board on RASH meeting held on 25 November 2020

- 6.1 Lisa Tumahai, Chair of the RASH Committee, provided an update to the Board from the Risk, Audit, Safety and Health (RASH) Committee meeting held on 25 November 2020.
- 6.2 Lisa Tumahai informed the Board of the risks associated with Commission staff workloads, the joint financial review that is underway with the Ministry for the Environment, and our shared services with CASS for financial accounting management and payroll.
- 6.3 Lisa Tumahai informed the Board of the first Auditor's Report for the Climate Change Commission.
- 6.4 Lisa Tumahai updated the Board on staff wellbeing and the Commission's Wellness payment for staff.
- 6.5 The Board noted that the Climate Change Commission are to have access to a defibrillator and fire extinguisher on Level 21 of Aon Centre.

Agenda Item 7: Programme Status Report

- 7.1 The Programme Status Report was taken as read.
- 7.2 The Board noted and discussed the Programme Status Report.

Agreed

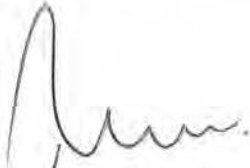
7.3 The Board agreed that Commission staff are to release, alongside the Commission's draft advice package, the external peer review of the Forster-Millar-Fuglestvedt report "Climate Science Considerations of net-Zero for New Zealand".

Agenda Item 8: General Business

8.1 The Board recapped the day's meeting and discussed the next Board meeting for 8 December 2020.

The meeting finished at 6.14pm

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

Signed: 
Chair

Date: 26/1/21

