

Climate Change Commission Governance Board Meeting (Meeting 16)
Tuesday, 9 February 2021

A meeting of the Climate Change Commission Board Members was held via Zoom Teleconference Facility. The meeting started at 10.30am and concluded at 1.32pm.

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

Not released to protect the privacy of an individual – Executive Assistant and Minute Taker
– Board Coordinator and Minute Taker

Guests:

privacy – Principal Advisor, Strategy and Performance
privacy – General Manager - Strategy, Planning and Engagement
Legal professional privilege
privacy – General Manager, Governance and Corporate Services
privacy – Business Analyst
Legal professional privilege
privacy – Executive Assistant

The meeting started at 10.30am.

Agenda Item 1: Board only time

Rod Carr, Lisa Tumahai, James Renwick, Harry Clark, Catherine Leining, **privacy**
privacy joined the meeting at 10.30am

- 1.1 The Board noted that Nicola Shadbolt will join the Board meeting after 11.05am.
- 1.2 The Board discussed OIA scope and queries received.
- 1.3 The Board discussed the recent media inquiries.

privacy **privacy** Jo Hendy, **privacy** joined
the meeting at 10.41am

Agenda Item 2: Welcome and Introductions

The meeting opened with a karakia lead by **privacy**

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

privacy left the meeting at 10.46am

- 2.2 The Board discussed with Commission staff that Nicola Shadbolt will join the Board meeting after 11.05am; OIA scope and queries received; and the recent media inquiries.

Additional Items

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

Conflicts of Interest

- 2.4 The Board resolved that there were no new conflicts of interest.

Approval of Minutes from 19 – 20 January 2021 Board Meeting

- 2.5 The Minutes from the 19 – 20 January 2021 Board meeting were reviewed.
- 2.6 Paragraph 1.3 Board only time – the text was agreed upon by the Board and updated with the following:

- The Board discussed post-Covid remuneration rates for the Board. The Board noted that pre-Covid rates will resume from 7 January 2021 and will notify the Senior Leadership team.
- 2.7 Paragraphs 2.2, 2.5 and 2.8 Welcome and Introductions – text was agreed upon by the Board and updated to include the date of the letter to the Minister.
- 2.8 Paragraph 2.5 Review Interest Register – the text was agreed upon by the Board and updated with the following:
- The Board discussed the letter sent to Minister James Shaw on 23 December 2020, which advised of various breaches of the Crown Entities Act in respect of permissions to act when Commissioners are interested and sought the Minister’s approval for those that were unable to be approved by the Chair or Deputy Chair.
- 2.9 Paragraph 9.2 Consultation – Calendar of events and release plan – the text was agreed upon by the Board and updated with the following:
- The Board discussed the release plan for the Commission’s draft advice report for consultation. The Board noted the journalists approved by the Chair to receive an advance copy under embargo. The Board delegated authority to the Chair to sign off on the redactions necessary to protect market sensitive information in the report.

Agreed

- 2.10 The Board agreed that the minutes from the 19 – 20 January 2021 Climate Change Commission Board meeting would be confirmed as a true and accurate record of the meeting once the amendments to paragraphs 1.3, 2.2, 2.5, 2.8 and 9.2 had been made. *(Refer to Action number 328/2021)*

Actions Register

- 2.11 **privacy** introduced **privacy** to the Board. **privacy** started with the Climate Change Commission on 26 January 2021 as Principal Advisor, Strategy and Performance.
- 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.

Nicola Shadbolt joined the meeting at 11.04am

Agreed

- 2.14 The Commission staff are to provide the Board with options to consider next steps in formalising expectations and ways of working with our monitoring agency. It was agreed this would be provided to the Board by 13 – 14 April 2021 Board meeting. *(Refer to Action number 329/2021)*

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 future Board meeting and workshop dates and requested Commission staff to update the Board Horizon document once dates had been finalised.
- 2.17 The Board noted and discussed the Board Horizon document.

Agenda Item 3: Chief Executive Report (formerly Agenda Item 2)

- 3.1 The Chief Executive Report was taken as read.
- 3.2 Jo Hendy informed the Board that the Annual Report would be tabled in the House today.
- 3.3 The Board noted and discussed the Chief Executive's Report.

Legal professional privilege

joined the meeting at 11.38am

Legal professional privilege

Legal professional privilege

Jo Hendy left the meeting at 12.34pm

Agenda Item 5: Chief Executive Report (continued)

- 5.1 **privacy** continued the presentation of the Chief Executive Report to the Board.
- 5.2 The Board and Commission staff discussed Commission staff workload, staffing numbers and KPIs for responding to public enquiries.
- 5.3 The Board and Commission staff noted and discussed the wellbeing, health and safety measures in place for Commission staff while traveling during Consultation.
- 5.4 The Board noted their appreciation of the continued hard work from Commission staff.

Agreed

- 5.5 The Board requested Commission staff wherever possible to provide metrics in relevant sections of future Chief Executive reports. *(Refer to Action number 332/2021)*

- 5.6 **Legal professional privilege**

privacy joined the meeting at 12.45pm

- 5.7 The Board agreed that Commission staff are to notify and provide an update to the Board when an OIA is received and when a response is provided. *(Refer to Action number 334/2021)*

James Renwick left the meeting at 12.56pm

Agenda Item 6: Advice 21 Programme status report (formerly Agenda Item 3)

- 6.1 The Advice 21 Programme status report was taken as read.
- 6.2 The Board noted and discussed the Advice 21 Programme status report.

Nicola Shadbolt left the meeting at 1.12pm

- 6.3 The Board requested that Commission staff provide the Board with as much advance notice of events as possible.

Agreed

- 6.4 The Board agreed that Commission staff are to provide an update to the Board on the process for analysis and publication of submissions. *(Refer to Action number 335/2021)*

Agenda Item 7: Budget Bid update (formerly Agenda Item 4)

- 7.1 The Budget Bid update was taken as read.
- 7.2 **privacy** provided an update to the Board on the Budget Bid.

7.3 **Maintain consitutional conventions and the effective conduct of public affairs**

7.4

- 7.5 The Board noted and discussed the Budget Bid update.

Agreed

- 7.6 The Board agreed to include in the upcoming April 2021 Commission Board meeting an agenda item to discuss the outcome of the Budget 21 bid and what that means for the Commission's work programme and resourcing of it beyond 30 June 2021. *(Refer to Action number 336/2021)*
- 7.7 The Board agreed to include in an upcoming Commission Board meeting an agenda item to discuss adaptation function. *(Refer to Action number 337/2021)*

Agenda Item 8: General Business

Agreed

- 8.1 The Board agreed to schedule an additional meeting for the Chief Executive's performance review. *(Refer to Action number 338/2021)*

privacy closed the meeting with a karakia

The meeting finished at 1.32pm

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



Signed: _____

Dated: 9 March 2021