

**Climate Change Commission Board Meeting Minutes (Meeting 20)**  
**Wednesday, 14 April 2021**

A meeting of the Climate Change Commission Board Members was held via Zoom Teleconference Facility. The meeting started at 9.08am and concluded at 1.55pm.

**Climate Change Commission Attendees:**

Dr Rod Carr – Chairperson  
Lisa Tumahai – Deputy Chair  
Dr Harry Clark  
Dr Judy Lawrence  
Professor James Renwick  
Professor Nicola Shadbolt

**Apologies:**

Catherine Leining

**Invited Attendees:**

Jo Hendy – Chief Executive

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

**Guests:**

privacy Principal Analyst  
- Principal Advisor, Strategy and Performance  
privacy – General Manager - Strategy, Planning and Engagement  
privacy – Senior Advisor, Communications and Engagement  
privacy Manager, Communications and Engagement  
privacy – Chief Scientist  
privacy Principal Analyst  
privacy – Programme Manager  
privacy – General Manager, Governance and Corporate Services  
Legal professional privilege  
privacy Business Analyst  
- Principal Analyst

*The meeting started at 9.08am.*

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### **Agenda Item 1: Board only time**

*Rod Carr, Lisa Tumahai, James Renwick, Harry Clark, Judy Lawrence and [privacy] joined the meeting at 9.08am*

- 1.1 The Board discussed the Chief Executive's remuneration review letter for the Public Service Commission.
- 1.2 The Board noted that the contract for the Chief Executive will be discussed by Board members at the May 2021 Board meeting.

*Jo Hendy, [privacy] joined the meeting at 9.27am*

### **Agenda Item 2: Welcome and Introductions**

*The meeting opened with a karakia lead by Lisa Tumahai*

- 2.1 The Chair welcomed the Commissioners and Commission staff to the Climate Change Commission Board meeting.
- 2.2 The Board informed Commission staff that the Board discussed the Chief Executive review during Board only time. The Chair conveyed appreciation for and satisfaction with the Chief Executive's efforts for the year under review.

### **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 conflicts of interest for agenda items at the meeting.

### **Approval of Minutes from 9 March 2021 Board Meeting**

- 2.5 The Minutes from the 9 March 2021 Board meeting were reviewed.

- 2.6 The Board noted that Commission staff would follow up with Item 1.8 regarding access to the Engagement calendar.

### **Agreed**

- 2.7 The Board agreed that the minutes from the 9 March 2021 Climate Change Commission Board meeting were a true and accurate record of the meeting. The minutes were signed off by the Chair.

### **Approval of Minutes from 31 March 2021 Board Meeting**

- 2.8 The Minutes from the 31 March 2021 Board meeting were reviewed.
- 2.9 Paragraph 2, 'Discussion on submissions received after submission deadline' – text for Paragraph 2.2 was agreed upon by the Board and updated with the following:
- The Board noted and deliberated on whether or not to accept submissions received after the submission deadline.
- 2.10 The Board agreed that the minutes from the 31 March 2021 Climate Change Commission Board meeting would be confirmed as a true and accurate record of the meeting once the amendments to paragraph 2.2 was made.

### **Actions Register**

- 2.11 Jo Hendy updated the Board on the actions that were in progress and/ or completed.
- 2.12 The Board discussed Action number 321/2021. The Board noted that Commission staff are to review reporting and metrics used in the Chief Executive report.
- 2.13 The Board noted that an update on OIA requests will be presented monthly at Board meetings.
- 2.14 The Board agreed if an OIA request involves the Board directly, it would be escalated with the Chief Executive and the Chair for appropriate action or notification of the Board.
- 2.15 The Board noted the completed actions and thanked the Commission staff for managing the Actions Register.

### **Board Horizon**

- 2.16 The Board Horizon document was taken as read.
- 2.17 The Board noted and discussed the Board Horizon document.
- 2.18 The Board noted that the Board Horizon document needed updating of dates in the Week by Week section.

### Agenda Item 3: Chief Executive Report

- 3.1 The Chief Executive Report was taken as read.
- 3.2 The Board noted and discussed the Chief Executive's Report.
- 3.3 The Board acknowledged the Commission staff for their work.
- 3.4 The Board agreed that until the 31 May 2021 the Board would direct all requests or additional information via email directly to the Chief Executive and to **privacy** rather than contacting Commission staff directly.
- 3.5 The Board noted that **privacy** would be starting on 15 April 2021 at the Climate Change Commission as the General Manager of Emissions Budgets and Adaptation and as acting General Manager of Sector Analysis.

**privacy** **privacy** left the meeting at 10.00am

Legal professional privilege **privacy** joined the meeting at 10.00am

Legal professional privilege

[Large redacted area]

Legal professional privilege **privacy** left the meeting at 10.39am

### Agenda Item 5: Chief Executive's report (continued)



privacy [redacted] rejoined the meeting at 10.40am

- 5.1 privacy [redacted] provided to the Board an update on the OIA request process.
- 5.2 The Chair congratulated the Commission staff on the process thus far.
- 5.3 The Board noted Paragraphs 11 and 12 of the Chief Executive's report would be amended by Commission staff. *(Refer to Action number 341/2021)*

privacy [redacted] left the meeting at 11.01am

#### **Agenda Item 6: Code of Conduct for Crown Entity Board members – letter to Rod Carr from Public Service Commissioner 18 March 2021**

- 6.1 The Board noted and discussed the Code of Conduct Letter dated 18 March 2021 from the Public Service Commissioner.
- 6.2 The Board agreed that on an annual basis the Board would review items referred to in the *Code of Conduct for Crown Entity Board Members* and their responsibilities as a Board. privacy [redacted] would add this annual review to the Board Horizons document. *(Refer to Action number 342/2021)*

*The meeting adjourned at 11.05am and reconvened at 11.18am.*

#### **Agenda Item 7: RASH Committee Report to Board**

- 7.1 privacy [redacted] provided an update to the Board from the 13 April 2021 Board meeting.
- 7.2 The Board noted and discussed the updates from RASH Committee.

#### **Agenda Item 8: Finance update**

- 8.1 privacy [redacted] presented to the Board the Finance update.
- 8.2 The Board noted and discussed the Finance update.
- 8.3 The Board noted that the Commission staff will be considering alternative funding mechanisms and would provide an update to the Board.

### Agenda Item 9: Budget 21 update

- 9.1 [privacy] provided an update to the Board on the Budget 21 update.
- 9.2 The Board noted and discussed the Budget 21 update.
- 9.3 [under active consideration]
- 9.6 The Board noted the need for Commission staff to discuss next steps and provide an update to the Board.
- 9.7 The Budget 21 update paper was taken as read.

### Agenda Item 10: Review of draft Statement of Performance Expectations (SPE) 2021/22

- 10.1 [privacy] provided an overview to the Board of the Review of draft SPE 2021/22.

[privacy] joined the meeting at 11.39am. [privacy] left the meeting at 11.39am.

- 10.2 [Privacy] provided an update to the Board on draft SPE 2021/22 noting the primary changes related to the work programme for the coming financial year.
- 10.3 The Board noted that in the section titled 'The Commission at a glance', it should be made clear that the Commission's role on monitoring and reporting on the implementation of the national adaptation plans relates to the effectiveness of the implementation.
- 10.4 The Board approved referring the initial draft of the SPE 2021/21 (following any change required by the Board and the prospective financials), to the Minister of Climate Change, the Ministry for the Environment and the Commission's auditor for their feedback.

[Privacy] left the meeting at 11.50am

### Agenda Item 11: Consultation wrap-up

[Privacy] joined the meeting at 11.51am

- 11.1 [privacy] provided an update up to the Board on Consultation wrap.
- 11.2 The paper on Consultation wrap-up paper was taken as read.
- 11.3 The Board noted and discussed the Consultation wrap-up paper.

privacy left the meeting at 12.11pm

### Agreed

- 11.4 The Board discussed the correspondence from privacy "An open letter to the members of the New Zealand Climate Change Commission and its CEO" dated 25 March 2021. The Board requested that Commission staff create a process to ensure Commissioners are informed of any correspondence that directly impacts Commissioners. (Refer to Action number 343/2021)

privacy left the meeting at 12.19pm

- 11.5 The Board congratulated and thanked the Commission staff for their work during the consultation period.
- 11.6 The Board thanked privacy for her work with iwi/Māori engagement.
- 11.7 The Board requested Commission staff to draft a process outlining the Commission's approach to submissions within the next 3 days. The Board noted that the process should be drafted, circulated among Commissioners and minuted once the process has been adopted. (Refer to Action number 344/2021)

privacy left the meeting at 12.51pm

*The meeting adjourned at 12.51pm. The meeting reconvened at 1.02pm.*

*Rod Carr, Lisa Tumahai, James Renwick, Judy Lawrence, Nicola Shadbolt, Harry Clark, Jo Hendy, privacy and privacy joined the meeting.*

### Agenda Item 12: Advice 21 Programme Status Report

- 12.1 privacy provided an update to the Board on the Advice 21 Programme Status Report.
- 12.2 The Board noted and discussed the contents of the Advice 21 Programme Status Report – as at 31 March 2021.

privacy left the meeting at 1.41pm

- 12.3 privacy presented to the Board an overview of the weeks leading up to the delivery of the 31 May 2021 for the first package of advice to the Government. The Board noted that Commission staff requested extending half day workshops to full day workshops.

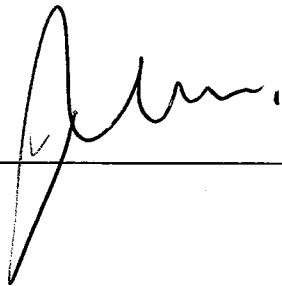
**Agenda Item 13: General Business**

13.1 The Board noted that there were no additional agenda items.

*Lisa Tumahai closed the meeting with a karakia*

*The meeting finished at 1.55pm*

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

Signed:  Date: 11/5/2021