

Climate Change Commission Board Meeting (Meeting 7)
Tuesday, 12 May 2020

A meeting of the Climate Change Commission Board Members was held via Zoom Teleconference Facility. The meeting started at 10.00am and finished at 2.30pm.

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
[REDACTED] - Executive Assistant and Minute Taker

Guests:

[REDACTED] – Principal Analyst
[REDACTED] – Principal Analyst
Astrid Nunns – Director, Strategy & Engagement
[REDACTED] - Principal Analyst
Grant Blackwell - Principal Scientist
[REDACTED] - Consultant
[REDACTED] - Principal Advisor
[REDACTED] – Project Co-ordinator
[REDACTED] – Engagement Manager
[REDACTED] – Principal Analyst
[REDACTED] - Operations Manager
[REDACTED] – Senior Analyst
[REDACTED] – Business Analyst

The meeting started at 10.00am

Agenda Item 1: Board Only time

- 1.1 The Chair welcomed the Commissioners to the Climate Change Commission Board meeting.
- 1.2 The Board noted that James Renwick will join the meeting at 11.00am.
- 1.3 The Board discussed the SSC letter dated 28 April 2020 to Crown Entities regarding the pay restraint in the public sector.

1.4 The letter was received by the Chair and reviewed by the Board. The letter was given due consideration by the Board. The Board also reflected on a number of matters that included the content and request. The Board determined to defer a decision pending further developments.

1.5 The Board acknowledged Catherine's Leining's presentation on Carbon Pulse.

Jo Hendy, ██████████ Grant Blackwell, ██████████ Astrid Nunns and ██████████ joined the meeting at 10.23am

Agenda Item 2: Welcome

2.1 The Chair welcomed the Leadership Team to the Climate Change Commission Board meeting.

Review Interest Register

2.2 The Board noted and discussed the Interest Register.

2.3 The Board noted that the Interest Register identifies conflicts of interest at each monthly Board meeting.

Approval of Minutes from 14 – 15 April 2020 Board Meeting

2.4 The Minutes from the 14 – 15 April 2020 meeting were reviewed.

2.5 The Board agreed that the Minutes from 14 – 15 April 2020 Climate Change Commission Board meeting, as amended, were confirmed as a true and accurate record of the meeting and signed off by the Chair.

Record of Feedback

2.6 Astrid Nunns introduced the Board to the establishment of a register for Commissioner feedback on analytic content. The Commissioners' feedback is logged and shown to Commission staff for their response to the feedback.

2.7 The Board noted and discussed the record of feedback register.

Review Actions Register

2.8 Jo Hendy updated the Board on actions that are in progress and/or completed.

2.9 The Board discussed the publishing of the Commission's Minutes on the Commission's website and requested work begin to review past minutes in expectations of release. *(Refer to Action Number 0260/2020)*

James Renwick, [REDACTED]
joined the meeting at 11am

Agenda Item 3: Chief Executive's Report

- 3.1 Jo Hendy reported to the Board on key issues, risks and opportunities relevant to the Commission's work.
- 3.2 The Board noted the contents of the Chief Executive's Report.
- 3.3 Jo Hendy and Astrid Nunns introduced new staff members - [REDACTED] - to the Board. [REDACTED] have joined the Commission during the last few weeks.

Iwi/Māori Focus

- 3.4 Astrid Nunns reported to the Board on the Māori workstream programme and deliverables to meet the Māori specific requirements as set out in the Act. The Commission's branding and Te Reo name is on the agenda for 9 - 10 June 2020 Board Meeting.
- 3.5 Astrid Nunns also reported to the Board on the management of the issues relating to additional resourcing required to keep the Māori focus workstream on track. Key staff have been working across teams to provide Māori capability support, and new skillsets are required.

Administrative Matters

- 3.6 Jo Hendy provided an update to the Board on a recent meeting with the RMA Review Panel. The Panel have asked the Commission to provide specific feedback that relates to the interface with the CCRA. A response will be sent by the Chief Executive, copied to Commissioners. (Refer to Action Number 0261/2020)
- 3.7 Jo Hendy updated the Board on the COVID-19 Recovery (Fast-track Consenting) Bill. A letter will be sent to Hon. David Parker by the Chair. (Refer to Action Number 0262/2020)

[REDACTED] left the meeting at 11.30am

[REDACTED] left the meeting at 11.45am

Agenda Item 4: Record of Engagement

- 4.1 [REDACTED] provided an update to the Board of the stakeholder engagement that the Commission has undertaken over the month of April 2020. This provides the opportunity for the Board to look at the Commission's performance against the CCRA's

6.4 The Board noted that Commission staff are using the “bottom up” Concept Consulting Energy in New Zealand (ENZ) model as our main modelling tool.

Agreed

6.5 The Board noted and agreed that the structure of the HIP sector report will be organised around a mitigation opportunity hierarchy rather than a sector-by-sector approach.

██ left the meeting at 2.18pm

Agenda Item 7: Briefing to the Board

Climate Change Response Bonds and Fund

7.1 The Chair provided an update to the Board on how capital funding for climate emissions of reduction and adaptation may be considered in the economic response to COVID-19. A multi-agency work stream had been established.

████████████████ left the meeting at 2.21pm

Engagement with University of Canterbury on Community Preference Discovery

7.2 The Chair provided an update to the Board on the recent webinar run by the University of Canterbury and an initiative with U.C. Centre for Entrepreneurship on Community Preference Discovery.

Agenda Item 8: Recap and discuss needs for 13 May 2020 meeting

8.1 The Board discussed the agenda for 13 May.

The meeting finished at 2.30pm

The Climate Change Commission meeting will reconvene at 10.00am on 13 May 2020.

Climate Change Commission Board Meeting (Meeting 7)
Wednesday, 13 May 2020

A meeting of the Climate Change Commission Board Members was held via Zoom Teleconference Facility. The meeting started at 10.00am and finished at 3.54pm

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
[REDACTED] - Executive Assistant and Minute Taker

Guests:

[REDACTED] – Principal Analyst
[REDACTED] – Principal Analyst
[REDACTED] – Principal Analyst
Astrid Nunns – Director, Strategy & Engagement
[REDACTED] – Senior Analyst
[REDACTED] - Principal Analyst
Grant Blackwell - Principal Scientist
[REDACTED] - Contractor
[REDACTED] - Principal Advisor
[REDACTED] – Engagement Manager
[REDACTED] - Operations Manager
[REDACTED] – Senior Analyst

The meeting started at 10.00am

Grant Blackwell, [REDACTED]
[REDACTED] joined at 10.00am

Agenda Item 9: Technical Briefing Paper – Mitigations in Food Processing

9.1 The Board noted that James Renwick will join the meeting at 1.00pm today.

9.2 Grant Blackwell introduced [REDACTED] to the Board.

9.3 [REDACTED] introduced a presentation to the Board on the output from the mitigation analysis workstream, the approach to mitigations analysis, and an overview of the mitigations applicable in the food processing sector.

9.4 The Board discussed the mitigations in the food processing sector.

Astrid Nunns joined the meeting at 10.32am

[REDACTED] joined the meeting at 10.46am

9.5 The Board thanked [REDACTED] for a very informative presentation.

9.6 The Board noted that Commission staff will engage with stakeholders to discuss heating and cooling requirements in climate settings and decarbonisation pathways.

[REDACTED] left the meeting at 11.19am

Agenda Item 10: Modelling Strategy

10.1 [REDACTED] introduced the Board to a four-stage modelling strategy for the Commission. It is also the first of a package of papers on our modelling and analysis approaches, most of which will be delivered at the June 2020 Board meeting.

[REDACTED] left the meeting at 11.40am

10.2 The Board noted and discussed the modelling strategy

10.3 The Board noted that Commission staff are to use the proposed high-level four-stage modelling strategy.

[REDACTED] Astrid Nunns, [REDACTED] and Grant Blackwell left the meeting at 12.00pm

The meeting adjourned at 12.00pm for lunch. The meeting reconvened at 1.00pm

Astrid Nunns, [REDACTED] Grant Blackwell joined the meeting at 1.00pm

Agenda Item 11: Corporate Services

Financial Update

- 11.1 [REDACTED] provided an update to the Board on the current financial state of the Commission.
- 11.2 [REDACTED] also reported that the Ministry for the Environment have transferred the money owing plus GST to our bank account. A reconciliation was underway. The forecasted underspend for 2019/2020 was discussed.
- 11.3 The Board considered the draft 2020/21 operating budget which had been reviewed by the RASH Committee on 11 May 2020. Noting that the draft budget had a projected overspend, the Board requested the budget is re-presented at the June meeting with the planned expenditure balanced to the funds available. The Board noted the desire to include a 5% contingency, cost staff using the new remuneration bands, and to avoid using the Year 1 underspend.
- 11.4 The possibility of presenting a revised draft 2020/2021 operating budget at the 3 June 2020 Stand-up or Special RASH meeting was discussed.

Nicola Shadbolt joined the meeting at 1.15pm

Update on Deed of Indemnity

- 11.5 [REDACTED] updated the Board on the Deed of Indemnity. [REDACTED] was appointed to take over the Deed of Indemnity work due to Sara Clarke's end of secondment for the Commission at the end of May. It was expected Deeds could be finalised at the June Board meeting.

Agreed

- 11.6 The Board agreed that [REDACTED] will provide the Board's feedback on the insurance policy to Duncan Cotterill. Duncan Cotterill will finalise the covering letter and Deed of Indemnity for sign-off from the Board. *(Refer to Action Number 0264/2020)*

Agenda Item 12: Risk, Audit, Safety and Health (RASH) Committee – verbal report

- 12.1 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 11 May 2020.
- 12.2 The Board discussed health and safety. Online health and safety training for Directors is available. The Board to notify [REDACTED] if they wish to complete.
- 12.3 The Board noted that the Commission are to have Audit NZ appointed as our auditor. The RASH Committee have requested that the Commission's Audit Director is not the same person as MfE's Audit Director. *(Refer to Action Number 0265/2020)*

████████████████████ Grant Blackwell and Astrid Nunns left the meeting at 1.20pm

Agenda Item 13: Tier 2 Position Descriptions

13.1 Jo Hendy introduced the five Tier 2 Positions Descriptions to the Board.

████████████████████ joined the meeting at 1.46pm

13.2 The Board noted and discussed the positions descriptions for the Chief Science-Advisor, General Manager Sector Analysis, General Manager Emissions Budgets and Adaptation, General Manager Corporate Governance and Services and General Manager Strategic Engagement and Planning.

Remuneration Bands for Tier 2 Positions

13.3 Jo Hendy and ██████████ provided additional information to the Board for the band differential for the Tier 2 roles. At the Climate Change Commission Board Stand-up meeting on 6 May 2020, the Board had raised questions about the remuneration band differences.

Agreed

13.4 The Board approved the remuneration bands for Tier 2, pending a check that there was sufficient sample size in the market information used to derive the mid points. The midpoints for the bands for Tier 2 are finalised to match the 75th percentile of the market data for Crown Entities, with the band ranging from 80-120% of this. *(Refer to Action Number 0266/2020)*

Agenda Item 14: Any Other Business

14.1 The Board discussed the Board's weekly Stand-up meetings and future monthly Board meetings.

14.2 The Board noted that Commission staff will notify the Board on a Monday if a Stand-up Meeting is required for the Wednesday. *(Refer to Action Number 0267/2020)*

14.3 The Board thanked Jo Hendy and her team for all Board engagements.

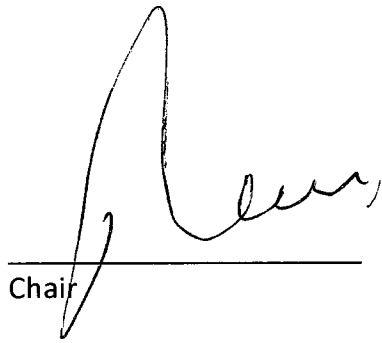
Next meeting Date

The next monthly meeting of the Climate Change Commission Board will be held on 9 and 10 June 2020 via Zoom Teleconferencing.

The meeting finished at 3.54pm

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

Signed:



Chair

Date: 9/6/2020