

DRAFT Operating Procedures for the Climate Change Chief Executives Board

Responsibilities of the Chairperson

1. The Chairperson is responsible for presiding over meetings of the Board.
2. The Chairperson, supported by the Secretariat, is also responsible for determining the agenda for each Board meeting, approving the meeting schedule and the meeting minutes.
3. The Chairperson is responsible for ensuring the Board meets at the required frequency with appropriate content.

Delegations

4. Members are expected to attend all meetings of the Board. If they cannot attend a meeting, they may send a delegate in their place provided the Chairperson approves in writing. A delegate must be given full authority for decision-making on behalf of the Member.
5. The Board may appoint a Vice Chairperson. The Vice Chairperson must chair Board meetings if the Chairperson is unable to attend and will have the same responsibilities as the Board Chairperson.
6. While decision-making authority remains with the Board, it may set up and commission groups of senior officials to progress work as needed.

Conflicts of interest

7. Board members must declare any potential, perceived, and actual conflicts of interest to the Chairperson. Management measures must be applied if necessary.

Decisions of the Board

8. Board members provide advice to Ministers and make strategic decisions in accordance with Ministerial direction on New Zealand's approach to delivering Emissions Reduction Plans.
9. Decisions made by the Board will focus on system-wide issues, or issues where the policy response sits across multiple portfolios.
10. Where required decisions relate to issues clearly within the remit of an individual agency, these decisions shall remain with that agency. Board members continue to be responsible for leading their departments and, if applicable, sectors. However, Board members must consider how decisions made in their individual capacities affect the collective decisions of the Board, and remain accountable to the Board and Appropriate Minister for achieving sectoral emissions sub-targets.

11. The Board must aim to make decisions by consensus. In circumstances where unanimous decisions are not possible, the Board may make decisions by a majority. Where advice to the Appropriate Minister is based on a majority decision then it should be made clear this is a majority (not unanimous) decision and the minority view must also be included. It is discouraged that dissenting members brief their Minister on a minority view without this being expressed in the advice to the Appropriate Minister.
12. The Board may make decisions in collaboration with the Interim Ministerial Advisory Committee (within the Māori Climate Platform) where appropriate. Procedures for this will be agreed by the parties after establishment of the Board and Interim Committee.

Approach to meetings

13. Members are expected to argue their own views and opinions at Board meetings, while still requiring consensus for decision-making.
14. The Chairperson may invite non-members to attend a Board meeting. In those circumstances, the invited party may participate in discussions at the discretion of the Chairperson but is not a member of the Board and does not form part of the quorum.
15. The Chairperson, supported by the secretariat, is responsible for determining the schedule of meetings in consultation with the other Board members.
16. The Board will meet at least every two months for one hour. The Board can also meet out of session as required, or when the Chair deems it necessary. The Board is expected to meet more regularly during periods when increased governance is required.
17. Any variation to the meeting schedule must be approved by the Chairperson.
18. Meetings are intended to be held in person. If this is not possible, meetings may be held using audio visual or electronic communication.
19. If a Board member is aware of an issue to be raised by either a Minister or Officials, that Board member should follow a “no surprises” approach and inform the Chairperson.

Meeting quorum

20. A meeting of the Board may be held by a quorum of its members assembled at the appointed time and place of the meeting. No business (including approved minutes) may be transacted if there is no quorum.
21. A quorum for a meeting is a majority of Board members in attendance, one of which must be the Chairperson.

Relationship with Te Arawhiti and Te Puni Kōkiri

22. The Board will have a close working relationship with Te Arawhiti and Te Puni Kōkiri. Board materials/papers where relevant will be shared with Te Arawhiti and Te Puni Kōkiri, who may then identify the matters they wish to have further engagement with the Board on.

23. The Chairperson is expected to invite representatives from Te Arawhiti and Te Puni Kōkiri to attend Board meetings when appropriate.

Conflict resolution

24. In the event of a conflict caused by a breakdown of relationships within the Board, this should be brought to the attention of the Chairperson who will attempt to facilitate a resolution in the first instance.
25. If the conflict persists, the Public Service Commissioner will assist in the resolution of the conflict.

Independent Advisors

26. The Board may include independent advisors with specific expertise appointed on an as-needed basis.
27. Independent advisors and others attending Board meetings are not eligible for remuneration in an individual capacity.

Servicing department

28. The Ministry for the Environment will be the servicing department for the Board.
29. The Secretariat sits within the servicing department and benefits from the servicing department's administrative help. The Executive Director and any staff are employed by the Ministry for the Environment and assigned to the secretariat. The Executive Director reports to the Chairperson and the Board. The Secretariat staff follow Ministry for the Environment policies and procedures.

Secretariat

30. The Secretariat will support the Board to operate efficiently to perform its functions. It will be provided by a mix of cross-agency secondees and permanent staff members, with a representative from each member agency. These positions will be funded.
31. The Secretariat will provide the Board with policy support (research capability, technical analysis and policy advice). To deliver the required skills and cross-sector expertise, members of the Secretariat will be seconded from member agencies. The Executive Director will advise the Board of ongoing resourcing needs from contributing agencies.
32. The Secretariat is also responsible for completing all reasonable requests made by the Chairperson of the Board on behalf of the Board. This work includes supporting with agenda setting, minutes, actions and meeting support (including meeting schedules and co-ordination across the various departmental policy areas) and logistics.

33. The Secretariats of the Climate Change Chief Executives Board and the Economic Chief Executives group will seek to coordinate work programmes to avoid duplication and ensure a focus on action priorities.

Executive Director

34. The Board may appoint an Executive Director to:
- lead the work of the Secretariat
 - manage the day-to-day relationship with the Appropriate Minister
 - make decisions if delegated to the Executive Director where appropriate
 - hire staff to the Secretariat.