

MINUTES OF THE MEETING OF THE BOARD OF THE EARTHQUAKE COMMISSION

Held via Teams
1.00pm to 3.00pm, Wednesday 28 July 2021

Present:

Mary Jane Daly (Chair)
Erica Seville
Alastair Hercus
Emma Dobson
Fiona Wilson
Scott Lewis
Ruth Dyson
Alister James

In attendance:

Sid Miller, Chief Executive Officer
Tina Mitchell, Chief Strategy Officer
Privacy ██████████ (Ocean Design)
Privacy ██████████ Manager Office of the CE (Secretariat)

Apologies:

Nil

The meeting was declared open at 1.00pm

Commissioners, Sid Miller, Tina Mitchell and Privacy ██████████ joined the meeting at 1.00pm

	AGENDA ITEMS & KEY DISCUSSION POINTS	ACTIONS REQUIRED	DUE DATE
Section 1	Board Governance		
1.1	Present and Apologies The Board: a) noted there were no apologies received.		
Privacy ██████████ of Ocean Design joined the meeting at 9.05am			
Section 2	Strategic Priorities		
2.2	EQC narrative and naming presentation The Board: a) discussed and provided feedback on the EQC narrative and naming presentation provided by Ocean Design.		
Privacy ██████████ of Ocean Design left the meeting at 9.50am			
Section 1	Board Governance		
1.3	Confirmation of Board Minutes – 01 July 2021 The Board:		

	<p>a) approved the Board minutes from 01 July 2021 as a true and accurate record subject to the amendments discussed.</p>		
1.4	<p>Matters Arising and Action Points</p> <p>The Board:</p> <p>a) noted the updates to the Action Points.</p>		
1.5	<p>Health, Safety, Security and Wellbeing Performance Report</p> <p>The Board:</p> <p>a) noted the summary of HSSW incidents/near miss (5), Injuries Requiring Medical Attention (IRMA) (0), and Lost Time Injuries (LTI) (0), provided in this report for June; and</p> <p>b) noted the update on progress against the HSSW Work Programme in line with the HSSW Strategy.</p>		
Section 2	Strategic Priorities		
2.1	<p>Chief Executive’s Report</p> <p>The Board:</p> <p>a) noted the key focus areas outlined in the CE Report.</p>	<p>Management to pass on the Boards thanks to the team working on Aged Claims.</p>	
Section 3	Financial and Risk		
3.1	<p>Commercially sensitive</p>		
3.2	<p>Risk and Finance policies for Approval</p> <p>The Board:</p> <p>a) noted that at its meeting on the 2 July 2021 the ARC discussed the annual reviews of corporate</p>	<p>Management to include Commissioners in Gift & Hospitality policy as an included party.</p>	

	<p>policies related the Gifts and Hospitality Policy and The Risk Management Policy and Framework;</p> <p>b) noted that the ARC endorsed Management’s recommendations to approve the reviewed policies; and</p> <p>c) approved the ARC endorsed policies, as follows, subject to the amendment discussed;</p> <ul style="list-style-type: none"> i. Gift and Hospitality Policy; ii. the Risk Management Policy; and iii. the Risk Management Framework. 		
<p><i>Tina Mitchell left the meeting at 2.45pm</i></p>			
Section 2	Strategic Priorities		
<p>2.3</p>	<p>ELT Development and Succession Pathways</p> <p>The Board:</p> <p>a) discussed the ELT development plans that were circulated by email.</p>		
<p><i>Commissioners, Sid Miller and Privacy left the meeting at 3.10pm</i></p> <p><i>The meeting closed at 3.10pm</i></p>			
	<p>The next meeting is to be held on Sept 1 2021.</p> <p>These minutes were approved by the Board as a true and correct record.</p> <p>_____ <u>1 September 2021</u></p> <p>Mary Jane Daly Date</p> <p>Board Chair</p>		