FLEXFORUM

Steering Group meeting

When	**Wednesday 13 December 2023, 1300-1600**
Where	Virtual
Who	Steve Batstone, Shay Brazier, John Campbell, Terry Paddy, Matt Smith, Evie Trolove, Fiona Wiseman
	Secretariat: Craig Evans
	Observers: Mark Herring, EA
Apologies	Nicole Kirkham, MBIE

Session notes

1: Welcome

The Chair welcomed everyone to the meeting.

The Steering Group (SG):

- confirmed there was a quorum
- noted their individual obligations relating to the Commerce Act 1986 prohibiting anti-competitive conduct
- confirmed the agenda with two extra items
    o managing any conflict of interests
    o use of a collaboration and programme management tool.

2: Standing items

2a: Engagement update

The SG noted engagement activity since 22 November.

- the Consumer Advocacy Council meeting on 30 November indicated a willingness to work together on matters of common interest. Specifically the CAC indicated it was keen on
    o collaboration on CAC research and surveys
    o sharing ideas on responses to regulatory and policy
    o the Council bringing a further consumer perspective in FlexForum activities.
- the EECA 'workshop' on 11 December explored alignment between the FF workplan and EECA priorities relating to EV charging
- FlexForum (chair) wrote to new Ministers (Brown and Jones) on 13 December
- FlexForum (chair) wrote to EA CEO on 13 December following up on conversation in September 2023.

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2b: Workplan update

The SG noted progress with developing the 2024 workplan.

The SG discussed the roles, responsibilities and interactions of the Steering Group and the workstream conveners collective for managing the workstreams and delivering the 2024 workplan.

The SG agreed with the description of roles and responsibilities, with clarifications.

- the SG agreed its role is governance-focused and the Conveners Collective role is delivery-focused. Broadly, the SG obtains resources (in-house and external) which will be allocated by the conveners to deliver the workplan. The conveners will provide ongoing visibility on who is doing what/why/how.
- the SG is responsible for contracting resources
- the conveners are responsible for providing the SG and FF with visibility of how resources are being managed within constraints and optimised across workstreams
- the conveners are responsible for identifying and managing risks to delivery.

Steering Group responsibilities & roles	Conveners Collective responsibilities & roles
Confirm that the task aligns with the FlexForum objective and purpose and the Flexibility Plan	Confirm the task definitions, timelines and priority
Confirm that Members have agreed to include the task in the Workplan or the task is necessary to achieve a specific FlexForum purpose	Ensure allocated resources are managed within constraints and optimised between workstreams
Confirm that Conveners (individually and collectively) are satisfied with the task scope/initiation plan	Provide SG and FF with visibility of how resources are being managed within constraints and are being optimised between workstreams
Confirm the resourcing envelope for the Workstreams (collectively) and communicate current/potential constraints	Ensure risks to delivery and interconnections are recognised and managed (eg, escalated, prioritised etc)
Contract resources, eg, doer resources supporting the workstreams	Ensure overall task set from workstreams are adequately focused on things-that-get-delivered
Monitor progress against timelines and outputs outlined in the task initiation plan, focusing on risks to delivery	Ensure line of sight to "this is how the human will benefit from this task" for everything
Actively advocate for FlexForum, including resourcing needs, relevance of activities etc	Keep the SG and FF updated on workstream progress, particularly things that will alter timelines or outputs
For clarity, the SG role does not include to confirm/debate a task definition, timeline and priority	

The SG agreed to consider whether to establish the conveners collective as a sub-committee or to continue with the existing informal arrangement based on:

- a draft terms of reference documenting the roles and responsibilities
- the perspective of the conveners
- minimising the bureaucratic overhead for the conveners.

The SG noted progress with developing a FlexForum response to Commerce Commission DPP 2025 issues paper.

- final comments due Friday 15 December

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2c: Finance update

The Steering Group noted a finance update.

- payment of 2024 subscriptions continues

- Ara Ake funding approved. A formal funding agreement will be developed and finalised by late January. The AA funding provides confidence needed to contract resources to deliver the workplan.

- The SG agreed

    - to finalise with an extra Doer to provide workstream support initially for December 2023 to 1 March 2024
    - to the chair finalising terms for a communications resource to 31 August 2024
    - the finance group will scope the bookkeeping, accountancy and administration resource requirements for consideration at the next SG meeting. The SG noted the constitution prevents using accountants associated with a Member.

- the SG noted that a basic FlexForum website will be set up funded from within the communications budget envelope.

- A finance policy will be developed to document existing practices/processes relating to financial management.

- the SG noted the initial job description for the chair does not reflect the emerging nature of the role, particularly regarding time spent on engagement.

3: Procedural matters

3a) Filling Steering Group vacancy

The SG noted progress with filling the SG vacancy.

3c) Membership requests

The SG agreed two membership requests based on the membership process and conditions discussed at the November meeting.

3c) Next Steering Group meeting

The SG agreed its next meeting would be 2 February after 0930 and 11 with subsequent meetings to occur the 1st Thursday of each month 0930-1200.

3d) Actions

The SG noted progress with actions.

Any other business

The SG noted that updates to the interests register were sufficient to manage representation to FlexForum.

The SG agreed that decisions about collaboration/programme management tools should be based on what the conveners collective and workstreams say they need.

Finish 1526.