

Governance Group - Meeting Minutes

Purpose	RAS Governance Meeting
Date / Time	18 August 2016: 2.30pm – 4.30pm
Location	Haast Room, Level 1, 10 Nelson Street, Riccarton, Christchurch
Attendees	<ul style="list-style-type: none"> • Ken Pope (CERA) • Tim Grafton (ICNZ) • Jenny Hughey (CCC) • Darren Wright (Chair - Independent Representative) • Mike West (MBIE) • Ian Simpson (EQC) • Kimberley Baker (MBIE – Minutes)
Invitees	<ul style="list-style-type: none"> • Bridget Lange (MBIE)
Apologies	<ul style="list-style-type: none"> • Hugh Cowan (EQC)

Item	Issue / Topic	Descriptor	Who
1	Apologies, Welcome and Conflicts of Interest	<ul style="list-style-type: none"> • Apologies from Hugh Cowan were noted and Ian Simpson was welcomed • Darren Wright declared his role as a Director of DCL - Noted • Jenny Hughey declared that she is a board member of Community Law Canterbury – Noted 	Chair
2	Previous Minutes	<p>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 28 July 2016</p> <p>Moved by: Tim Grafton Seconded by: Mike West</p> <p>THAT the RAS Governance Group</p> <p>a) Confirms the minutes of the RAS Governance Meeting held on 28 July 2016, having been circulated, are a true and correct record</p> <p>b) Approves the minutes of the RAS Governance Meeting held on 28 July 2016 to be released onto the RAS website</p> <p>Previous Action Points</p> <p>Project Manager to publish Limitation information on the RAS website as soon as possible.</p> <ul style="list-style-type: none"> • The Limitations information is now available on both the RAS and Community Law websites. Working with Southern Response and IAG to issue individual waivers for the current cases within RAS. RAS advisors have emailed the balance of RAS clients to alert them to the availability of the waiver. <p>Action point:</p>	Chair

- Residential property owners are assisted to make progress in their individual repair, rebuild, resettlement process in greater Christchurch.
 - The service will provide independent assistance to residential property owners.
 - It will help them understand and progress the repair and rebuild process.

Item	Issue / Topic	Descriptor	Who
		<p>Project manager to inform both the Associate Minister Wagner and the Mayor of the availability of the waiver form.</p> <p>Dr Beaven to provide a skeleton report for the Governance Groups input by the end of August 2016</p> <ul style="list-style-type: none"> • An update has been circulated ahead of the meeting and is included on the agenda for discussion - Completed <p>Project Manager to consider what metrics would indicate an appropriate time to trigger a decision to close the service</p> <ul style="list-style-type: none"> • An update has been circulated ahead of the meeting and is included on the agenda for discussion - Completed <p>ICNZ and EQC to provide an indication if they will be prepared to extend funding if the demand for service continues beyond 23 December 2016</p> <ul style="list-style-type: none"> • ICNZ consulted with their members. In principle they are prepared to extend funding through to early 2017 subject to demand. • EQC advise that they would also agree in principle to a small extension to the service in line with the insurers. • MBIE is supportive of RAS continuing if there is a residual need and would support being a funding partner alongside EQC, ICNZ and CCC. • CCC would need to canvas within the council to see if they will be in a position to provide any funding. <p>Action point: All funders are to provide RAS with letters of comfort outlining their on-going financial support by October 2016 should this be needed.</p> <p>Jenny Hughey to set up a meeting with the RAS Chair and the Mayor to discuss the RAS Governance view on its future</p> <ul style="list-style-type: none"> • The chair met with Nicola Shirlaw – Completed. <p>Project Manager to circulate the MBIE technical paper once received</p> <ul style="list-style-type: none"> • An update has been circulated ahead of the meeting and is included on the agenda for discussion - Completed <p>EQC to nominate a delegate to attend the next meeting</p> <ul style="list-style-type: none"> • Completed 	
3	Technical paper	The MBIE review of a sample of cases from the RAS	

- Residential property owners are assisted to make progress in their individual repair, rebuild, resettlement process in greater Christchurch.
 - The service will provide independent assistance to residential property owners.
 - It will help them understand and progress the repair and rebuild process.

Item	Issue / Topic	Descriptor	Who
		<p>technical panel was tabled for consideration. It was noted and accepted.</p> <p>Action Point: Project Manager to seek clarification on some terminology and correct some spelling errors and reissue to the RAS Governance Group.</p> <p>Action Point: Project Manager to attach the finalised report to the minutes of this meeting which will be ratified at the next meeting</p>	Ken Pope
4	MBIE Update	<ul style="list-style-type: none"> MBIE provided a verbal update on their work looking at the ongoing need for support of property owners with unsettled residential insurance claims beyond 2016. 	Bridget Lange
5	RAS Metrics	<ul style="list-style-type: none"> The Project Manager talked to the previously circulated paper that considered the appropriate threshold for when RAS may consider winding down the service. The recommendations were accepted and it was agreed that Governance Group would endorse the approach being proposed. <p>Action Point: Project Manager to provide a communication strategy with joint messaging for when the threshold is met.</p>	Ken Pope
6	Lessons Learned Update	<p>Update from Dr Beaven as previously circulated was tabled for discussion.</p> <ul style="list-style-type: none"> It was noted that Dr Beaven has commenced meeting and interviewing a range of people in addition to the literature review. It is expected that the structure of the main report will be provided to the Governance Group by the expected timeframe of 31 August 2016. 	
7	RAS Update	<p>RAS Monthly Project Status Report for July 2016</p> <p>The RAS Monthly Project Status Report for July 2016 was presented to the Governance Group, providing an overview of the Service along with key statistics and budgetary information.</p> <p>The Report was previously circulated and taken as read.</p> <p>Moved by: Jenny Hughey Seconded by: Tim Grafton</p>	

- Residential property owners are assisted to make progress in their individual repair, rebuild, resettlement process in greater Christchurch.
 - The service will provide independent assistance to residential property owners.
 - It will help them understand and progress the repair and rebuild process.

Item	Issue / Topic	Descriptor	Who
		<p>Discussion: The RAS Governance group wanted to acknowledge the good work being undertaken by our contractor in respect of the MUB process.</p> <p>Action Point: Project Manager and Chair to meet with Community Law and discuss getting fresh eyes on the older cases</p> <p>Action Point: Project Manager to project likely expenditure should demand continue. Any projections should make allowance for engaging a contractor to proactively review old cases.</p>	<p>Project Manager</p> <p>Project Manager</p>
8	General Business	Project Manager has been asked to meet with DPMC and Associate Minister Wagner on a monthly basis. The first meeting is scheduled for 2 September. It was agreed that it would be appropriate for the RAS chair to also attend these meetings.	Project Manager/Chair
9	Board only time	No Board only time requested	
10	Next meeting	Thursday 29 September 2016 1.00pm to 2.30pm 10 Nelson Street, Riccarton, Christchurch	

-
- Residential property owners are assisted to make progress in their individual repair, rebuild, resettlement process in greater Christchurch.
 - The service will provide independent assistance to residential property owners.
 - It will help them understand and progress the repair and rebuild process.