

Purpose	RAS Governance Meeting
Date / Time	30 March 2017 12.30- 2.30pm
Location	Room 303, MBIE Offices, 161 Cashel Street, Christchurch CBD
Chair	<ul style="list-style-type: none"> Jenny Hughey (CCC)
Members	<ul style="list-style-type: none"> Tim Grafton by phone (ICNZ) Trish Keith (EQC) Mike West by phone (MBIE)
Attendees	<ul style="list-style-type: none"> Jo Aldridge (Earthquake Support Service) Ken Pope (MBIE – Project Manager) Kimberley Baker (MBIE – Minutes)
Invitees	<ul style="list-style-type: none"> Darren Wright (Item 5) Dr Sarah Beaven (Item 5)
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. Trish Keith attended as the EQC delegate No additional conflicts of interest were declared 	Chair
2	Minutes	<p>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 9 February 2017</p> <p>Moved by: Tim Grafton Seconded by: Mike West</p> <p>THAT the RAS Governance Group</p> <ol style="list-style-type: none"> Confirms the minutes of the RAS Governance Meeting held on 9 February 2017, having been circulated and subsequently amended, are a true and correct record Approves the minutes of the RAS Governance Meeting held on 9 February 2017 to be released onto the RAS website <p>Previous Action Points</p> <p>It was agreed that a request from RAS should be made to MBIE to fund the delivery of these services relating to the Kaikoura event</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.

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		<ul style="list-style-type: none"> This advice has been incorporated in another briefing paper to the Minister. Completed. <p>That RAS highlights the issues relating to the Kaikoura event and bring these to the attention of the National Recovery Office</p> <ul style="list-style-type: none"> No longer required as the National Recovery Office have received advice through other briefings. Completed. <p>A paper is to be prepared for the board on the future service needs and circulated ahead of the next scheduled meeting</p> <ul style="list-style-type: none"> Completed. <p>Project Manager to arrange a conference call to discuss the future service needs paper rather than hold over until the next scheduled meeting</p> <ul style="list-style-type: none"> Completed. <p>Provide a copy of the February version of the Lessons Learnt project to Minister Brownlee for his information</p> <ul style="list-style-type: none"> This action is on-going. Dr Beaven to liaise with EQC in regards to briefing the Minister once the report is finalised. <p>Provide a copy of the February version of the Lessons Learnt project to the Christchurch City Council Mayor for her information</p> <ul style="list-style-type: none"> This action is on-going. Dr Beaven to liaise with the Chair in regards to briefing the Mayor once the report is finalised. 	
3	Earthquake Support Service Update	<p>The RAS governance group was given a verbal update on the transition plans for the Earthquake Support Co-ordination service post 30 June 2017.</p> <p>The service will retain a small resource housed in non-government organisations to assist with navigation and movement towards a business as usual approach.</p>	Jo Aldridge
4	RAS Update	<p>RAS Monthly Project Status Report for February 2017</p> <p>The RAS Monthly Project Status Report for February 2017 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. Moved by: Jo Aldridge</p>	Project Manager

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		<p style="text-align: center;">Seconded by: Trish Keith</p> <p>Discussion</p> <ul style="list-style-type: none"> It was confirmed that RAS would be funded and governed by the existing structure through to 30 June 2017. It was further agreed that RAS would transition as at 1 July 2017. <p>Action Point: The Project Manager will prepare a transition paper for consideration at the next governance meeting. In preparing the paper the Project Manager was asked to engage with each of the governance members individually to canvas their input into the transition document.</p> <ul style="list-style-type: none"> General discussion on the ability of RAS to manage clients with Mental Health and other issues impacting upon their ability to settle their outstanding claims. It was agreed that strengthening the links to those organisations through ESC would assist. The confusion around application of Protocol 1 was discussed. EQC currently considering their policy position on this complex issue. It is anticipated that once approved this will assist to address this issue. <p>MOU</p> <ul style="list-style-type: none"> The draft MOU, as previously circulated, was discussed. The only changes to the existing MOU were the date extending to 30 June 2017 and the proposed funding contribution. <p>Action point: RAS governance members to review the draft MOU and confirm acceptance ahead of the document being signed.</p>	
5	Lessons Learned Update	<p>Dr Beaven talked to her previously circulated draft report and sought feedback on content, size and structure.</p> <p>Action points: Dr Beaven will incorporate the feedback and provide the final draft within two weeks</p> <p>Tim to send his written notes on feedback to Dr Beaven following the meeting</p>	Dr Beaven
6	General Business	<p>With the confirmation of the service being extended future meeting dates were agreed as follows: 28th April 2017 subsequently changed to the 12th May 8th June 2017 (Tim advised he would be unavailable and</p>	All

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		would send a delegate for this meeting) 29 th June 2017	
7	Board only time	No board only time requested	Board
	Next meeting	12 May 2017 (1.00-3.00pm) 161 Cashel Street, Christchurch	

Action Point Summary:

	Action Points	Action by	Timeframe
1	The Project Manager will prepare a transition paper for consideration at the next governance meeting. In preparing the paper the Project Manager was asked to engage with each of the governance members individually to canvas their input into the transition document.	Project Manager	
2	RAS governance members to review the draft MOU and confirm acceptance ahead of the document being signed.	Governance Members	
3	Dr Beaven will incorporate the feedback and provide the final draft within two weeks	Dr Beaven	
4	Tim to send his written notes on feedback to Dr Beaven following the meeting	Tim Grafton	

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