

Governance Group - Meeting Minutes

Purpose	RAS Governance Meeting
Date / Time	1 December 2016: 4.00pm – 5.00pm
Location	Hasst Room, Level 1, 10 Nelson Street, Riccarton, Christchurch
Attendees	<ul style="list-style-type: none"> • Ken Pope (CERA) • Tim Grafton (ICNZ) • Jenny Hughey (CCC) • Mike West (MBIE) • Hugh Cowan (EQC) • Kimberley Baker (MBIE – Minutes)
Invitees	<ul style="list-style-type: none"> • Jules Dorian (RAS) • Darren Wright (DPMC) • Jo Aldridge (MSD – Earthquake Support Coordination Service) • Paul O’Neill (Community Law Canterbury) • Leanne Curtis (Breakthrough Services)
Apologies	•

Item	Issue / Topic	Descriptor	Who
1	Apologies, Welcome and Conflicts of Interest	<ul style="list-style-type: none"> • Everyone was welcomed • No further conflicts of interest were notified other than those previously declared 	Chair
2	Previous Minutes	<p>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 17 November 2016</p> <p>Moved by: Jenny Hughey Seconded by: Tim Grafton</p> <p>THAT the RAS Governance Group</p> <p>a) Confirms the minutes of the RAS Governance Meeting held on 17 November October 2016, having been circulated and subsequently amended, are a true and correct record</p> <p>b) Approves the minutes of the RAS Governance Meeting held on 17 November 2016 to be released onto the RAS website</p> <p>Previous Action Points</p> <p>Project Manager to extend an invitation to the Earthquake Support Co-ordination service to nominate an appropriate attendee.</p> <ul style="list-style-type: none"> • Completed. Jo Aldridge will attend future meetings as an attendee. For the purpose of clarification she is not a member of the RAS governance board and she will be included/excluded from the meeting at the 	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>discretion of the board.</p> <p>Project Manager to update and circulate the MOU for signature</p> <ul style="list-style-type: none"> The finalised MOU has been circulated following the amendments made at the previous meeting. The Project Manager will follow up with individual members to obtain the signed copies. <p>Project Manager to review the final content of the website changes ahead of making these go live.</p> <ul style="list-style-type: none"> Complete. MBIE IT are in the process of updating the proposed website changes. This is expected to be completed by 5 December 2016 	
3	Service Update	<p>Technical decision making</p> <ul style="list-style-type: none"> Darren has been working with 1 insurer to determine the extent of engineering disputes ahead of developing a process to assist breaking these disputes. Following further work the issue was determined not to be as large as first thought. A pilot has commenced brokering with an independent engineer at the meeting has commenced for cases where the engineering dispute has remained unresolved. The first two cases under the pilot have resulted in a successful outcome. <p>Stakeholder engagement</p> <ul style="list-style-type: none"> Darren updated the meeting with various stakeholder engagements held to date. It is unlikely that he will get to meet with the CCC councillors ahead of Christmas break and proposed that a written update be circulated via the chair to the Council updating them on the changes to the service. The draft communication was circulated at the meeting and members are to provide feedback by 2 December. <p>Action Point: Project Manager to issue an electronic copy of the proposed communication to governance members</p> <p>Project Manager to provide the finalised communication to the chair for circulation to mayor and councillors.</p> <p>Finances</p> <ul style="list-style-type: none"> The Project Manager was asked to provide a more detailed update on the RAS financial position for the period through to 31 March 2017 <p>Action Point: Project Manager to prepare a paper giving greater detail on projected financial position for the period up to 31 March 2017.</p>	Darren Wright

- 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>Kaikoura event</p> <ul style="list-style-type: none"> Project Manager shared his initial thoughts on what RAS involvement could be in the future. It was acknowledged that it was still too early to consider what role RAS may have in their recovery. The scale and geographic spread of claims would make a RAS type service challenging to deliver. It was agreed that the governance group should devote some time to this topic at the February meeting once the extent of the event is clearer. <p>Action Point: Project Manager and Darren Wright to prepare a paper for consideration at the February meeting.</p> <ul style="list-style-type: none"> DPMC are mapping the Kaikoura recovery and it was agreed that this would be a good avenue to share RAS's knowledge. <p>Action Point: Hugh Cowan to initiate contact with DPMC and refer back to the Project Manager</p>	
4	Round Table Update	<p>Earthquake Support Service, Community Law, Breakthrough Services and Jules Dorian all provided an overview of their current work and focus for the immediate future.</p> <p>The chair thanked the services for their continued contribution to the recovery and their efforts to date and will look for opportunities to engage further in the new year.</p>	Various
5	Future Meeting Dates	<p>The proposed meeting dates for 2017 were confirmed as:</p> <ul style="list-style-type: none"> 16 February 2017 23 March 2017 <p>Project Manager to put a placeholder in the member's diaries. Details regarding the venue will be confirmed at a later date give RAS's relocation to the Cashel Street office in January 2017.</p>	
6	RAS Update	<p>RAS Monthly Project Status Report</p> <p>With only two weeks between meetings a project status report was not tabled. The Project Manager will continue to provide critical information and data through the Monday board updates</p>	Project Manager
7	General Business	No General Business	All

- 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
8	Board only time	The board requested board only time and all non-board members left the room.	
9	Next meeting	Thursday 16 February 2017 1.00pm Venue TBC	

Action Point Summary:

	Action Points	Action by	Timeframe
1	Project Manager to issue an electronic copy of the proposed communication to governance members	Project Manager	
2	Project Manager to provide the finalised communication to the chair for circulation to Mayor and Councillors.	Project Manager	
3	Project Manager and Darren Wright to prepare a paper on Kaikoura for consideration at the February meeting.	Project Manager/Darren Wright	
4	Hugh Cowan to initiate contact with DPMC and refer back to the Project Manager	Hugh Cowan	
5	Project Manager to prepare a paper giving greater detail on projected financial position for the period up to 31 March 2017.	Project Manager	

-
- 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.