

Purpose	RAS Governance Meeting
Date / Time	6 October 2016: 1.00pm – 3.00pm
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) • Joel Browne (MBIE) • Hugh Cowan (EQC) arrived at 1.30pm • Kimberley Baker (MBIE – Minutes)
Invitees	<ul style="list-style-type: none"> • Dr Sarah Beaven • Jules Dorrian
Apologies	<ul style="list-style-type: none"> • Mike West (MBIE)

Item	Issue / Topic	Descriptor	Who
1	Apologies, Welcome and Conflicts of Interest	<ul style="list-style-type: none"> • Apologies from Mike West were noted and Joel Browne 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: Jenny Hughey</p> <p>THAT the RAS Governance Group</p> <p>a) Confirms the minutes of the RAS Governance Meeting held on 18 August 2016, having been circulated, are a true and correct record</p> <p>b) Approves the minutes of the RAS Governance Meeting held on 18 August 2016 to be released onto the RAS website</p> <p>Previous Action Points</p> <p>Project Manager to inform the Associate Minister Wagner and the Major of the availability of the limitations waiver</p> <ul style="list-style-type: none"> • The Mayor and Associate Minister Wagner have been notified <p>All funders are to provide RAS with letters of comfort outlining their on-going support by October 2016 should this be needed</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
		<ul style="list-style-type: none"> ICNZ and MBIE have provided letters of comfort. Still waiting on letter from CCC and EQC <p>Project Manager to seek clarification on some terminology and correct some spelling mistakes in the Technical paper and reissue to the RAS Governance Group</p> <ul style="list-style-type: none"> Clarification sort and the Technical paper has been recirculated <p>Project Manager to attach the finalised MBIE Technical report to the minutes of the 18 August 2016 meeting which will be ratified at the next meeting</p> <ul style="list-style-type: none"> As not all governance members were present this agenda item has been carried forward to the next meeting <p>Project Manager to provide a communication strategy with joint messaging to inform stakeholders when RAS makes a decision to wind down the service</p> <ul style="list-style-type: none"> Deferred. This has been discussed with the communications lead and given the proposed direction of travel it is appropriate to suspend this piece of work in the interim <p>Project Manager and chair to meet with Community Law and discuss getting fresh eyes on the older cases</p> <ul style="list-style-type: none"> Had a positive meeting with Community Law and reinforced the messaging around older cases <p>Project Manager to project likely expenditure should demand continue. Any projections should make allowance for engaging a contractor to proactively review old cases</p> <ul style="list-style-type: none"> Completed 	
3	MUB Update	<p>Jules Dorrian attended the meeting and provided a brief verbal update on the work she is currently facilitating in the Multi-unit space</p> <p>Challenging but rewarding work and is achieving considerable success in moving complex sites through to settlement and options for future reinstatement</p> <p>The governance group wanted to acknowledge the great work and positive impact that Jules is having in regards to this group of home owners</p>	Jules Dorrian
4	Lessons Learned Update	<p>Dr Sarah Beaven joined the meeting and talked to her previously circulated report framework and partially completed content.</p>	Dr Sarah Beaven

- 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>The governance group provided feedback on the tone and feel of the material compiled to date which will be taken into account as the report gets finalised.</p> <p>Sarah is expecting to a first cut draft available by the end of October. This will be circulated ahead of the next scheduled meeting.</p> <p>Action Point: Governance members to provide any further feedback direct to Sarah by 14th October</p> <p>Tim to provide his notes and relevant minutes from the time prior to the service going live</p> <p>Darren to provide the minutes from the relevant Community Forum meetings</p> <p>Draft report to be complete by 31 October</p>	
5	Service Update	<p>The Chair informed the governance group of recent developments in regards to his appointment to a role within DPMC to focus on resolution of the remaining insurance claims. As a consequence of this appointment it has become necessary for him to step down as chair of the RAS group.</p> <p>The RAS governance group appreciated the conflict and accepted the chairs resignation. The appointment of a new chair will be considered at the next meeting.</p> <p>Darren proceeded to update the meeting on his views around the continuing evolution of RAS to a brokering model as had been discussed previously. The governance group is supportive of the intent and direction of the proposed option for operating in the future.</p> <p style="text-align: center;">Moved by: Darren Wright Seconded by: Jenny Hughey</p> <p>Action Point: Darren in conjunction with the project Manager will develop a draft proposal for consideration by the governance group ahead of the next meeting.</p> <p>Darren to update Nicola Shirlaw at CCC on the proposed changes</p>	Chair
6	RAS Update	<p>RAS Monthly Project Status Report for September 2016</p> <p>The RAS Monthly Project Status Report for September 2016 was presented to the Governance Group, providing an overview of the Service along with key statistics and budgetary information.</p>	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.

Item	Issue / Topic	Descriptor	Who
		<p>The Report was previously circulated and taken as read. Moved by: Hugh Cowan Seconded by: Jenny Hughey</p> <p>Project Manager highlighted the focus on resolving the older cases and provided an update on the outcomes of the recently introduced claims clinic with both IAG and Southern Response. These clinics are proving valuable for moving cases forward and have resulted in a number of cases being closed</p> <p>Project Manager provided an overview of the financial projections to the end of December and an indicative budget for continuing this service through to both March 2017 and June 2017 under a new brokering delivery model. This was noted by the governance board</p>	
7	General Business	<p>Project Manager raised an issue around RAS advisors supporting home owners who were engaged with the IFSO process.</p> <p>It was agreed that it was not appropriate for the RAS service to maintain ongoing support once connected to the services and the home owner should seek independent legal counsel if required</p>	Project Manager/Chair
8	Board only time	No Board only time requested	
9	Next meeting	Thursday 17 November 2016 1.00pm to 3.00pm 10 Nelson Street, Riccarton, Christchurch	

Action Point Summary:

	Action Points	Action by	Timeframe
1	The MBIE Technical report to be added at the next meeting agenda.	Project Manager	
2	Governance members to provide any further feedback on the lessons learned project direct to Sarah by 14 th October	All	
3	Tim to provide his notes and relevant minutes from the time prior to the service going live	Tim Grafton	
4	Darren to provide the minutes from the relevant Community Forum meetings	Darren Wright	
5	Draft report to be complete by 31 October	Dr Sarah Beaven	

- 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.

6	Darren in conjunction with the project Manager will develop a draft proposal for consideration by the governance group ahead of the next meeting.	Darren Wright and Project Manager	
7	Darren to update Nicola Shirlaw at CCC on the proposed changes	Darren Wright	

Not Government Policy

-
- 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.