

Governance Group - Meeting Minutes

Purpose	RAS Governance Meeting
Date / Time	19 October 2017 1.00 – 2.30pm
Location	Room 205, MBIE Offices, 161 Cashel Street, Christchurch CBD
Chair	<ul style="list-style-type: none"> • Mike West (MBIE)
Members	<ul style="list-style-type: none"> • Jenny Hughey (CCC) • David Griffiths (DPMC)
Attendees	<ul style="list-style-type: none"> • Ken Pope (MBIE – Project Manager)
Invitees	<ul style="list-style-type: none"> • Darren Wright (DPMC – items 4 to 7)
Apologies	<ul style="list-style-type: none"> •

Item	Issue / Topic	Descriptor	Who
1	Board Only Time	The Board had time together ahead of the meeting.	
1	Apologies, Welcome and Conflicts of Interest	<p>Everyone were welcomed.</p> <ul style="list-style-type: none"> • No apologies recorded. • Jenny Hughey declared her role on the Board of Community Law at both a National and Local level. Conflicts of interest were noted. 	Chair
2	Minutes	<p>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 22 August 2017</p> <p style="text-align: right;">Moved by: David Griffiths Seconded by: Jenny Hughey</p> <p>THAT the RAS Governance Group</p> <ol style="list-style-type: none"> Confirms the minutes of the RAS Governance Meeting held on 22 August 2017, having been circulated are a true and correct record Approves the minutes of the RAS Governance Meeting held on 22 August 2017 to be released onto the RAS website <p>Previous Action Points</p> <p>Project Manager to extend an invitation to Darren Wright to attend future meetings</p> <ul style="list-style-type: none"> • Complete. Invitation extended. <p>The Project Manager to amend the MOU and recirculate to Governance members to execute.</p>	Chair

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 - 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"> The amended MOU has been circulated and all signed copies have been returned. The MOU will be loaded onto the RAS website. <p>Action Point:</p> <ul style="list-style-type: none"> The Project Manager to load a copy of the updated MOU onto the RAS website. <p>The Project Manager to schedule future Governance meetings which should be monthly in the first instance</p> <ul style="list-style-type: none"> This has been completed. The next meeting will be held on 28 November and then it was agreed that the group will reconvene at the end of January or early February 2018 <p>The Project Manager to circulate the proposed presentation for the Social and Community Development Committee ahead of the meeting</p> <ul style="list-style-type: none"> Complete. The presentation was circulated ahead of the meeting. The presentation itself went very well and was well received by the committee members. <p>The Project Manager, in conjunction with Community Law, DPMC and the Whakatane Council, is to arrange a 2 day visit to Edgecumbe mid to late September 2017.</p> <ul style="list-style-type: none"> Completed. As a result of this initial visit a further series of visits have been planned between now and the end of November 2017. <p>Project Manager to schedule Board Only time at the start of each meeting agenda</p> <ul style="list-style-type: none"> Completed. The agenda has been restructured to accommodate this request. 	
3	Future of the Service	<p>The paper as previously circulated was taken as read. The contents of the paper were noted and subject to amendments the recommendations were approved.</p> <p>Action Point: MBIE to seek Ministerial agreement and commitment to an extension of the service, subject to demand, to 30 June 2018.</p>	Chair
4	RAS Update	<p>RAS Monthly Project Status Report for September 2017</p> <p>The RAS Monthly Project Status Report for September 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: Jenny Hughey Seconded by: David Griffiths</p>	Project Manager

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		<p>Action Point:</p> <ul style="list-style-type: none"> The RAS Governance group asked that the data being gathered from the Kaikoura event be captured and presented to the Insurers Chief Executive group for their information 	
7	DPMC Update	<p>Darren Wright provided a verbal update on a range of initiatives:</p> <p>Whakatane:</p> <ul style="list-style-type: none"> 3 visits completed to-date. Two of these visits had home owners present 2 more visits planned for the second and last week of November, Estimate that approximately 50 Home Owners will need assistance and should all be seen in this time. Extremely supportive Council and the Navigator service is working very well, Builders very stretched and some have over committed which is impacting on Home Owners accommodation allowances running out <p>North Canterbury</p> <ul style="list-style-type: none"> Progress still happening across the region as reported separately by the Project Manager in his monthly status report. Need to work closer with the local councils to address any concerns they may have <p>On Sold Properties</p> <ul style="list-style-type: none"> Large number now presenting to service <p>Psycho Social Pathway</p> <ul style="list-style-type: none"> A draft Wellbeing Referral Pathway was circulated for discussion. This is being introduced to support RAS staff with navigating the referral process when Home Owners have wellbeing issues. This will be refined following feedback and a final copy tabled at the next meeting. <p>Action Point: The final version of the Well Being Referral Pathway will be tabled at the November 2017 meeting for approval and release to staff.</p>	
9	General Business	<p>The Project Manager provided an update on the release of the research paper from Dr Beaven. It is currently in the final stages of being proofed and then will be submitted for sign off ahead of being released. A further update will be provided at the next meeting in November 2017.</p>	

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