

Governance Group - Meeting Minutes

Purpose	RAS Governance Meeting		
Date / Time	24 October 2013 : 1.00pm – 3.00pm		
Location	CERA offices		
Attendees	<ul style="list-style-type: none"> Michelle Mitchell - CERA (Chair) Ken Pope - RAS Project Manager Darren Wright – Community Representative Bruce Emson – EQC Michael Aitken - CCC Glenys Thornhill – RAS Administration 		
Apologies	<ul style="list-style-type: none"> Terry Jordan 		
Item	Issue / Topic	Descriptor	Who
1	Apologies and Welcome	<ul style="list-style-type: none"> Apologies and Welcome 	Presented by: Michelle Mitchell
2	Conflicts of Interest	<ul style="list-style-type: none"> No conflicts of interest were noted 	Presented by: Michelle Mitchell
3	Previous Minutes	<p>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 25 September 2013</p> <p>Moved by: Ken Pope Seconded by: Darren Wright</p> <p>THAT the RAS Governance Group:</p> <p>(a) Confirms the minutes of the RAS Governance Group meeting held on 25 September 2013, having been circulated as a true and correct record.</p> <p>(b) Receives the minutes of the RAS Governance Group meeting held on 25 September 2013, to be released onto the RAS website.</p>	Presented by: Michelle Mitchell
4	Previous Action Points	<p>All Action Points were closed or carried forward with following items to be noted</p> <p>Action Point: Contact to be made with a local company to test support for providing technical assistance to property owners</p> <ul style="list-style-type: none"> Contact made with three companies and positive feedback provided A formal letter to be sent to the Companies to discuss the implementation and their involvement Complete <p>Action Point: The Chair, in collaboration with the Insurance</p>	<p>Actioned by: Darren Wright</p> <p>Actioned by: Ken Pope</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>Council of New Zealand (ICNZ), will approach the New Zealand Bankers Association regarding additional funding for RAS.</p> <ul style="list-style-type: none"> • Still progressing – meeting scheduled for 25 November • An invitation extended to the Manager of BNZ Futures Hub to meet with Governance at a future meeting • To be carried forward <p>Action Point: Profile the oldest cases (top 5); to be presented at the next meeting and look at where progression is being halted</p> <ul style="list-style-type: none"> • This has been incorporated in the current RAS monthly report 	<p>Action by: Michelle Mitchell Terry Jordan</p> <p>Action by: Ken Pope</p>
5	RAS Update	<p>RAS Monthly Project Status Report for October 2013 The RAS Monthly Project Status Report for October 2013 was presented to the Governance Group, providing an overview of the Service along with key statistics and budgetary information.</p> <p>THAT the RAS Governance Group:</p> <p>(a) Receives the RAS Monthly Project Status Report for October 2013.</p> <p>(b) Approves the RAS Monthly Project Status Report for October 2013</p> <p style="text-align: right;">Moved by: Ken Pope Seconded by: Darren Wright</p> <p>Discussion</p> <ul style="list-style-type: none"> • Status of cases under constant review to ensure accurate reporting <p>Emerging Issues</p> <ul style="list-style-type: none"> • IA capacity and availability for more meetings • Retaining walls and assessment of their indemnity value • Flood Management an emerging and significant issue 	<p>Presented by: Ken Pope</p> <p>Action by: Ken Pope</p>
6	Communications	<p>Discussion</p> <ul style="list-style-type: none"> • Consideration given to revisiting the use of radio in the marketing of the Service. Options to be obtained for further consideration. • Recommendation: Not to proceed with radio advertising plan <p style="text-align: right;">Moved by: Michelle Mitchell Seconded by: Bruce Emson</p> <p>Action Point: To address other marketing opportunities as an alternative to radio</p> <ul style="list-style-type: none"> • Details included in current operational report 	<p>Presented by: Ken Pope</p>

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7	Evaluation Paper	<p>THAT the RAS Governance Group:</p> <p>(a) Receives the RAS Evaluation Paper (b) Approves the RAS Evaluation Paper</p> <p style="text-align: right;">Moved by: Ken Pope Seconded by: Darren Wright</p> <p>Discussion:</p> <ul style="list-style-type: none"> • That the evaluation to incorporate an review of the assumptions relied upon and the original Business Case to ensure they are fit for service delivery • The evaluation should be completed by an independent provider • An external provider is to be sourced and any proposed costings to be circulated to the Governance Group for approval prior to engagement. 	Presented by: Ken Pope
8	Governance Make Up	<p>THAT the RAS Governance Group:</p> <p>(a) Receives the RAS Moving Forward Paper (b) Approves the RAS Moving paper be carried forward for discussion at next meeting</p> <p style="text-align: right;">Moved by: Darren Wright Approved by: Bruce Emson</p> <p>Recommendation: To include the Banking Institute and Ministry of Building, Innovation and Employment (MBIE), with contributions, to be part of Governance</p>	Presented by: Ken Pope
8	Next meeting	Thursday 28 November 2013, 1pm till 3pm	

Action Point Summary:

	Action Points	Action by	Timeframe
1	Carried Forward: The Chair, in collaboration with the Insurance Council of New Zealand (ICNZ) , will approach the New Zealand Bankers Association regarding additional funding for RAS.	Michelle Mitchell Terry Jordan	Ongoing
2	ICNZ to raise with insurers at GM meeting the issues regarding the application of the Settlement Election Form	Terry Jordan	Complete
3	A formal letter to be sent to the 3 Companies identified to progress their involvement in RAS	Ken Pope	Complete
4	Profile of oldest cases (top 5) to be presented at the next meeting and look at where progression is being halted	Ken Pope	Complete
5	To consider additional marketing opportunities for future consideration	Ken Pope	Carried Forward

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