

Governance Group - Meeting Minutes

Purpose	RAS Governance Meeting		
Date / Time	18 December 2013 : 1.00pm – 2.30pm		
Location	CERA offices (Languages International)		
Attendees	<ul style="list-style-type: none"> Michelle Mitchell - CERA (Chair) Ken Pope - RAS Project Manager Terry Jordan - ICNZ Darren Wright – Community Representative Bruce Emson – EQC Michael Aitken - CCC Glenys Thornhill – RAS Administration 		
Invitees	<ul style="list-style-type: none"> Thurstan Mathieson - Deloitte Steve Law - Deloitte 		
Apologies	<ul style="list-style-type: none"> Nil 		
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 – 28 November 2013</p> <p>Moved by: Darren Wright Seconded by: Terry Wright</p> <p>THAT the RAS Governance Group:</p> <p>(a) Confirms the minutes of the RAS Governance Group meeting held on 28 November 2013, having been circulated as a true and correct record.</p> <p>(b) Receives the minutes of the RAS Governance Group meeting held on 28 November 2013, to be released onto the RAS website.</p>	Presented by: Michelle Mitchell
	Previous Action Points	<p>All Action Points were closed or carried forward with following items to be noted</p> <p>Action Point: Marketing of the service and reach is raised in the Evaluation and will be considered in response to the Report.</p>	Action by: Michelle Mitchell Ken Pope

- 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
4	RAS Review & Evaluation	<p>Draft Report was tabled</p> <ul style="list-style-type: none"> Initial Governance feedback received Deloitte to incorporate initial feedback and reissue amended draft for circulation to Governance Group by COB Friday 20 December 2013. Formal Governance feedback and response to be provided to RAS by COB Friday 24 January 2014 	<p>Presented by: Steve Law & Thurstan Mathieson</p>
5	RAS Update	<p>RAS Monthly Project Status Report for December 2013 The RAS Monthly Project Status Report for December 2013 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.</p> <p>Moved by: Ken Pope Seconded by: Darren Wright</p> <p>THAT the RAS Governance Group:</p> <ul style="list-style-type: none"> Receives the RAS Monthly Project Status Report for December 2013. Approves the RAS Monthly Project Status Report for December 2013 <p>Action Point: Abridged report to be produced that can be circulated or used to engage with Stakeholders</p>	<p>Presented by: Ken Pope</p> <p>Action by: Ken Pope</p>
6	Future Meeting Schedule	Dates for 2014 meetings to be set and discussed to be discussed at December Meeting	Action by: Ken Pope
7	Next meeting	Wednesday 29 January, 1pm till 3.00pm	

Action Point Summary:

	Action Points	Action by	Timeframe
1	Carried Forward: NZBA considering Business Case.	Michelle Mitchell Terry Jordan	On-going
2	Approach to individual banks to be considered	Michelle Mitchell Terry Jordan	On-going
3	Set dates for 2014 meetings	Ken Pope	Carried Forward
4	Abridged report to be produced that can be circulated or used to engage with Stakeholders	Ken Pope	

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