

# Governance Group - Meeting Minutes

<b>Purpose</b>	RAS Governance Meeting		
<b>Date / Time</b>	29 January 2014: 1.00pm – 2.30pm		
<b>Location</b>	CERA Offices, Level 8 –Board Room		
<b>Attendees</b>	<ul style="list-style-type: none"> <li>Michelle Mitchell - CERA (Chair)</li> <li>Ken Pope - RAS Project Manager</li> <li>Terry Jordan - ICNZ</li> <li>Darren Wright – Community Representative</li> <li>Bruce Emson – EQC</li> <li>Michael Aitken - CCC</li> <li>Glenys Thornhill – RAS Administration</li> </ul>		
<b>Invitees</b>	<ul style="list-style-type: none"> <li>Nil</li> </ul>		
<b>Apologies</b>	<ul style="list-style-type: none"> <li>Nil</li> </ul>		
Item	Issue / Topic	Descriptor	Who
1	<b>Apologies and Welcome</b>	<ul style="list-style-type: none"> <li>Apologies and Welcome</li> </ul>	<b>Presented by:</b> Michelle Mitchell
2	<b>Conflicts of Interest</b>	<ul style="list-style-type: none"> <li>No conflicts of interest were noted</li> </ul>	<b>Presented by:</b> Michelle Mitchell
3	<b>Previous Minutes</b>	<p><b>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 18 December 2013</b></p> <p><b>Moved by:</b> Bruce Emson <b>Seconded by:</b> Darren Wright</p> <p>THAT the RAS Governance Group:</p> <p>(a) <b>Confirms</b> the minutes of the RAS Governance Group meeting held on 18 December 2013, having been circulated as a true and correct record.</p> <p>(b) <b>Receives</b> the minutes of the RAS Governance Group meeting held on 18 December 2013, to be released onto the RAS website.</p>	<b>Presented by:</b> Michelle Mitchell
	<b>Previous Action Points</b>	All Action Points were closed or carried forward	<b>Action by:</b>

- 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	<b>RAS Review &amp; Evaluation</b>	<p>Final Report was tabled</p> <ul style="list-style-type: none"> <li>No response to feedback request prior to meeting</li> <li>Report discussed</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>The Minister has been provided with a copy of the report and a briefing, but is yet to comment or sign off. Once approval from Minister has been received, copies of the report can be circulated to stakeholders and in particular to the Community Forum for feedback and comment. Given the current business case has been held up pending the report, it is appropriate to provide the Mayor with a copy.</li> <li>A key take-out of the report was Marketing of the service. Agreed to invest a portion of the current funding to further promote the service and extend the reach</li> </ul> <p><b>Action Point:</b> Communications experts from ICNZ, EQC, CCC and CERA are to workshop and plan the best use of funding available to market the service</p>	<p><b>Presented by:</b> Michelle Mitchell</p> <p><b>Action by:</b> Ken Pope</p>
5	<b>RAS Update</b>	<p><b>RAS Monthly Project Status Report for December 2013</b> The RAS Monthly Project Status Report for January 2014 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. <b>Moved by:</b> Ken Pope <b>Seconded by:</b> Darren Wright</p> <p>THAT the RAS Governance Group:</p> <ul style="list-style-type: none"> <li><b>Receives</b> the RAS Monthly Project Status Report for January 2014.</li> <li><b>Approves</b> the RAS Monthly Project Status Report for January 2014</li> </ul> <p><b>Discussion:</b> Positive meeting with Southern Response (SR) regarding their desire to increase and promote RAS to their customers who are yet to settle their claim/s with them. RAS is working closely with SR to operationalize their requirements including provision of additional technical expertise.</p> <p><b>Action Point:</b> To progress engagement of a provider for Technical Services and an appropriate fee structure.</p> <p><b>Discussion:</b> Meeting held with CanCern regarding capability of RAS to deliver building confidence and assurance to</p>	<p><b>Presented by:</b> Ken Pope</p> <p><b>Action by:</b> Ken Pope</p>

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		Property Owners. A review of potential enhancements and additional capabilities to be considered by RAS.  <b>Action Point:</b> That further clarification of the cases listed as 'Other' under 'Cases by Insurer' be undertaken.	<b>Action by:</b> Ken Pope
6	<b>Future Meeting Schedule</b>	Proposed dates for 2014 meetings circulated to be confirmed.	<b>Action by:</b> Glenys Thornhill
7	<b>General Business</b>	<b>Discussion:</b> Suggestion that Governance may want to meet with the Insurers Operational Group and Independent Advisors once clarity around on-going funding of the service is known.	
8	<b>Next meeting</b>	Thursday 6 March, 1pm till 3.00pm	

### Action Point Summary:

	Action Points	Action by	Timeframe
1	<b>Carried Forward:</b> 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	Communications experts from ICNZ, EQC, CCC and CERA workshop the best use of funding available to market the service	Ken Pope	By 12 February
4	To progress engagement of a provider of Technical Services and an appropriate fee structure.	Ken Pope	By 6 March
5	Clarification of the cases listed as 'Other' under 'Cases by Insurer' be undertaken.	Ken Pope	By 6 March

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