

Governance Group - Meeting Minutes

Purpose	RAS Governance Meeting		
Date / Time	01 August 2014: 1.30pm – 3.00pm		
Location	CERA Offices, Level 8 Board Room		
Attendees	<ul style="list-style-type: none"> Michelle Mitchell - CERA (Chair) Ken Pope - RAS Project Manager Terry Jordan – ICNZ Hugh Cowan - EQC Darren Wright – Community Representative Michael Aitken - CCC Glenys Thornhill – RAS Administration 		
Invitees	<ul style="list-style-type: none"> Nil 		
Apologies			
Item	Issue / Topic	Descriptor	Who
1	Apologies and Welcome	<ul style="list-style-type: none"> Apologies and Welcome 	Presented by: Chair
2	Conflicts of Interest	<ul style="list-style-type: none"> No conflicts noted 	Presented by: Chair
3	Previous Minutes	<p>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 18 June 2014</p> <p>Moved by: Terry Jordan Seconded by: Darren Wright</p> <p>THAT the RAS Governance Group</p> <ol style="list-style-type: none"> Confirms the minutes of the RAS Governance Meeting held on 18 June 2014, having been circulated, as a true and correct record Receives the minutes of the RAS Governance Meeting held on 18 June 2014 to be released onto the RAS website. 	Presented by: Chair
4	Previous Action Points	<ul style="list-style-type: none"> Ken has established contact with BNZ and a meeting is being scheduled to discuss possible funding. ICNZ have confirmed funding and been invoiced. ICNZ confirmed invoice has been paid EQC continues to develop their proposal to assist with the on-going relationship between RAS and EQC. Proposal to be emailed to Governance for noting prior to the next meeting. Governance meeting dates have been scheduled in calendars through to December 2014. 	<p>Action by: August 2014</p> <p>Completed</p> <p>August 2014</p> <p>Completed</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
5	RAS Update	<p>RAS Monthly Project Status Report for July 2014 The RAS Monthly Project Status Report for July 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. Moved by: Darren Wright Seconded by: Michael Aitken</p> <p>THAT the RAS Governance Group:</p> <ul style="list-style-type: none"> • Receives the RAS Monthly Project Status Report for July 2014. • Approves the RAS Monthly Project Status Report for July 2014 <p>Discussion</p> <ul style="list-style-type: none"> • Concern was raised at the growing length of time that home-owners are waiting for their initial appointment. While acknowledging the increased activity, the Governance Groups' collective view was that 15 working days was an appropriate target. <p>Action Point</p> <ul style="list-style-type: none"> • Project Manager to work with Providers to achieve this stretch target. 	<p>Presented by: Ken Pope</p> <p>Action by: Ken Pope</p>
6	Technical Panel Update	<ul style="list-style-type: none"> • William Whewell from MBIE presented a briefing on the establishment of the MBIE Contracted Technical Panel. <ul style="list-style-type: none"> ○ Proposed Launch – week beginning 11 August ○ Currently two Engineering firms have been engaged with a third in discussion ○ Presentations have been given to the IA's and a session planned for the Insurers' Operational Group on 7 August 2014. ○ Announcement of this enhanced service should be made through RAS Governance ○ Consideration be given to making direct referrals from the Contact Centre to the panel <p>Action Points:</p> <ul style="list-style-type: none"> • Ken to present to Insurance General Managers' Group • Communications Plan to incorporate Governance feedback • Process Map to be updated following feedback from Governance 	<p>Action by: Ken Pope Ken Pope</p> <p>William Whewell & Ken Pope</p>
7	Enhanced RAS	<p>Discussion</p> <ul style="list-style-type: none"> • Paper on drawing together the Deloitte Report and DPMC recommendations was discussed • Paper was endorsed subject to minor amendment. 	

- 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
		Action Point: <ul style="list-style-type: none"> Chair to forward a copy of the Deloitte report to Christchurch City Council (CCC) with a covering letter giving an updated summary of activity and initiatives. CCC to be asked to consider the RAS funding request. 	Action by: Chair
8	General Business	Discussion <ul style="list-style-type: none"> Governance was made aware of the RAS article appearing in the next edition of the Greater Christchurch Recovery Update (GCRU). It is a profile on Darren Wright highlighting his role as Community Representative and re-enforcing the independence of RAS 	
9	Next meeting	Thursday 28 August, 1.00pm till 2.30pm	

Action Point Summary:

	Action Points	Action by	Timeframe
1	Project Manager to arrange meeting with BNZ regarding possible funding	Ken Pope	August 2014
2	EQC to continue to develop proposal to assist with the on-going relationship between RAS and EQC. Proposal to be emailed to Governance Group prior to next meeting	Hugh Cowan	August 2014
3	Project Manager to work with providers to achieve 15 working days target for home owners to attend Initial Appointment.	Ken Pope	Ongoing
4	Ken to present Technical Panel update to Insurers General Managers Group	Ken Pope	August 2014
5	Governance feedback to be incorporated in Communications Plan for Technical Panel initiative.	Ken Pope	August 2014
6	Technical Panel Process Map to be updated to include Governance Group feedback	Ken Pope & William Whewell	August 2014
7	Chair to forward a copy of the Deloitte report with a covering letter to CCC giving an updated summary of activity and initiatives. CCC to be asked to consider the RAS funding request.	Chair	August 2014

-
- 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.