

Governance Group - Meeting Minutes

Purpose	RAS Governance Meeting		
Date / Time	23 October 2014: 2.00pm – 3.30pm		
Location	CERA Offices, Level 2 Avon Room		
Attendees	<ul style="list-style-type: none"> Michelle Mitchell - CERA (Chair) Ken Pope - RAS Project Manager Terry Jordan – ICNZ (via Phone) Darren Wright – Community Representative Michael Aitken – CCC Hugh Cowan – EQC Glenys Thornhill – RAS Administration 		
Invitees	<ul style="list-style-type: none"> Jo Aldridge – (CETAS) 		
Apologies	<ul style="list-style-type: none"> 		
Item	Issue / Topic	Descriptor	Who
1	Apologies and Welcome	<ul style="list-style-type: none"> Apologies and Welcome <ul style="list-style-type: none"> No apologies noted 	Presented by: Chair
2	Conflicts of Interest	<ul style="list-style-type: none"> Daren Wright declared that he is currently undertaking some contract work CERA in respect of Retaining Walls and Multi Unit Buildings. The conflict was noted. 	Presented by: Chair
3	Previous Minutes	<p>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 23 September 2014</p> <p>Moved by: Michelle Mitchell Seconded by: Michael Aitken</p> <p>THAT the RAS Governance Group</p> <ol style="list-style-type: none"> Confirms the minutes of the RAS Governance Meeting held on 23 September 2014, having been circulated, as a true and correct record Receives the minutes of the RAS Governance Meeting held on 23 September 2014 to be released onto the RAS website. 	Presented by: Chair
4	Previous Action Points	<ul style="list-style-type: none"> Project Manager to make Hugh Cowan aware of the requirement to send a proxy if unable to attend meeting Provide more detail in regards to withdrawn cases to capture the varied reasons for a home owner withdrawing from the service Provide a breakdown of referrals to Property Pathways has been incorporated into current reporting Governance group to consider any identifiers or information needs that can be incorporated into the review of our current reporting process. 	Action by: Completed On-going Completed Completed

- 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.

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5	RAS Update	<p>RAS Monthly Project Status Report for October 2014 The RAS Monthly Project Status Report for October 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: 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 October 2014. • Approves the RAS Monthly Project Status Report for October 2014 <p>Discussion</p> <ul style="list-style-type: none"> • Referrals to Property Pathways team. Waiting time for Property Pathways to be incorporated into reporting. • Governance Group would like additional information on the Standard/Quality of Work included in next month's report. • Additional analysis to be reported on the top 3 spread of issues as reported to RAS 	<p>Presented by: Ken Pope</p> <p>Action by: Ken Pope Ken Pope Ken Pope</p>
6	CETAS presentation	<ul style="list-style-type: none"> • Jo Aldridge provided an overview of the current CETAS operation. In particular the role and functions of the Earthquake Support Co-ordination Services. Jo to forward a copy of her power point presentation for distribution to Governance Group 	<p>Action by: Ken Pope</p>
7	General Business	<p>Discussion</p> <ul style="list-style-type: none"> • Project Manager will be absent on leave from 30 October to 14 November. Glenys Thornhill will be the Contact in his absence. • 2015 tentative meeting dates have been scheduled and will be issued post meeting. • ICNZ in conjunction with EQC and Rebuild Christchurch are undertaking a series of insurance related short segment programmes to be recorded and aired by CTV. They have made a request for RAS to participate along with other advisory/advocacy services. Approval by Governance for this request to proceed. Governance appointed the Project Manager to represent RAS. • CCC Funding request is still being considered and is scheduled to go the Councillors at either the first or second meeting in November. 	<p>Action by:</p>
8	Next meeting	Thursday 4 December 2014, 1.30pm till 3.00pm	

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Action Point Summary:

	Action Points	Action by	Timeframe
1	Referrals to Property Pathways team. Waiting time for Property Pathways to be incorporated into reporting.	Ken Pope	
2	Governance Group would like additional information on the Standard/Quality of Work included in next month's report	Ken Pope	
3	Additional analysis to be reported on the top 3 spread of issues as reported to RAS	Ken Pope	
4	A copy the CETAS power point presentation to be forwarded to RAS for Project Manager to distribute to Governance Group	Ken Pope	

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