

Governance Group - Meeting Minutes

Purpose	RAS Governance Meeting		
Date / Time	11 December 2014: 1:30pm – 3.00pm		
Location	ILS Room One		
Attendees	<ul style="list-style-type: none"> Michelle Mitchell - CERA (Chair) Ken Pope - RAS Project Manager Darren Wright – Community Representative Michael Aitken – CCC Michael Price – EQC Glenys Thornhill – RAS Administration Samson Samasoni – by phone 		
Invitees	<ul style="list-style-type: none"> 		
Apologies	<ul style="list-style-type: none"> Hugh Cowan 		
Item	Issue / Topic	Descriptor	Who
1	Apologies and Welcome	<ul style="list-style-type: none"> Apologies and Welcome <ul style="list-style-type: none"> 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 October 2014</p> <p>Moved by: Darren Wright 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 October 2014, having been circulated, as a true and correct record Receives the minutes of the RAS Governance Meeting held on 23 October 2014 to be released onto the RAS website. 	Presented by: Chair
4	Previous Action Points	<ul style="list-style-type: none"> Waiting time for Property Pathways to be incorporated into reporting <ul style="list-style-type: none"> This has been incorporated into this month's Project status report Additional information on the Standard/Quality of work included in monthly reporting <ul style="list-style-type: none"> This has been incorporated into this month's Project status report Additional analysis to be reported on the top 3 spread of issues as reported to RAS 	Action by: Completed Completed

- Residential property owners are assisted to make progress in their individual repair, rebuild, resettlement process in greater Christchurch.
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		<ul style="list-style-type: none"> ○ This has been incorporated into this month's Project status report ● A copy of CETAS power point presentation to be distributed to Governance Group. <ul style="list-style-type: none"> ○ This has been circulated to the Governance group following the last meeting 	Completed Completed
5	RAS Update	<p>RAS Monthly Project Status Report for November 2014 The RAS Monthly Project Status Report for November 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.</p> <p style="text-align: right;">Moved by: Michael Aitken 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 November 2014. ● Approves the RAS Monthly Project Status Report for November 2014 <p>Discussion</p> <ul style="list-style-type: none"> ● General discussion from report 	Presented by: Ken Pope
6	CCC Funding	<ul style="list-style-type: none"> ● RAS funding request is included in the Agenda for the CCC's last meeting being held today and tomorrow. 	
7	Maintaining Recovery Momentum	<ul style="list-style-type: none"> ● The Chair provided an update on this piece of work of which the Housing Recovery Programme is an aspect. ● Governance will need to consider the future of RAS moving forward, identifying the need and how it is to be funded. <p>Action Point:</p> <ul style="list-style-type: none"> ● Project Manager to report back to February meeting of Governance on predicted need for the service and funding options 	Action by: Project Manager
8	Advertising Campaign Review	<ul style="list-style-type: none"> ● The evaluation paper on the RAS Advertising, as previously circulated, was noted. It was agreed that further advertising using a mix of media channels in February and March 2015 would be appropriate. <p>Action Point:</p> <ul style="list-style-type: none"> ● Project Manager to arrange advertising and marketing campaign for February and March 2015. 	Action by: Project Manager
9	General	Discussion	Action by:

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	Business	<ul style="list-style-type: none"> Meeting dates for Governance through to May 2015 approved. Chair raised that she had received feedback that Insurers' were issuing information packs that contained links and information that were out of date. She also noted that RAS and ESC were not included <p>Action Point:</p> <ul style="list-style-type: none"> Samson to ensure Insurers' update their information packs ICNZ advised that there is a meeting planned for mid-January of Loss Adjustors engaged in the Shared Property Programme. <p>Action Point</p> <ul style="list-style-type: none"> Project Manager to investigate attending and/or presenting at this meeting. General discussion regarding EQC's Excess Recovery Programme. Uncertain if this will impact on RAS enquiries but need to consider an appropriate response. <p>Action Point</p> <ul style="list-style-type: none"> Project Manager to develop a response from RAS in respect of any enquires received by Home Owners. 	<p>Samson Samasoni</p> <p>Project Manager</p> <p>Project Manager</p>
	Board only time	<ul style="list-style-type: none"> The Board requested 'Board only' time 	
10	Next meeting	<ul style="list-style-type: none"> Thursday 5 February 2015, 1.30pm till 3.00pm 	

Action Point Summary:

	Action Points	Action by	Timeframe
1	Project Manager to report back to February meeting of Governance on predicted need for the service and funding options	Ken Pope	
2	Project Manager to arrange advertising and marketing campaign for February and March 2015.	Ken Pope	
3	Samson to ensure Insurers' update their information packs	Samson Samasoni	
4	Project Manager to investigate attending and/or presenting at Loss Adjustor meeting.	Ken Pope	
5	Develop a response from RAS in respect of any queries received from Home Owners regarding the EQC Excess Recovery Programme	Ken Pope	

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