

Governance Group - Meeting Minutes

Purpose	RAS Governance Meeting
Date / Time	5 February 2015: 1:30pm – 3.00pm
Location	Level 8 Boardroom, CERA Offices
Attendees	<ul style="list-style-type: none"> Michelle Mitchell - CERA (Chair) Ken Pope - RAS Project Manager Darren Wright – Community Representative Michael Aitken – CCC Hugh Cowan – EQC Samson Samasoni – by phone
Invitees	•
Apologies	• Glenys Thornhill

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 has been appointed as a member of the Advisory Board on Transition The conflict was noted. 	Presented by: Chair
3	Previous Minutes	<p>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 11 December 2014</p> <p>Moved by: Darren Wright Seconded by: Michael Aitken</p> <p>THAT the RAS Governance Group</p> <p>a) Confirms the minutes of the RAS Governance Meeting held on 11 December 2014, having been circulated, as a true and correct record</p> <p>b) Receives the minutes of the RAS Governance Meeting held on 11 December 2014 to be released onto the RAS website.</p>	Presented by: Chair
4	Previous Action Points	<ul style="list-style-type: none"> Report to be tabled on the predicted need for the service and funding options <ul style="list-style-type: none"> Discussion papers have been circulated and are on the agenda for consideration Project Manager to arrange advertising and marketing campaign for February and March 2015 <ul style="list-style-type: none"> This is being worked on. Advertising will occur in March to avoid the clash with the expiry date of the Crown Offer for Port Hills properties. A report to be tabled at the March meeting. Insurers to update their information packs to ensure they 	Action by: Completed In Progress

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		<p>contain up to date links for both RAS and ESC as referral points</p> <ul style="list-style-type: none"> ○ The chair to email ICNZ the information that needs updating ● Project Manager to attend and present to the Shared Property Programme at their Loss Adjustors meeting. <ul style="list-style-type: none"> ○ Presentation made to their meeting on how RAS can support the programme. ● Develop a response to the queries received from home owners regarding the EQC excess recovery programme <ul style="list-style-type: none"> ○ EQC are presenting to the IA's at their next meeting and a standard response will be developed post that meeting 	<p>In Progress</p> <p>Completed</p> <p>In Progress</p>
5	RAS Update	<p>RAS Monthly Project Status Report for January 2015 The RAS Monthly Project Status Report for January 2015 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: 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 January 2015. ● Approves the RAS Monthly Project Status Report for January 2015 <p>Discussion</p> <ul style="list-style-type: none"> ● General discussion from report <p>Action Point:</p> <ul style="list-style-type: none"> ● It was agreed that RAS should not wait for a formal letter from the Council in regard to their funding. The Project Manager should forward the updated MOU to the Council along with an invoice for the 2 years funding as soon as practicable. 	<p>Presented by: Ken Pope</p> <p>Ken Pope</p>
6	Future of RAS	<ul style="list-style-type: none"> ● The discussion paper on the need and future of RAS as previously circulated was discussed and noted. There was agreement to continuing the service, subject to demand from home owners through to May 2016. <p>Action Point:</p> <ul style="list-style-type: none"> ● Project Manager to amend Recommendation 4 in the discussion paper to reflect the outcome of the discussions and reissue the paper to the members of the Governance group 	Ken Pope
7	RAS Funding for 2015/16	<ul style="list-style-type: none"> ● The discussion paper on funding options as previously circulated was discussed and noted. It was agreed that a shared funding model incorporating the existing funders was the most appropriate way of supporting the 	

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		service Action Point; <ul style="list-style-type: none"> The Project Manager to issue an amended budget that reflects the extension of the service through to May 2016 along with proposed funding partner contributions Funders to be in a position to confirm funding contributions at the next meeting ICNZ to consider how to manage non-contributing Insurers where their home owners are wanting to access RAS 	Ken Pope All Samson Samasoni
8	General Business	Discussion <ul style="list-style-type: none"> Health and Safety Issues: <ul style="list-style-type: none"> It was resolved that Health and Safety should be a standing item on the agenda each month. . 	Action by: Ken Pope
9	Board only time	<ul style="list-style-type: none"> The Board did not request any 'Board only' time 	
10	Next meeting	<ul style="list-style-type: none"> Thursday 12 March 2015, 2.00pm to 3.30pm 	

Action Point Summary:

	Action Points	Action by	Timeframe
1	Project Manager to arrange advertising and marketing campaign for February and March 2015.	Ken Pope	15 March 2015
2	ICNZ to ensure Insurers' update their information packs	Samson Samasoni	15 March 2015
3	Develop a response from RAS in respect of any queries received from Home Owners regarding the EQC Excess Recovery Programme	Ken Pope	March 2015
4	Updated MOU and Invoice to be sent to the Christchurch City Council as soon as possible	Ken Pope	28 February 2015
5	Project Manager to amend recommendation 4 in the Future of RAS discussion paper and reissue this to the Governance group	Ken Pope	20 February 2015
6	A draft budget for the next 12 Months is to be distributed to the governance group for consideration	Ken Pope	20 February 2015
7	Funders to be in a position to confirm contributions at the March 2015 meeting	All	12 March 2015
8.	ICNZ to consider how to treat non –contributing insurer home owners that wish to access RAS	Samson Samasoni	12 March 2015
9	Health and Safety to be added to the meeting agenda as a standing item	Ken Pope	6 March 2015

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