

# Governance Group - Meeting Minutes

<b>Purpose</b>	RAS Governance Meeting		
<b>Date / Time</b>	08 October 2015: 12:30pm – 2.00pm		
<b>Location</b>	Level 8 Boardroom, CERA Offices		
<b>Attendees</b>	<ul style="list-style-type: none"> <li>Michelle Mitchell - CERA (Chair)</li> <li>Ken Pope - RAS Project Manager</li> <li>Darren Wright – Community Representative (Late)</li> <li>Hugh Cowan (EQC)</li> <li>Tim Grafton (ICNZ)</li> <li>Michael Aitken (CCC)</li> <li>Glenys Thornhill (CERA – Minutes)</li> </ul>		
<b>Invitees</b>	<ul style="list-style-type: none"> <li>Ross van der Schyff (MBIE)</li> <li>Mike West (MBIE)</li> </ul>		
<b>Apologies</b>	<ul style="list-style-type: none"> <li></li> </ul>		
Item	Issue / Topic	Descriptor	Who
1	<b>Apologies and Welcome</b>	<ul style="list-style-type: none"> <li>Apologies and Welcome               <ul style="list-style-type: none"> <li>Darren noted as being late</li> <li>Both Ross and Mike were welcomed to the meeting</li> </ul> </li> </ul>	<b>Presented by:</b> Chair
2	<b>Conflicts of Interest</b>	<ul style="list-style-type: none"> <li>In Darren's absence, his standard conflict with transition was noted.</li> </ul>	<b>Presented by:</b> Chair
3	<b>Previous Minutes</b>	<p><b>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 3 September 2015</b></p> <p><b>Moved by:</b> Tim Grafton <b>Seconded by:</b> Michael Aitken</p> <p>THAT the RAS Governance Group</p> <ol style="list-style-type: none"> <li><b>Confirms</b> the minutes of the RAS Governance Meeting held on 3 September 2015, having been circulated, are a true and correct record</li> <li><b>Approves</b> the minutes of the RAS Governance Meeting held on 3 September 2015 to be released onto the RAS website</li> </ol>	<b>Presented by:</b> Chair
4	<b>Previous Action Points</b>	<ul style="list-style-type: none"> <li>Project Manager to work with Community Law Canterbury and CERA to consider an approach to the District Law Society relating to vulnerable homeowners engaged with earthquake litigators               <ul style="list-style-type: none"> <li>Draft opinion received in the last few days from CLC. This will be peer reviewed by CERA Legal Team before a view is formed.</li> </ul> </li> </ul>	Action by:  On-going

- 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	CCC Change	<p><b>Discussion</b></p> <p>The Chair formerly thanked Michael for his contribution and continued support of RAS and his focus on assisting home owners.</p> <ul style="list-style-type: none"> <li>• Michael indicated that with the current restructuring within the CCC, a replacement at this point is unclear, but will endeavour to find an interim replacement if required.</li> <li>• It was suggested that a letter be sent to the CE of the CCC requesting further financial support of RAS and formerly requesting a replacement for Michael on the Governance Group</li> </ul> <p><b>Action Point</b></p> <ul style="list-style-type: none"> <li>• Chair to write to the CCC seeking on-going funding for 2016 year and a replacement for Michael.</li> </ul>	Chair
6	RAS Funding	<p><b>Discussion</b></p> <p>The funding paper as previously circulated was discussed and in particular the on-going contributions from the existing funders.</p> <ul style="list-style-type: none"> <li>• MBIE, through the Transitional Team, are aware of funding requirements for the service to continue and will ensure the Crown component of the intended budget will be met through appropriations.</li> <li>• The proposed budget for the period 1 February to 31 December 2016 was approved. <ul style="list-style-type: none"> <li>○ EQC to discuss and confirm their contribution and notify the Chair prior to the next meeting</li> <li>○ ICNZ have confirmed their support subject to the other funders continuing</li> <li>○ CCC to be approached (refer to previous action point)</li> </ul> </li> </ul> <p><b>Action Point</b></p> <ul style="list-style-type: none"> <li>• EQC to provide indication of on-going support prior to next meeting</li> </ul>	Hugh Cowan
7	RAS Update	<p><b>RAS Monthly Project Status Report for September 2015</b></p> <p>The RAS Monthly Project Status Report for September 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;"><b>Moved by:</b> Michelle Mitchell <b>Seconded by:</b> Hugh Cowan</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 September 2015.</li> <li>• <b>Approves</b> the RAS Monthly Project Status Report for September 2015</li> </ul> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• RAS has been selected as a potential presenter at the 'People in Disasters' Conference due to be held in February 2016. Given Transition, an indication was</li> </ul>	

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		<p>sought on whether we should commit and if so who would lead. It was resolved that RAS had a good story to tell and we should participate.</p> <ul style="list-style-type: none"> <li>A recent article appeared in the newspaper quoting one of our Advisors (not in a RAS capacity) on the circumstances of an individual. Governance was updated on the steps taken to address this matter and remind all contractors that the Chair is the only spokesperson for RAS.</li> <li>Christchurch Earthquake Appeal Trust has confirmed additional funding for the service.</li> <li>Current expenditure is being carefully monitored given current volumes of cases being managed. There will be a clearer financial picture following the December/January period.</li> <li>Multi Party Meetings (MPM) are becoming more frequent with earlier intervention. Currently encouraging Insurer/EQC to initiate an MPM if appropriate.</li> <li>Specialised Insurer training to assist working with vulnerable clients is being arranged and will roll out over the next four to six weeks.</li> </ul>	
8	Health and Safety	<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>A recent lock down at the nearby MSD Community Link Office should have triggered a lock down of the In The Know Hub. There was clear failure of the protocols in this case. A thorough investigation has been undertaken and steps taken to mitigate this occurring again.</li> <li>There is a planned practice exercise due in November and the Project Manager will provide a debrief for RAS Governance on the outcome.</li> </ul>	
9	General Business	<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>Darren Wright informed the Governance Group that the Community Forum will cease to function at the end of February 2016.</li> </ul> <p>Action Point</p> <ul style="list-style-type: none"> <li>Project Manager to inform CMO to note Community representation post cessation of the Community Forum appointment period.</li> </ul>	Project Manager
10	Board only time	The Board requested 'Board Only' time	
11	Next meeting	Wednesday 25 November 2015 at 3.00pm – CERA Offices Level 8 Board Room	

### Action Point Summary:

Action Points	Action by	Timeframe
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- Residential property owners are assisted to make progress in their individual repair, rebuild, resettlement process in greater Christchurch.
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1	Project Manager to work with Community Law Canterbury and CERA to consider an approach to the District Law Society relating to vulnerable homeowners engaged with earthquake litigators <ul style="list-style-type: none"> <li>Review continuing with CERA legal and not yet to hand. Will continue to follow-up</li> </ul>	Project Manager	On-going
2	Chair to write to the CCC seeking on-going funding for 2016 year and a replacement for Michael.	Chair	Completed
3	EQC to provide indication of on-going financial support prior to next meeting	Hugh Cowan	Completed
4	Project Manager to inform CMO to note Community representation post cessation of the Community Forum appointment period	Project Manager	Completed

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