

# Governance Group - Meeting Minutes

<b>Purpose</b>	<b>RAS Governance Meeting</b>
<b>Date / Time</b>	28 July 2016: 1.00pm – 3.00pm
<b>Location</b>	Haast Room, Level 1, 10 Nelson Street, Riccarton, Christchurch
<b>Attendees</b>	<ul style="list-style-type: none"> <li>• Ken Pope (CERA)</li> <li>• Tim Grafton ( ICNZ)</li> <li>• Jenny Hughey (CCC)</li> <li>• Darren Wright (Chair - Independent Representative)</li> <li>• Joel Browne (MBIE)</li> <li>• Hugh Cowan (EQC)</li> <li>• Kimberley Baker (MBIE – Minutes)</li> </ul>
<b>Invitees</b>	<ul style="list-style-type: none"> <li>• Dr Sarah Beaven</li> </ul>
<b>Apologies</b>	<ul style="list-style-type: none"> <li>• Mike West (MBIE)</li> </ul>

Item	Issue / Topic	Descriptor	Who
1	<b>Apologies, Welcome and Conflicts of Interest</b>	<ul style="list-style-type: none"> <li>• Apologies from Mike West were noted and Joel Browne welcomed</li> <li>• Darren Wright advised that he has recently been appointed as a Director of DCL - Noted</li> <li>• Jenny Hughey advised that she is a board member of Community Law Canterbury – Noted</li> </ul>	Chair
2	<b>Previous Minutes</b>	<p><b>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 23 June 2016</b></p> <p style="text-align: right;"><b>Moved by:</b> Ken Pope <b>Seconded by:</b> Darren Wright</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 23 June 2016, having been circulated, are a true and correct record</li> <li><b>Approves</b> the minutes of the RAS Governance Meeting held on 23 June 2016 to be released onto the RAS website</li> </ol> <p><b>Previous Action Points</b></p> <p>Project Manager to engage with other support agencies and relevant people to develop a draft Press article on the free services still available.</p> <ul style="list-style-type: none"> <li>• This has been placed on hold whilst funders consider the future of support services and once that has been determined an article will be released - Complete</li> </ul>	Chair

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		<p>Project Manager to arrange for the RAS Memorandum of Understanding and the Terms of Reference documents, with approved redactions, to be placed on the website.</p> <ul style="list-style-type: none"> <li>Both of these documents are now publicly available on the RAS website - Complete</li> </ul> <p>Project Manager to seek updated timeline from Dr Beaven and circulate ahead of the next meeting.</p> <ul style="list-style-type: none"> <li>Complete</li> </ul> <p>Project Manager to engage with MBIE to seek clarification on a number of points from their draft report and resubmit.</p> <ul style="list-style-type: none"> <li>Feedback provided to MBIE and this has been incorporated into a redrafted paper for the RAS governance group. The paper will be tabled once it has been approved for release to the governance group. Completed</li> </ul> <p>Project Manager to arrange fortnightly reporting to governance members on over 120 day cases.</p> <ul style="list-style-type: none"> <li>Regular fortnightly reporting has begun - Completed</li> </ul> <p>Project Manager to arrange a suitable time for the Chair to meet and engage with the advisors.</p> <ul style="list-style-type: none"> <li>Difficulty in arranging a suitable time but will continue to look to schedule an appropriate time – On-going</li> </ul> <p>MBIE to arrange a delegate to attend the next meeting on 28 July</p> <ul style="list-style-type: none"> <li>Completed</li> </ul> <p>Project Manager to provide an update on the MUB pilot in the next governance report.</p> <ul style="list-style-type: none"> <li>The pilot has only been active for 3 weeks and a number of cases have been registered. Feedback has been positive so far. An update has been incorporated into the operational report. Completed</li> </ul> <p>Project Manager to make available as quickly as possible the Limitations Act waiver through the website.</p> <ul style="list-style-type: none"> <li>On-going. There has been a delay in publishing while RAS sought clarification on EQC's position around individual waivers. EQC have notified that they are currently updating their publicly available information through their website. This will provide greater clarity on their application of the limitation defence. It was agreed that RAS</li> </ul>	

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		<p>should not delay any further and in the interim point home owners towards the EQC website and make available information for specific insurers to enable homeowners to make application for a waiver</p> <p><b>Action Point:</b> Project Manager to publish Limitation information as soon as possible.</p> <p>Project Manager contact CIAS to formally offer our support to their customers as they wind up their service.</p> <ul style="list-style-type: none"> <li>Project Manager has engaged with CIAS and offered support for them with any of their outstanding cases. To date CIAS have not made any referrals.</li> </ul>	
3	<b>RAS Governance Lessons Learned project</b>	<ul style="list-style-type: none"> <li>Dr Beaven attended the meeting and provided a verbal update on the project. Has received ethics approval and is currently gathering data and establishing interviews with those people previously identified. However she is struggling to get responses in some cases. Dr Beaven will be following these people up as a matter of urgency and if she continues to have no joy then this should be escalated to the chair.</li> <li>Dr Beaven expects to have a skeleton report available for the governance group for input by the end of August</li> </ul> <p><b>Action Point :</b> Dr Beaven to provide a skeleton report for the Governance Groups input by the end of August 2016</p>	Dr Beaven
4	<b>Open Forum on the future of RAS</b>	<p>The Chair provided an update on funders meeting hosted by the Mayor</p> <ul style="list-style-type: none"> <li>The outcome of the meeting is that MBIE will provide a paper looking at support services for 2017 onwards. This paper is scheduled to be completed before the end of August 2106 and will be presented back at a second meeting.</li> <li>The Chair Reinforced RAS's position and the direction and approach being adopted by the RAS Governance group in managing the run out of the service.</li> </ul> <p>General discussion was held regarding the term and direction of RAS in the current environment. In particular the conversation focussed on when it was appropriate to consider closing off the service. It was agreed that it was not appropriate to close until there was clarity around the on-going support services and networks that would be available to home owners beyond 2016.</p>	All

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		<p>It was agreed that RAS needed to determine the appropriate metrics that will indicate when RAS should initiate a close out process.</p> <p><b>Action Point:</b> Project Manager to consider what metrics would indicate an appropriate time to trigger a decision to close the service.</p> <p>EQC and ICNZ need to provide an indication at the next meeting, if they would consider providing additional funding to extend the life of the service beyond 23 December 2016, if there was still a steady demand for services</p> <p><b>Action Point:</b> ICNC and EQC are to discuss with their organisations/members and be in a position to report to the next meeting if they are prepared to extend funding if the demand continues beyond December 2016.</p> <p><b>Action Point:</b> Jenny Hughey to set up a meeting with the RAS Chair and the Mayor to discuss the RAS Governance view on its future</p>	
5	Technical paper	<p>The anticipated paper had not been received at the time of the meeting. This will be followed up by the Project Manager and will be released when received.</p> <p><b>Action point:</b> Project Manager to circulate the updated paper once received</p>	
6	RAS Update	<p><b>RAS Monthly Project Status Report for July 2016</b></p> <p>The RAS Monthly Project Status Report for June 2016 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. <b>Moved by:</b> Ken Pope <b>Seconded by:</b> Darren Wright</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Attention was drawn to the good work being undertaken with our Multi-Unit complexes project. There has been good buy in from insurers as they see the benefits from this piece of work. Currently managing 12 active sites.</li> </ul>	Project Manager

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		<ul style="list-style-type: none"> <li>• There have been a number of Official Information Act requests made over the last month seeking information in relation to RAS.</li> <li>• There is a continuing focus on the older cases and it is pleasing to report that numbers are reducing.</li> </ul>	
7	<b>General Business</b>	<p>Due to number of absences the date of the next meeting was brought forward to 18<sup>th</sup> August</p> <p><b>Action Point:</b> EQC to nominate a delegate to attend the next meeting as Hugh Cowan will be unavailable</p>	All
8	<b>Board only time</b>	No Board only time requested	
12	<b>Next meeting</b>	Thursday 18 August 2016	

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