

Purpose	RAS Governance Meeting
Date / Time	12 May 2017 1.00- 2.30pm
Location	Room 304, MBIE Offices, 161 Cashel Street, Christchurch CBD
Chair	<ul style="list-style-type: none"> Jenny Hughey (CCC)
Members	<ul style="list-style-type: none"> Tim Grafton (ICNZ) Sabrina Kunz (EQC) Mike West (MBIE)
Attendees	<ul style="list-style-type: none"> Ken Pope (MBIE – Project Manager) Kimberley Baker (MBIE – Minutes)
Invitees	<ul style="list-style-type: none"> Darren Wright (Item 4,5 and 6) Dr Sarah Beaven (Item 6)
Apologies	<ul style="list-style-type: none"> Hugh Cowan (EQC) Jo Aldridge (Earthquake Support Service)

Item	Issue / Topic	Descriptor	Who
1	Apologies, Welcome and Conflicts of Interest	<ul style="list-style-type: none"> Apologies from Hugh Cowan and Jo Aldridge. Sabrina Kunz attended as the EQC delegate No additional conflicts of interest were declared 	Chair
2	Minutes	<p>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 30 March 2017</p> <p>Moved by: Mike West Seconded by: Tim Grafton</p> <p>THAT the RAS Governance Group</p> <ol style="list-style-type: none"> Confirms the minutes of the RAS Governance Meeting held on 30 March 2017, having been circulated and subsequently amended, are a true and correct record Approves the minutes of the RAS Governance Meeting held on 30 March 2017 to be released onto the RAS website <p>Previous Action Points</p> <p>The Project Manager will prepare a transition paper for consideration at the next governance meeting. In preparing</p>	Chair

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		<p>the paper the Project Manager was asked to engage with each of the governance members individually to canvas their input into the transition document.</p> <ul style="list-style-type: none"> Complete <p>RAS governance members to review the draft MOU and confirm acceptance ahead of the document being signed.</p> <ul style="list-style-type: none"> Both EQC and CCC have confirmed that the documents have been signed and are in the process of being returned. ICNZ and MBIE have already been received. <p>Dr Beaven will incorporate the feedback and provide the final draft within two weeks</p> <ul style="list-style-type: none"> Complete <p>Tim Grafton to send his written notes on feedback to Dr Beaven following the meeting</p> <ul style="list-style-type: none"> Complete 	
3	RAS Transition Document	<p>The Transition Document, as previously circulated, was discussed and approved with no amendments.</p> <p>It was agreed:</p> <ul style="list-style-type: none"> The current board would recommend to MBIE that the new RAS governance group be a locally lead governance arrangement which consists of CCC, MBIE and the Greater Christchurch Group of DMPC 	
4	Earthquake Support Service Update	<p>Jo Aldridge confirmed prior to the meeting that there was no further update from the previous meeting.</p>	Jo Aldridge
5	DPMC Update	<p>Darren Wright Joined the meeting and provided an update on the activities he was working on that impacted on RAS. These Were:</p> <ul style="list-style-type: none"> Community Law have been engaged by DPMC to provide advisory and information services to Kaikoura, Hurunui and Blenheim Districts. This is not part of RAS. They will be available to support the local authorities and work in with scheduled hubs and seminars. Their role is only to provide information and not case management. Currently looking at what support can be available to assist those cases where significant health and wellbeing issues are impacting on being able to settle the claims. CDHB have been asked to provide input and assistance to develop solutions. 	Darren Wright

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6	Lessons Learned Research Project	<p>Dr Beaven talked to her final draft document. It was agreed that the final document would be signed off through EQC, being the sponsor of this research, ahead of the document being released to the wider community.</p> <p>Michelle Mitchell's husband has given approval for the research to be dedicated in his wife's memory</p>	Dr Sarah Beaven
7	RAS Update	<p>RAS Monthly Project Status Report for February 2017</p> <p>The RAS Monthly Project Status Report for February 2017 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>Moved by: Jenny Hughey Seconded by: Tim Grafton</p>	Project Manager
8	General Business	<p>Limitations defence</p> <ul style="list-style-type: none"> Concern expressed that the limitation period for a number of insurers is due to expire in September 2017. This may impact on the actions of a number of home owners as the date gets closer. Tim Grafton advised that the insurers were aware of this issue and are currently in discussions regarding this issue. There should be further clarity on the insurer's position in the next 2-4 weeks. <p>Final Meeting</p> <ul style="list-style-type: none"> It was agreed that there should be one final meeting of the existing Governance group before the transition to MBIE occurs on 1 July 2017. <p>Action Point: Project Manager to finalise a date and issue invites to members and others that have made a recent contribution to RAS.</p>	
9	Board only time	No board only time requested	Board
	Next meeting	To be confirmed 161 Cashel Street, Christchurch	

Action Point Summary:

	Action Points	Action by	Timeframe
1	Project manager to set a date for the final meeting and issue invites to members and others that have made a recent contribution to RAS.	Project Manager	

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