

# Governance Group - Meeting Minutes

<b>Purpose</b>	<b>RAS Governance Meeting</b>
<b>Date / Time</b>	9 February 2017: 1.00pm – 3.00pm
<b>Location</b>	Room 3.03 MBIE Offices 161 Cashel Street
<b>Chair</b>	<ul style="list-style-type: none"> <li>Jenny Hughey (CCC)</li> </ul>
<b>Attendees</b>	<ul style="list-style-type: none"> <li>Tim Grafton ( ICNZ)</li> <li>Hugh Cowan (EQC)</li> <li>Mike West (MBIE)</li> </ul>
<b>Invitees</b>	<ul style="list-style-type: none"> <li>Darren Wright (Item 3,4,5)</li> <li>Jo Aldridge (Item 3,4)</li> <li>Dr Sarah Beaven (Item 5)</li> </ul>
<b>Apologies</b>	<ul style="list-style-type: none"> <li></li> </ul>

Item	Issue / Topic	Descriptor	Who
1	<b>Apologies, Welcome and Conflicts of Interest</b>	<ul style="list-style-type: none"> <li>Everyone was welcomed</li> <li>No apologies were noted</li> <li>Mike West declared a conflict that he has employed the Project Managers brother in a role unrelated to RAS</li> <li>Previous declared conflicts of interest were noted</li> <li>New agenda structure.               <ul style="list-style-type: none"> <li>Jo Aldridge will be an attendee going forward. The minutes of 1 December 2016 are to be amended to reflect that change</li> <li>The board approved the proposed changes for the agenda and meeting structure.</li> <li>Prior to any future meetings the board members will agree which invitees should attend which items on the agenda.</li> </ul> </li> </ul>	Chair
2	<b>Minutes</b>	<p><b>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 1 December 2016</b></p> <p><b>Moved by:</b> Mike West <b>Seconded by:</b> Hugh Cowan</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 1 December 2016, having been circulated and subsequently amended, are a true and correct record</li> <li><b>Approves</b> the minutes of the RAS Governance Meeting held on 1 December 2016 to be released onto the RAS website</li> </ol>	Chair

- 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.

Item	Issue / Topic	Descriptor	Who
		<p><b>Previous Action Points</b></p> <p>Project Manager to issue an electronic copy of the proposed communication to governance members</p> <ul style="list-style-type: none"> <li>Completed</li> </ul> <p>Project Manager to provide the finalised communication to the chair for circulation to Mayor and Councillors.</p> <ul style="list-style-type: none"> <li>Completed</li> </ul> <p>Project Manager and Darren Wright to prepare a paper on Kaikoura for consideration at the February meeting.</p> <ul style="list-style-type: none"> <li>Completed</li> </ul> <p>Hugh Cowan to initiate contact with the lead in the Kaikoura response team in DPMC and refer back to the Project Manager</p> <ul style="list-style-type: none"> <li>Completed</li> </ul> <p>Project Manager to prepare a paper giving greater detail on projected financial position for the period up to 31 March 2017.</p> <ul style="list-style-type: none"> <li>Completed</li> </ul>	
3	Service Update	<p><b>RAS involvement in the Kaikoura event</b></p> <p>Discussion</p> <ul style="list-style-type: none"> <li>The paper as previously circulated was discussed</li> <li>The RAS board acknowledges that there is a need for a trusted source of information/education and a presence required for the Kaikoura event although it is not RAS</li> <li>It was agreed that RAS should remain focussed solely on resolving and closing out the Canterbury Earthquake claims</li> </ul> <p><b>Action points:</b></p> <ul style="list-style-type: none"> <li>It was agreed that a request from RAS should be made to MBIE to fund the delivery of these services</li> <li>That RAS highlights the issues and bring these to the attention of the National Recovery Office</li> </ul> <p><b>RAS Financial position to 31 March 2017</b></p> <p>Discussion</p> <ul style="list-style-type: none"> <li>The paper as previously circulated was discussed</li> <li>It was noted that RAS will have a slight surplus at the end of March 2017</li> <li>There was agreement that there should be provision for services beyond March 2017 however there was no agreement as to what date(s) would be appropriate.</li> </ul>	Darren Wright Project Manager

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		<p><b>Action Points:</b></p> <ul style="list-style-type: none"> <li>• A paper is to be prepared for the board on the future service needs and circulated ahead of the next scheduled meeting</li> <li>• Project Manager to arrange a conference call to discuss rather than hold over until the next scheduled meeting given the current time lines</li> </ul>	
4	RAS Update	<p><b>RAS Monthly Project Status Report for January 2017</b></p> <p>The RAS Monthly Project Status Report for January 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 style="text-align: center;"><b>Moved by:</b> Jenny Hughey <b>Seconded by:</b> Tim Grafton</p> <p>Discussion</p> <ul style="list-style-type: none"> <li>• EQC clinics have commenced with 17 cases being reviewed. Of these 5 have already achieved resolution and meaningful progress is occurring on the balance. Further clinics have been planned.</li> <li>• The MUB broker has been linked into the insurers working group looking at all the unsettled MUB claims and this is proving to be very beneficial</li> </ul> <p>Note: Jo Aldridge left the meeting at the conclusion of this agenda item.</p>	Project Manager
5	Lessons Learned Update	<p>Dr Beaven joined the meeting to provide an update on her research project:</p> <ul style="list-style-type: none"> <li>• The papers as previously circulated were discussed</li> <li>• The board agreed that more detail around the external factors that were prevalent at the outset was required to give more context</li> <li>• Any further feedback is to be provided to Dr Beaven by the end of February</li> <li>• The board agreed to dedicate this piece of research to the memory of former chair, Michelle Mitchell. This would be done in consultation with her family</li> <li>• The expected publication date is late April 2017</li> </ul> <p><b>Action points:</b></p> <ul style="list-style-type: none"> <li>• Provide a copy of the February version to Minister Brownlee for his information</li> <li>• Provide a copy of the February version to the Christchurch City Council Mayor for her information</li> </ul>	Dr Beaven

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		Note: Darren Wright left the meeting at the conclusion of this agenda item.	
6	<b>General Business</b>	The board were advised that both Darren Wright and the Project Manager would be meeting Minister Wagner tomorrow for their regular catch up	All
7	<b>Board only time</b>	No board only time requested	Board
	<b>Next meeting</b>	30 March 2017 (1.00 – 3.00pm), 161 Cashel Street, Christchurch	

#### Action Point Summary:

	Action Points	Action by	Timeframe
1	It was agreed that a request from RAS should be made to MBIE to fund the delivery of these services relating to the Kaikoura event		
2	That RAS highlights the issues relating to the Kaikoura event and bring these to the attention of the National Recovery Office		
3	A paper is to be prepared for the board on the future service needs and circulated ahead of the next scheduled meeting	Mike West Darren wright Ken Pope	
4	Project Manager to arrange a conference call to discuss the future service needs paper rather than hold over until the next scheduled meeting	Project Manager	
5	Provide a copy of the February version of the Lessons Learnt project to Minister Brownlee for his information	Mike West	
6	Provide a copy of the February version of the Lessons Learnt project to the Christchurch City Council Mayor for her information	Jenny hughey	

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