

Governance Group - Meeting Minutes

Purpose	RAS Governance Meeting
Date / Time	13 July 2018 1.30 – 3.00pm
Location	Room 2.19, MBIE Offices, 161 Cashel Street, Christchurch CBD
Chair	<ul style="list-style-type: none"> Mike West (MBIE)
Members	<ul style="list-style-type: none"> Jenny Hughey (CCC) Shane Collins (DPMC)
Attendees	<ul style="list-style-type: none"> Ken Pope (MBIE – Project Manager) for items 2 to 7 Dr Sarah Beaven for item 4 only
Invitees	<ul style="list-style-type: none">
Apologies	<ul style="list-style-type: none"> Anne Shaw (DPMC) Darren Wright (MBIE)

Item	Issue / Topic	Descriptor	Who
1	Board Only Time	The Board request time to discuss matters.	Chair
2	Apologies, Welcome and Conflicts of Interest	<p>Everyone were welcomed to the meeting. In particular Shane Collins on behalf of Anne Shaw of DPMC</p> <p>Apologies from both Anne Shaw and Darren Wright were noted.</p> <ul style="list-style-type: none"> Shane Collins declared that she had previously been employed by EQC prior to taking up her role with DPMC. The conflict was noted. 	Chair
3	Minutes	<p>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 1 May 2018</p> <p>Moved by: Jenny Hughey Seconded by: Mike West</p> <p>THAT the RAS Governance Group</p> <ol style="list-style-type: none"> Confirms the minutes of the RAS Governance Meeting held on 1 May 2018, having been circulated are a true and correct record. Approves the minutes of the RAS Governance Meeting held on 1 May 2018 to be released onto the RAS website <p>Previous Action Points</p> <p>Project Manager, in conjunction with both Community Law and the Brokers, is to develop a flow chart of actions to detail the actions involved in assisting this group of customers. Any</p>	Chair

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 - 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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		<p>draft needs to be reviewed by MBIE Legal.</p> <ul style="list-style-type: none"> Ongoing. A draft document is currently being reviewed and refined but not yet finalised. Carried forward. 	
4	Earthquake Symposium	<p>Dr Beaven shared her proposed abstract submission for the upcoming Symposium in November 2018.</p> <p>The Governance group were comfortable with the content and approach being taken. It was agreed that both Darren Wright and Jenny Hughey should co-present to ensure the link between the Local Authority and Community was evident.</p> <p>Action Point:</p> <ul style="list-style-type: none"> Dr Beaven to confirm with EQC, as sponsors of the research, that they are comfortable with the approach being taken for the proposed Symposium Abstract. Dr Beaven will circulate a final draft of the abstract to the Governance members for feedback. 	
5	Future of RAS	<p>The Chair gave an update on various issues impacting on RAS:</p> <ul style="list-style-type: none"> The service has been extended for a further 12 months to 30 June 2019. MBIE will source the funding to support the extension of an enhanced service. The Chair has developed an implementation plan pulling together all the relevant tasks and activities which is being reviewed weekly The on-going governance arrangements and the Memorandum of Understanding will need to be reviewed in light of the extension to the service. This will be scheduled for the next meeting. MBIE has been collaborating with the Ministry of Justice in regards to the proposed Canterbury Earthquake Insurance Tribunal and in particular the mediation component which will be delivered by MBIE. It was proposed that a new way of reporting RAS outcomes be introduced. This will now be in a dash board format and will replace the current Project Status Report. A sample dash board was tabled and it was agreed that this would be adopted and could be adapted as things change or emerge. <p>Action Point:</p> <ul style="list-style-type: none"> The new RAS dash board is to be introduced from the next meeting and will replace the existing Project Status Report 	

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6	RAS Operational Report	<p>RAS Monthly Project Status Report for June 2018</p> <p>The RAS Monthly Project Status Report for June 2018 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;">Moved by: Jenny Hughey Seconded by: Mike West</p> <p>The Governance group were advised that the newly developed well-being initiative was operational and updates on how it is being delivered and received will be given at future meetings.</p> <p>It was confirmed that we had committed to providing on-going support for the Kaikoura event through until December 2018, subject to demand. It was noted that the insurers had advised they were 99% through settling the event claims. The local TLA's have been advised of our intent.</p>	Project Manager
7	General Business	No items of general business were raised.	

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