

Governance Group - Meeting Minutes

Purpose	RAS Governance Meeting
Date / Time	28 November 2017 1.15 – 2.30pm
Location	Room 305, 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) • Kelvan Smith (DPMC)
Attendees	<ul style="list-style-type: none"> • Ken Pope (MBIE – Project Manager) for items 2 to 7
Invitees	<ul style="list-style-type: none"> • Dr Sarah Beaven for Item No: 4 • Darren Wright (DPMC) for items 3 to 7
Apologies	<ul style="list-style-type: none"> •

Item	Issue / Topic	Descriptor	Who
1	Board Only Time	The Board requested board only time.	
2	Apologies, Welcome and Conflicts of Interest	<p>Everyone was welcomed to the meeting. In particular to Kelvan Smith who is attending for the first time as the replacement for David Griffiths who has resigned from DPMC.</p> <p>Action Point:</p> <ul style="list-style-type: none"> • It was proposed that a letter be written to David Griffiths thanking him for his contribution. • No apologies were recorded. • Jenny Hughey declared her role as a Board member and Co-Chair of the National body of the Community Law Centres o Aotearoa. Given the Governments manifesto commitment to funding Community Law for the provision of legal advice Jenny informed that if conversations arose regarding this she would excuse herself from the discussion. • Conflicts of interest were noted. 	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
3	Minutes	<p>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 19 October 2017</p> <p style="text-align: center;">Moved by: Jenny Hughey Seconded by: Mike West</p> <p>THAT the RAS Governance Group</p> <ol style="list-style-type: none"> a) Confirms the minutes of the RAS Governance Meeting held on 19 October 2017, having been circulated are a true and correct record b) Approves the minutes of the RAS Governance Meeting held on 19 October 2017 to be released onto the RAS website <p>Previous Action Points</p> <p>The Project Manager to upload a copy of the latest MOU onto the RAS Website</p> <ul style="list-style-type: none"> • Complete <p>The RAS Governance group asked that the RAS data being gathered from the Kaikoura event be captured and presented to the Insurers Chief Executive group for their information.</p> <ul style="list-style-type: none"> • A letter has been sent to ICNZ on 6 November 2017 for circulation to their members. <p>MBIE to seek Ministerial agreement and commitment to an extension of the service to 30 June 2018, subject to demand.</p> <ul style="list-style-type: none"> • A briefing was issued to the Minister on 9 November 2017. <p>The final version of the Well-Being Referral Pathway is to be tabled at the November meeting for approval and release to staff.</p> <ul style="list-style-type: none"> • The referral flow chart has been updated and is on the November meeting agenda for ratification. 	Chair
4	RAS Governance Research Paper	<p>Dr Beaven presented a final draft that is in the process of going through the final stages of the editing process. There have been some delays whilst they finalised the front cover design. The Governance group were supportive of the suggested image.</p> <p>Action Point:</p> <ul style="list-style-type: none"> • Given the change in Minister it was agreed that the new Minister should receive a briefing on the publication ahead of it being released. • Dr Beaven was also asked to consider, in conjunction with EQC, how to best launch the publication. 	

- 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
5	RAS Operational Report	<p>RAS Monthly Project Status Report for October 2017</p> <p>The RAS Monthly Project Status Report for October 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;">Moved by: Jenny Hughey Seconded by: Kelvan Smith</p>	Project Manager
6	DPMC Update	<p>Whakatane/Edgecumbe:</p> <ul style="list-style-type: none"> • Completing our final visit to Edgecumbe for 2017 next week. Further visits will be determined when demand is known. • The majority of those wanting assistance have been in contact (40-50 people have accessed the service) • Very positive comments coming from residents, navigators and Whakatane District Council about the RAS service. <p>North Canterbury:</p> <ul style="list-style-type: none"> • Timing around access to accommodation is creating stressors for home owners. May impact into 2018 as home owners contemplate commencing work. • Meeting with the Kaikoura navigators on 14 December 2017 which will be a great opportunity to check in and update them on the direction and also identify any trends or pinch points. • There is confusion within the community about the EQC land Claims <p>Action Point:</p> <ul style="list-style-type: none"> • The Governance group would like an update at the February 2018 meeting from EQC on land settlements for the Kaikoura event <p>Well Being Referral Pathway:</p> <ul style="list-style-type: none"> • The amended Well-Being Referral Pathway was tabled for ratification. The Governance group approved the final version and asked that the following actions occur: <p>Action Points:</p> <ul style="list-style-type: none"> • The date of approval be placed on the final document • Updates to be provided at each meeting on the roll out of this document amongst the suppliers. 	

- 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
7	General Business	There were no items of general business raised	

Action Point Summary:

	Action Points	Action by	Timeframe
1	A letter to be written to David Griffiths thanking him for his contribution.	Project Manager	
2	Given the change in Minister it was agreed that the new Minister should receive a briefing on the publication ahead of it being released	Dr Beaven/EQC	
3	Dr Beaven was also asked to consider, in conjunction with EQC, how to launch the publication.	Dr Beaven/EQC	
4	The Governance group would like an update at the February 2018 meeting from EQC on land settlements for the Kaikoura event	Project Manager	
5	The date of approval be placed on the final Well-Being Referral Pathway document	Project Manager	
6	Updates to be provided at each meeting on the roll out and integration of the Well-Being Referral Pathway document amongst the suppliers.	Project Manager	

-
- 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.