

Governance Group - Meeting Minutes

Purpose	RAS Governance Meeting		
Date / Time	03 September 2015: 1:30pm – 3.00pm		
Location	Level 8 Boardroom, CERA Offices		
Attendees	<ul style="list-style-type: none"> Michelle Mitchell - CERA (Chair) Ken Pope - RAS Project Manager Darren Wright – Community Representative Hugh Cowan (EQC) Tim Grafton (ICNZ) Michael Aitken (CCC) Glenys Thornhill (CERA – Minutes) 		
Invitees	<ul style="list-style-type: none"> Helen Allred (MBIE) 		
Apologies	<ul style="list-style-type: none"> 		
Item	Issue / Topic	Descriptor	Who
1	Apologies and Welcome	<ul style="list-style-type: none"> Apologies and Welcome <ul style="list-style-type: none"> Helen Allred’s apology noted 	Presented by: Chair
2	Conflicts of Interest	<ul style="list-style-type: none"> Darren Wright declared that he remains a member of the Advisory Board on Transition. The conflict was noted. 	Presented by: Chair
3	Previous Minutes	<p>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 06 August 2015</p> <p>Moved by: Michelle Mitchell Seconded by: Darren Wright</p> <p>THAT the RAS Governance Group</p> <ol style="list-style-type: none"> Confirms the minutes of the RAS Governance Meeting held on 06 August 2015, having been circulated, are a true and correct record Approves the minutes of the RAS Governance Meeting held on 06 August 2015 to be released onto the RAS website 	Presented by: Chair
4	Previous Action Points	<ul style="list-style-type: none"> Project Manager to work with Community Law Canterbury and CERA to consider an approach to the District Law Society relating to vulnerable homeowners engaged with earthquake litigators Project Manager to analyse a sample of new cases to determine if there is a business as usual response that might address the issues being raised by the homeowners Project Manager to provide an update on the Technical Panel 	Action by: Ongoing Completed Completed

- 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.

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5	Transition	<p>Discussion on Transition</p> <p>Discussion</p> <ul style="list-style-type: none"> • Draft Governance position has been prepared encompassing individual members' feedback • Draft needs further work prior to it being forwarded to MBIE for consideration • Currently awaiting MBIE's position and business case for moving forward • With the transition to MBIE, Governance will need to appoint a new Chair to manage the service • RAS budget for any likely extension to the service is to be prepared and circulated prior to the next meeting <p>Action Point</p> <ul style="list-style-type: none"> • Project Manager to develop a draft budget for the 2016 year based on the framework as outlined in the previous paper "The Future of Canterbury Residential Advisory Service" 	Project Manager
6	RAS Update	<p>RAS Monthly Project Status Report for August 2015</p> <p>The RAS Monthly Project Status Report for August 2015 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: right;">Moved by: Michelle Mitchell Seconded by: Michael Aitken</p> <p>THAT the RAS Governance Group:</p> <ul style="list-style-type: none"> • Receives the RAS Monthly Project Status Report for August 2015. • Approves the RAS Monthly Project Status Report for August 2015 <p>Action Point</p> <ul style="list-style-type: none"> • Requested more detail on Property Pathways be incorporated into the Operational Report • MOU still awaiting signatures from both EQC and CCC 	
7	Health and Safety	<p>Discussion</p> <ul style="list-style-type: none"> • A recent threat was made via Facebook in regard to a Seminar at the In The Know Hub. Security protocols were enacted and all parties engaged on the alert. No incident occurred and the debrief post the Seminar validated the robustness of the process 	
8	General Business	<p>Discussion</p> <ul style="list-style-type: none"> • No matters raised 	

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9	Board only time	The Board requested 'Board Only' time	
10	Next meeting	Thursday 8 October 2015 12:30pm to 2:00pm – CERA Offices Level 8 Board Room	

Action Point Summary:

	Action Points	Action by	Timeframe
1	Project Manager to work with Community Law Canterbury and CERA to consider an approach to the District Law Society relating to vulnerable homeowners engaged with earthquake litigators	Project Manager	Ongoing
2	Project Manager to develop a draft budget for the 2016 year based on the framework as outlined in the previous paper "The Future of Canterbury Residential Advisory Service"	Project Manager	Completed
3	Requested more detail on Property Pathways be incorporated into the Operational Report	Project Manager	Completed
4	MOU still awaiting signatures from both EQC and CCC	EQC/CCC	Completed

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