

The Leasehold Advisory Service and Lease Conferences Limited (LEASE)

Minutes of the Board Meeting held on 18 May 2017

Present:

Roger Southam (Chair) (RS), John May (JM), Steve Jackson (SJ), Geneviève Mariner (GM), Tariq Kazi (TK)

In attendance:

Anthony Essien (Chief Executive) (AE), Tim Courtenay (TC), Nick Haler (NH), Richard Hand (RH), Nicholas Kissen (NK), Kavita Bharti (KB), (Nicolette Davis) (ND) (note-taker)

Observer: Ed Clift (EC), DCLG

2016/05/1 Apologies for absences and declarations of interest

- Apologies for absence were received from Dona Awano (DA) Nicola Mullany (NM) and Charlie Chappell (CC)
- RS declared that Savills undertake residential management and he is a director at Savills although his role does not involve him in direct management of buildings.
- TK declared that he is a member of the Treasury Committee of Bromford Housing group a non-profit organisation with leaseholders. There is no conflict of interest but TK makes the comment for the record.
- JM declared that he is a Solicitor in private practice and the Principal of John May Law and these interests are not considered to conflict with his role as a board member.
- GM declared that she is a Director of Strettons Limited and provides valuation, negotiation and expert witness services to both lessees and landlords in respect of lease extension and enfranchisement claims under the Leasehold Reform Housing and Urban Development Act 1993 and the Leasehold Reform Act 1967.

2017/05/2 Chair's comments

- RS welcomed TK as one of the new Board members.
- As parliament is in purdah now is a good time for LEASE to address strategy.

2017/05/3 Confirmation of the Minutes of the Board meeting of 20 April 2017

The Minutes were approved subject to adding the declarations for GM and JM.

2017/05/4 Matters arising and action points from previous meetings

The paper was noted and the following was agreed:

- Board requested that a deadline be set for the staff member that has not read the Procedure for reporting data protection incidents (2017/04/08) **(Action: AE)**
- Remove income generation actions (2016/11/09) **(Action TC)**
- In future the paper titles would be added to the reference numbers in this paper.
(Action: AE)

2017/05/5 Update from ARC Chair (incl draft minutes of ARC meeting held on 11 May 2017)

SJ updated the Board and the paper was noted.

For the information of the new board member it was confirmed that all Board members receive data protection compliance training and both new board members will be registered with Civil Service Learning in order to undergo the necessary training **(Action: AE)**

Board appraisals will need to be arranged **(Action: RS)**

2017/05/6 Recommendation from ARC regarding 2016-17 LEASE and Lease Conferences Audited Accounts

The Board agreed the recommendation subject to the following:

- Ensure a clear break in the Operating Review between the Chairman's statement and the Governance Statement **(Action TC)**
- The BIS acronym is the old version and the department's full name should be used instead: the Department for Business, Energy & Industrial Strategy **(Action TC)**

2017/05/07 Recommendation from ARC regarding the Auditor's Management Letter

The Board approved the Management Letter.

2017/05/08 Recommendation from ARC regarding 2016- 17 Letter of Representation

The Board approved the letter of representation and RS signed it.

2017/0/9 ARC Recommendation from ARC regarding Financial Procedures Manual

The Board approved the paper with the following recommendations:

- Paragraph numbered 3 HOO title needs to be set out in full as 'Head of Operations' before the acronym **(Action TC)**
- Paragraph numbered 7 there is a typo in the first line **(Action TC)**
- Paragraph numbered 10 should specify when the budget is approved. **(Action TC)**

2017/05/10 Recommendation from ARC regarding Regulatory Compliance Report

The Board approved the report with the request that the auditor's place it on their headed paper **(Action TC)**

2017/0/11 Draft 2016-17 LEASE Annual Report

The Board went through the Annual Report with the following recommendations:

- Remove RS's picture **(Action AE)**
- Have the full names of WOW! Award recipients and remove brackets **(Action AE)**
- Put the tables in a separate Annex. **(Action AE)**
- Remove photo of RS **(Action AE)**
- In Annex A simply list achievements **(Action AE)**
- Circulate final revised draft with Board once complete. **(Action AE)**

2017/05/12 Sales and Marketing update to April

The Board noted the paper and directed that future training is discontinued.

2017/05/13 Finance Report and April

The Board noted the report .

2017/05/14 LEASE and Lease Conferences Strategic Risk Registers

The Board noted the contents of the paper and agreed to add additional narrative to the disclaimer at the bottom of the calculator:

“The estimate is likely to be correct when there is no clear evidence of short lease sales transactions in a block. The calculator is for initial consideration purposes only. You should not take any action without seeking formal professional advice first.” (Action NH)

It was suggested that AE contact the RICS valuation sub-group to see if they would assist LEASE in updating the calculator. **(Action AE)**

2017/05/15 Performance report to April

The Board noted the contents of the Performance report.

RH informed them that the number of missed/cancelled appointments were a similar amount to those when booked online or booked through reception.

2017/05/16 Update on 2017-18 Business Plan progress to April

The Board noted the contents of the paper.

2017/05/17 Strategy Discussion Paper

The board discussed the strategy and agreed to revising the strategy paper. RS will produce a first draft for circulation and discussion over email with a view to agreeing at the July meeting **(ACTION RS)**

2017/05/18 Chief Executive’s Report

The Board noted the report

2017/05/19 Website update to April

The Board noted the contents of the paper and requested that passwords be changed on a cycle of no more than every two months **(Action NH)**

2017/04/19 Board Work Plan and Meeting dates

The Board agreed the contents of the paper

2017/04/20 Any Other Business

There was no other business

Next Board meeting date and time: 11.00am on Thursday 20 July 2017 at Fleetbank House, 2-6 Salisbury Square, London, EC4Y 8JX