

The Leasehold Advisory Service and Lease Conferences Limited

Minutes of Board Meeting held on Thursday 12 May 2016

Present:

Roger Southam (Chair) (RS), John May (JM), Steve Jackson (SJ), Geneviève Mariner (GM), Nicola Mullany (NM)

In attendance:

Anthony Essien (Chief Executive) (AE), Tim Courtenay (TC), Kavita Bharti (KB), Richard Hand (RH), Nicholas Kissen (NK), Vikki Hawkins (VH) (note-taker)

Observer:

Charlie Chappell (DCLG) (CC), Mark Malvisi (DCLG) (MM)

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

- Apologies for absence were received from Dona Awano (DA)
- Roger Southam declared that he is Chairman and CEO of Chainbow Ltd, a company operating in residential leasehold management but confirmed that no activity would interfere or affect probity and handling of his role as Chair of LEASE

2016/05/2 Chair's comments

- The Chair welcomed Charlie Chappell and Mark Malvisi, new team leader and team member respectively, from the leasehold team at DCLG
- There is now ministerial clearance on the Triennial review, currently awaiting Cabinet Office clearance
- The Chair proposed that to reach stakeholders on a high and wide basis that they would be engaged through a six-monthly report rather than cyclical meetings.

2016/05/3 Confirmation of the Minutes of the Board meeting of 10 March 2016

The Minutes were approved

2016/05/4 Matters arising and action points

- AE presented this paper and TC updated the Board with regards the launch date of the new website and of the tendering for insurance broker
- RS is awaiting the draft spec from DCLG regards recruitment of a new board member and the draft will be circulated to the whole Board (ACTION: RS)
- Points 14 and, 21 from previous minutes need to be added to matters arising

2016/05/5 Update from ARC Chair (incl draft minutes of ARC meeting held on 3 March 2016)

- SJ reported on ARC's recent meeting on 3 May and his attendance at DCLG's ARC Chair's forum.

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

The Board approved the audited accounts with the following amendments:

- Reduce the range of remuneration of board members to £2.5k
- Include 2015-16 remuneration for former Board members for accurate comparator.
- Include a note that governance changes have increased Board costs in 2015-16

Following discussion it was agreed that Lease Conferences Ltd should meet a share of the Board's costs (ACTION: AE); and that Board members will submit their remuneration and expenses claims on a monthly basis (ACTION: RS)

2016/05/7 Recommendation from ARC regarding the Auditors Management Letter

The Board approved the Management Letter

2016/05/8 Recommendation from ARC regarding Financial Procedures Manual

The Board noted the paper and approved the contents with the following amendments:

- If HOO is absent then the framework needs to be able to allow for Upper Management (AE) to be able to approve
- Management can undertake minor changes to the manual throughout the year with an annual review by the Board

2016/05/9 Recommendation from ARC regarding the appointment of Internal Auditors

The Board approved the appointment of the Internal Auditor

- It is to be noted that the Board Chair had no involvement with the decision making in this process

2016/05/10 Recommendation from ARC regarding the Letter of Representation

The Board noted and approved the contents of the letter

2016/05/11 Recommendation from ARC regarding Bank Mandate

The Board noted and approved the contents of the bank mandate

2016/05/12 Draft 2015-16 LEASE Annual Report

The Board approved the draft report with the following requirements:

- Include a short comment on the Triennial Review.
- Tidying up the alignment throughout
- Altering the names of the case studies to be less readily identifiable, and add a Park Homes case study
- Find better photos for the report
- Use pie charts rather than tables

(ACTION: AE)

2016/05/13 Performance Report to April

The Board felt that the report was inadequate and requested:

- More clarity to the report
- Evidence on how the backlog is being tackled
- Send through tables of when enquiries come through
- Remove annual target 2016/17 and do a comparison against previous year
- KPIs should appear here and not in the business plan update paper(ACTION: AE)

Following discussion it was agreed that the Chair would discuss with AE the information the Board wishes to see represented in future reports. (ACTION: RS)

2016/05/14 Finance Report to April

The Board noted the contents of the paper with the following comments:

- Contact the Welsh government as to why we still have outstanding payments from them and illustrate how it affects us
- Need to have a budget included in the report
- Going forward draft a budget for January Board meeting with a final budget for March meeting (ACTION: AE)

2016/05/15 Update on 2016-17 Business Plan progress to April

The Board noted the contents of the Business plan with the following comments:

- Greater clarity required on what we are putting in place to achieve KPI'S
- Prioritise targets by using a traffic light system
- Subscriptions need to be launched on original date to generate income (ACTION: AE)

2016/05/16 LEASE and Lease Conferences Strategic Risk Registers

The board noted the contents of this paper

2016/05/17 Chief Executive's Report

The Board noted the contents of the report

2016/05/18 2017 Conference Steering Group

The Board had a discussion regards organising a conference steering group. Dates for the steering group will be put forward once the decision has been made as to who will be the preferred conference organiser.

2016/05/19 Board Work Plan and meeting date

The Board work plan needs to reflect the November meeting is on the 17th.

2016/05/20 AOB

- The Board agreed that pending the recruitment of a new Board member, to switch NM for GM for a limited number of ARC meetings.
- TC reported that a third party had requested that he provide a rating system for managing agents in the Directory. The Board requested a proposal should be provided (ACTION: TC)
- TC reported on a helpful meeting with the Pensions Advisory Service and their use of volunteers.
- Following discussion it was agreed that a list of reform proposals will be generated for submission to DCLG (ACTION: AE)

Next meeting date and time: 11.00am on Thursday 7 July 2016 at The Offices of Chainbow, London, SE1