

LEASE – The Leasehold Advisory Service

Minutes of the Board Meeting held on Monday 21 January 2019

Present:

Wanda Goldwag (Interim Chair) (WG), Steve Jackson (SJ) (Victoria Elvidge (VE), and Tariq Kazi (TK)

In attendance:

Anthony Essien (Chief Executive) (AE), Tim Courtenay (TC) Nicolette Davis (Note taker) Nick Haler (NH) (for part)

Observers: Jose Espineira (JE) (MHCLG)

2019/01/1 Welcome and apologies for absence

There were no apologies for absence.

2019/01/2 Declarations of interest

- WG declared that she is an advisor to Smedvig Venture Capital; a lay member of the QC appointments panel; Chair of the Office of Legal Complaints; and a Non-Executive Director of the Royal Free London NHS Foundation Trust.
- TK declared that he is an employee of Optivo Housing; and a Board Member and Finance Committee Chair of Stonewater Housing. TK makes the comment for the record as each of these, alongside their main social housing rental activities, is also a freeholder that has dealings with leaseholders through their low cost home ownership activities. There is no professional conflict as each is a not-for-profit charitable organisation that is a Registered Provider regulated by the Regulator of Social Housing.
- SJ declared that he has been appointed to the Audit Committee of Southway Housing Trust, a not-for-profit charitable organisation that is regulated by the Regulator of Social Housing. SJ makes the comment for the record as alongside its main social housing rental activities, it is also a freeholder that has dealings with leaseholders through their low cost home ownership activities.
- VE, TK and SJ all declared that they are long leaseholders.

2019/01/3 Confirmation of the Minutes of the Board meeting held on 22 November 2018

The Minutes of 22 November 2018 were approved as a true and accurate copy.

2018/01/4 Matters arising and action points from previous meetings

The Board noted the paper and after discussion it was agreed:

- that, unless JE can identify that LEASE cannot use the Civil Service Staff Survey, LEASE should adopt it for the March 2019 survey. **(ACTION JE)**; and
- management is to approach the Land Registry to see if we can collaborate on data publication and identify themes arising from shared data. **(ACTION TC)**

2019/01/5 Chief Executive's Report

The Board noted the paper.

2019/01/6a Performance Report to December

The Board noted the contents of the paper, and agreed that the calculator is a good tool, however it should be reviewed every 6 months and if there are changes in valuation practice then the calculator should be updated accordingly. **(ACTION AE)**

2019/01/6b Digital services update to December

The Board noted the paper, and after discussion:

- requested, by next meeting, that management identify the approach taken by other ALBs, Land Registry and Companies House to PPC **(ACTION TC)**; and
- requested that management progress help from MHCLG's Richard Smith on penetration testing **(ACTION TC)**

2019/01/6c Marketing Update

The Board noted the paper and after discussion it was agreed:

- that a meeting would be sought for WG with the Chair of Citizen's Advice **(ACTION ND)**
- during WG's meeting with MHCLG's Permanent Secretary in March, explore how MHCLG could assist LEASE in becoming one of Citizen's Advice's National Partners **(ACTION WG)**

2019/01/7a Finance Report to December

The Board noted the paper and after discussion it was agreed:

- requested an update on the timetable for the end of year accounts **(ACTION TC)**;
- the Chair and CEO forewords for the end of year accounts should be generated for the next meeting **(ACTION WG and AE)** ; and
- as regards the LEASE exiting Fleetbank House in 2021;
 - shortlist of properties would need to put together by 30 June 2019; and
 - MHCLG's property department be contacted to see if there is any spare capacity in any of their buildings **(ACTION TC)**

2019/01/7b Update from interim ARC Chair (incl draft Minutes of ARC meeting held on 13 December 2018).

The draft Minutes were noted and after discussion it was agreed that with WG's appointment, TK's role as interim Chair of LEASE's Audit and Risk Assurance Committee (ARC) had come to an end and that SJ should now resume the role as ARC's Chair.

2019/01/07c Strategic Risk Register

The Board noted the paper.

2018/10/7d Update on Business Plan progress to December

The Board noted the paper, and it was agreed that the draft Interim Business Plan would be revised this week, following discussion between WG and AE, and returned to MHCLG. **(ACTION AE)**

2019/01/8a Future Work Plan and meeting dates

The Board agreed the Work Plan and noted that TK would dial-in for the meeting on 21 March 2019.

2018/01/8b Any other Business

WG noted that with the pressure of Brexit on departments, and on MHCLG in particular, alongside its current policy load; that precision as regards the Government's legislative plans is some time away.

Next Board meeting date and time: 10.30am on Thursday 21 March 2019 in Room LG7 at Fleetbank House, 2-6 Salisbury Square, London, EC4Y 8JX.