

LEASE – The Leasehold Advisory Service

Board Meeting held on Thursday 19th September 2019

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

In attendance: Anthony Essien (Chief Executive) (AE), Justin Kenny (JK), Nicolette Davis (Note taker)

Observer: Jose Espineira (JE), MHCLG

1. 2019/09/1 Welcome and apologies for absence

1.1 There were no apologies for absence.

2. 2019/09/2 Declarations of interest

2.1 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, a Non-Executive Director of the Royal Free London NHS Foundation Trust and Chair of the Financial Conduct Authority's Consumer Panel.

2.2 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.

2.3 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.

2.4 VE declared that she is on a panel reviewing the Board of Directors of Ebbsfleet Development Corporation; and is Chairing the Social Sector (Building Safety) Engagement Best Practice Group.

2.5 VE, TK and SJ all declared that they are long leaseholders.

3. 2019/09/3 Confirmation of the Minutes of the Board meeting held on 22 July 2019

3.1 WG requested that current Board member declarations should be confirmed before confirmation of the July Minutes. **(ACTION: AE)**

4. 2019/09/4 Matters arising and action points from previous meetings

4.1 The Board noted the paper and suggested that data from the online calculator and the LEASE quiz could be collected for project Open Door. **(ACTION: AE)**

4.3 The Board requested confirmation that the revised Memorandum and Articles of Association have been registered with Companies House. **(ACTION: AE)**

5. 2019/09/5 Chair and Chief Executive's Report

5.1 The Board noted the paper and suggested that it would be useful when sector developments arise that they are sent an update email. **(ACTION: AE)**

5.2 AE notified the Board that there is a space planning exercise regarding the move from Fleetbank House to 10 South Colonnade (10SC) in 2021. The Board advised that should the opportunity to move to 10SC not go to plan, that LEASE should look to act with other occupiers on an alternative destination in London. **(ACTION: AE)**

6. 2019/09/6a Performance Report to August

6.1 The paper was presented the Board thanked JK for the more concise 'dashboard' approach.

6.2 On the matter of the proposed Risk Officer role, the Board requested that management come back to the Board with a fuller listing of the functions and with a revised job title. **(ACTION: JK)**

7. 2019/09/7a Technology Update Report

7.1 The Board noted the paper.

8. 2019/09/7b MHCLG-LEASE task list

8.1 JK presented the paper and updated the Board that all projects are now uploaded to Trello.

9. 2019/09/8a Finance Update Report

9.1 The Board noted the paper.

10. 2019/09/08b Risk Register

10.1 JK presented the paper to the Board and after some discussion the Board agreed management should agree an Enterprise Risk Framework with a view to scheduling a risk workshop after the Chair has met with MHCLG's Permanent Secretary. **(ACTION: JK)**

11. 2019/09/09a Future Work Plan and meeting dates

11.1 WG requested that a Doodle invite be sent for Board meetings in 2020; and it was agreed that the next Audit and Risk Assurance Committee and Board meetings would be brought forward from 21st November to 19th November at 11.30am and 12.30pm respectively. **(ACTION: AE)**

12. 2019/09/09b Any Other Business

12.1 JE updated the Board that future Accounting Officer meetings would be administered by is colleague Sarah Moore; and that MHCKG would be represented at LEASE's Board meetings by Claire Mathys or Sandra Simoni.

Next Board meeting date and time: 12.30pm on Tuesday 19th November 2019 in Room LG7 at Fleetbank House, 2-6 Salisbury Square, London, EC4Y 8AE.