

LEASE – The Leasehold Advisory Service

Minutes of the Board Meeting held on Monday 22nd July 2019

Present:

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

In attendance:

Anthony Essien (Chief Executive) (AE), Nicolette Davis (Note taker) Sam Smith (SS) (for item 2019/07/7a)

Observer: Jose Espineira (JE), MHCLG

1. 2019/07/1 Welcome and apologies for absence

1.1 There were no apologies for absence.

2. 2019/07/2 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. 2019/07/3 Confirmation of the Minutes of the Board meeting held on 30th May 2019

3.1 The Minutes of the Board meeting held 30th May 2019 were approved as a true and accurate copy.

4. 2019/07/4 Matters arising and action points from previous meetings

4.1 The Board noted the paper.

5. 2019/07/5 Chair and Chief Executive's Report

5.1 WG and AE updated the Board on various meetings attended and AE set out sector updates and that he had been invited to join the advisory group to the Redress Reform Working Group.

6. 2019/07/6a Performance Report to June

- 6.1 The Board noted the paper and requested that management consider how LEASE can present an update summarising the current state of reform across leasehold. **(ACTION AE)**
- 6.2 The Board noted that the paper shows a functioning organisation and that management should pass the Board's thanks to staff.

7. 2019/07/7a Content Strategy

- 7.1 SS presented the paper. The Board thanked SS for a very good comprehensive paper and suggested that the content strategy be categorised into groups of priority to identify the most important tasks. **(ACTION SS)**

At this stage WG apologised and left the meeting, VE chaired the remainder of the meeting from this point.

- 7.2 The Board requested that a contingency plan be put in place in the event the SS is unavailable to update social media platforms **(ACTION SS)**
- 7.3 After some discussion the Board asked AE to think about whether there was any value in collecting data that clients input when using the online calculator. **(ACTION AE)**
- 7.4 It was agreed that the strategy should be further informed by more extensive mapping of services of other providers of free advice. **(ACTION AE)**

8. 2019/07/8a Finance and Report to June

- 8.1 AE presented the paper to Board and after some discussion the Board questioned how the unauthorised IT overspend had arisen (rather than being pre agreed/authorised) and requested that expenditure be monitored very closely; and that management clarify with MHCLG whether surplus salary funds can be used to cover the overspend **(ACTION AE)**
- 8.2 AE notified the Board that LEASE would need to make a business case to MHCLG for capital costs and Government Property Agency (GPA) costs in relation to the move in 2021. **(ACTION AE)**
- 8.3 AE updated that Board that two representatives from each of the occupiers of Fleetbank House have been invited to tour 10 South Colonnade, Canary Wharf on 15th August.
- 8.4 The Board ratified WG's engagement letter to GPA.

9. 2019/07/08b Strategic Risk Register

- 9.1 The Board noted the paper.

10. 2019/07/08c Update on Business Plan

- 10.1 The Board approved the paper.

11. 2019/07/09a Future Work Plan and meeting dates

- 11.1 The Board approved the paper.

12. 2019/07/09b Any Other Business

- 12.1 AE presented to the meeting a written form Special Resolution to adopt new Articles of Association for LEASE in substitution for the existing Articles of Association, including the provisions previously contained in the Memorandum of Association. The Board approved the resolution for circulation to the members, and the individuals present then signed the resolution in their capacity as members.

Next Board meeting date and time: 11.30am on Thursday 19th September 2019 in Room LG7 at Fleetbank House, 2-6 Salisbury Square, London, EC4Y 8AE.