

LEASE – The Leasehold Advisory Service

Minutes of the Board Meeting held on Tuesday 28 January 2020

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 (Chief Operating Officer) (JK), Nicolette Davis (Note taker) (ND)

Observer: Ed Pitchforth (EP), MHCLG

1. 2020/01/1 Welcome and apologies for absence

1.1 There were no apologies for absence.

2. 2020/01/2 Declarations of interest

2.1 WG declared that she is an advisor to Smedvig Venture Capital; a lay member of the QC appointments panel; a Non-Executive Director of the Royal Free London NHS Foundation Trust; Chair of the Financial Conduct Authority's Consumer Panel. She will become the Independent Panel Chair of the Modification Panel for the Joint Office of Gas Transporters, effective 1st January 2020, and will be stepping down as Chair of the Office of Legal Complaints on 31st March 2020.

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 Chairing the Social Sector (Building Safety) Engagement Best Practice Group.

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

3. 2020/01/3 Confirmation of the Minutes of the Board meeting held on 19th November 2019

3.1 The Minutes of the Board meeting held on 19th November 2019 were approved as a true and accurate copy, subject to the correction of typos. **(ACTION AE)**

4. 2020/01/4 Matters arising and action points from previous meetings

4.1 The paper was noted, and AE updated the Board that all Leasehold Advisory Service HSBC accounts have been closed and balance monies received. However, the Lease Conferences Ltd deposit account, despite HSBC informing AE that the account is prioritised for closure and the monies transferred, the funds have not been received. AE indicated that he would visit the branch for an update. **(ACTION AE)**

5. 2020/01/5 Chair and Chief Executive's Report

5.1 WG and AE presented the paper, and WG updated the Board that the meeting with the Chair of Citizens Advice Bureau is to be rearranged, and she will speak on LEASE's behalf when the meeting occurs. **(ACTION WG)**

5.2 The Board suggested that LEASE's response to any enquiries regarding cladding should align with that of MHCLG's comments, and once we have commentary from the Building Safety Program something can then be added to the LEASE website. **(ACTION AE)**

5.3 WG notified the Board that phase 2 of the LEASE Review is underway, and that she is a member of its Project Board.

6. 2020/01/6a Performance Report to December

6.1 JK presented the paper and the Board noted performance to December.

6.2 SJ, as ARC Chair, updated the Board that the committee has instructed management to undertake a piece of work to better understand MHCLG's authorisation processes. **(ACTION AE)**

7. 2020/01/7a Finance Update Report

7.1 The paper was noted and JK clarified the variance columns for income and expenditure, and that the current surplus would be run down by the end of the year leaving only enough for necessary liquidity. **(ACTION AE)**

7.2 The Board requested that once clarification of the transfer of monies from HSBC has been sought that the ARC is updated. **(ACTION AE)**

8. 2020/01/08a Future Work Plan and Meeting Dates

8.1 The Board noted the paper and suggested that at this time nothing should be altered until after the review.

8.2 The Board asked that management consider how insights from other customer feedback to garner any further insights that could inform the Mystery Shopper exercise. **(ACTION AE)**

9. 2020/01/08b Any Other Business

9.1 There was no other business

Next Board meeting date and time: 11.30am on Tuesday 24th March 2020 in Room LG6 at Fleetbank House, 2-6 Salisbury Square, London, EC4Y 8AE.

A handwritten signature in black ink, consisting of a stylized 'W' followed by a large loop and a long horizontal stroke.