

## **LEASE – The Leasehold Advisory Service**

### **Minutes of the Board Meeting held on Tuesday 19 November 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 (Chief Operation Officer) (JK), Nicolette Davis (Note taker) (ND) Sam Smith (SSm) (for item 2019/07/7a)

**Observer:** Sandra Simoni (SS), MHCLG

#### **1. 2019/11/1 Welcome and apologies for absence**

1.1 There were no apologies for absence.

#### **2. 2019/11/2 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 1<sup>st</sup> January 2020, and will be stepping down as Chair of the Office of Legal Complaints on 31<sup>st</sup> 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 and SJ all declared that they are long leaseholders.

#### **3. 2019/11/3 Confirmation of the Minutes of the Board meeting held on 19<sup>th</sup> September 2019**

3.1 The Minutes of the Board meeting held on 19<sup>th</sup> September 2019 were approved as a true and accurate copy.

#### **4. 2019/11/4 Matters arising and action points from previous meetings**

4.1 The Board noted the paper and requested that the newly appointed Business Intelligence Analyst not only address immediate tasks assigned to her by JK, but also study current and historic data held by LEASE for its wider usefulness to the leasehold and park homes sectors.

4.2 The Board expressed concern, as regards the complexity of data protection and freedom of information requests, and suggested that the organisation use the same software used by MHCLG.

4.3 The Board requested that in the meeting with staff, LEASE's SIRO should remind all staff to review LEASE's email policy in the Staff Handbook **(ACTION VE)**

#### **5. 2019/11/5 Chair and Chief Executive's Report**

5.1 WG and AE updated the Board on various meetings attended and AE set out sector updates.

#### **6. 2019/11/6a Performance Report (Executive Summary Dashboard)**

6.1 AE presented the paper and the Board noted that October advice output was the highest single month in the last five years.

6.2 The Board suggested that the career development policy should recognise both internal and external progression in working at LEASE. **(ACTION JK)**

6.3 The Board advised management that it should continue to progress performance improvements and to thank staff for their progress. **(ACTION AE)**

#### **7. 2019/11/7a Technology Update Report**

7.1 The Board noted the contents of the paper and were informed that the upgrades for both hardware and software would begin on the 2<sup>nd</sup> December; and that all current hardware would be securely disposed of by our suppliers. The Board requested a destruction certificate is obtained once disposal is completed. **(ACTION JK)**

7.2 The Board suggested that the old screens could be donated to charity. **(ACTION AE)**

7.3 The Board requested that management contact William Tandoh of MHCLG's Park Homes policy team, before the next Accounting Officer meeting, to ensure they are content with the content and the Park Homes website. **(ACTION JK)**

#### **8. 2019/11/8a Finance Update Report**

8.1 JK presented the paper to the Board and after some discussion the Board requested that the variance column should be clearer in the next report. **(ACTION JK)**

8.2 The Board requested that by year end that there should be no intercompany balance and that the HSBC account must be closed. **(ACTION JK)**

8.3 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)**

#### **9. 2019/11/08b Risk Update**

9.1 The Board noted the paper and suggested that a representative from MHCLG's leasehold policy team should also attend the risk workshop on 29<sup>th</sup> January 2019 **(ACTION AE)**

#### **10. 2019/119a Policy Update Report**

10.1 The Board noted the paper.

**At this stage SSm entered the room to present the Communications Update**

**11. 2019/11/7b Communications Update**

11.1 The Board noted the paper and suggested that Rightmove are contacted to ensure they are still happy with the content previously provided, and that management makes contact with Zoopla. **(ACTION AE)**

11.2 WG advised that she is due to meet the Chair of Citizens Advice on 17<sup>th</sup> December 2019, in another role, and agreed to speak on LEASE's behalf. **(ACTION WG)**

**12. 2019/11/08c Future Work Plan and meeting dates**

12.1 The Board approved the Work Plan, subject to changing the July meeting date to 20<sup>th</sup> July 2020. **(ACTION AE)**

**13. 2019/07/09b Any Other Business**

13.1 SS informed the Board that Ed Pitchforth has replaced Joe Murphy as the new team leader for leasehold.

13.2 The Board requested that MHCLG notifies LEASE in advance which of their team members will attend Board meetings as an observer. **(ACTION SS)**

13.3 SS informed the Board that either Clare Mathys or Jose Espineira will be attending the Board meeting on 28<sup>th</sup> January 2020.

**Next Board meeting date and time: 11.30am on Tuesday 28<sup>th</sup> January 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.