

LEASE – The Leasehold Advisory Service

Minutes of the Board Meeting held on Friday 29th May 2020 by videoconference

Present:

Wanda Goldwag (Interim Chair) (WG), Steve Jackson (SJ) and Victoria Elvidge (VE).

In attendance:

Anthony Essien (Chief Executive) (AE), Nicolette Davis (Note taker) (ND)

Observer: Sandra Simoni (SS), MHCLG

1. 2020/05/1 Welcome and apologies for absence

1.1 There were no apologies for absence.

2. 2020/05/2 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 is also the Independent Panel Chair of the Modification Panel for the Joint Office of Gas Transporters.

2.2 SJ declared that he is a member of 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.

2.3 VE declared that she is Chairing the Social Sector (Building Safety) Engagement Best Practice Group.

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

3. 2020/05/3 Confirmation of the Minutes of the Board meeting held on 24th March 2020

3.1 The Minutes of the Board meeting held on 24th March 2020 were approved as a true and accurate copy, subject to slight amendment on SJ's declaration **(ACTION AE)**

4. 2020/05/4 Matters arising and action points from previous meetings

4.1 The paper was noted, and the Board were updated that MHCLG's HR have confirmed that LEASE staff can access the department's wellbeing offer, and access via MHCLG intranet is being resolved.

4.2 AE notified the Board that he and two senior advisers met with BSP who outlined the non-ACM cladding fund aims and prospectus.

The Board suggested that advisers not only receive updates on the fund via the legal clinic but, also ensure that all future staff training mirrors the testing done for inductions **(ACTION AE)**.

4.3 The Board were updated on the timetable for LEASE's year end accounts and asked for key dates to be circulated to them **(ACTION AE)**.

5. 2020/05/5 Chair and Chief Executive's Report

5.1 The paper was noted. AE updated the Board on meeting with the Competition and Markets Authority; upcoming training for Debt Free London on Service Charges; and a meeting with ACAS and Public and Commercial Services union on Friday 5th June.

5.2 AE updated the Board on LEASE's current information requests, and after some discussion the Board requested clarification from MHCLG on the department's policy on information requests during the COVID-19 emergency. **(ACTION SS)**

6. 2020/05/6a Performance Report to April

6.1 AE presented the paper and the Board noted the performance to April and that staff are performing well despite the ongoing challenges.

7. 2020/05/6b Draft 2019-20 LEASE Annual Report

7.1 The Board approved the draft report, subject to missing items being resolved by 5th June; and the final draft to be sent to MHCLG as soon as possible. **(ACTION AE)**

8. 2020/05/7a Finance Report to April

8.1 The Board noted the paper.

9. 2020/05/8a Letter of Intent – 10 South Colonnade

9.1 The Board felt that at this time they were unable to approve the letter of intent, because the current wider environment required advice from MHCLG to inform a final decision **(ACTION WG)**

10. 2020/05/08b Future Work Plan and Meeting Dates

10.1 The Board agreed to the work plan and requested that the diary is amended to reflect that all meetings will be remote via Microsoft teams. **(ACTION ND)**

11. 2020/05/8c Any Other Business

11.1 AE recommended that WG is appointed to ARC in order that its membership remains at three as per its Terms of Reference. The Board agreed.

11.2 The Board agreed to provided AE with additional support through twice weekly meetings with the Chair and fortnightly with SJ and VE.

11.3 VE highlighted that she may have difficulty in attending the Board meeting scheduled for 24th November 2020.

Next Board meeting date and time: Monday 20th July 2020 at 11.30am by videoconference

A handwritten signature in black ink, consisting of a large, stylized 'W' followed by a long, sweeping horizontal stroke that ends in a small upward flick.