

LEASE – The Leasehold Advisory Service

Minutes of the Board Meeting held on Wednesday 18th November 2020 online via Microsoft Teams

Present:

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

In attendance:

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

Observer: Ed Pitchforth (EP)(MHCLG)

1. 2020/11/1 Welcome and apologies for absence

1.1 There were no apologies for absence

2. 2020/11/2 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; an Associate Non-Executive Director at Whittington Health NHS Trust. 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. 2020/11/3 Confirmation of the Minutes of the Board meeting held on 23rd September 2020

3.1 The Minutes of the Board meeting held on 23rd September 2020 were approved as a true and accurate copy.

4. 2020/11/4 Matters arising and action points from previous meetings

4.1 The paper was noted, and AE notified the Board that

- current server backup will no longer be required once Cloud migration has been completed, which should be completed by 22nd January 2021.
- The closure of Lease Conference is in action and should be complete in 3 months

5. 2020/11/5 Chair and Chief Executive's Report

5.1 The Board noted the paper and requested the following

- That contact is made to platforms that prospective purchasers would use, with the aim to provide them with content about residential leasehold.
- Sam and the social committee are to organise a fun social event by the end of November and feedback to the Board and thereafter arrange them monthly.

(ACTION AE)

- 5.2 EP informed the Board that he had made enquiries regarding MHCLG supporting LEASE's data management and he would feedback to the Board. **(ACTION EP)**
- 5.3 The Board expressed its thanks to Anne Frost and Lakhbir Hans for their work in supporting LEASE.
- 5.4 Chair updated the Board that Project Review Board will meet next on 20th November 2020.
- 5.5 The Board requested the following action is undertaken:
- LEASE's Staff Social Committee to update the Board on upcoming staff events. **(ACTION Samuel Smith)**
 - Management to contact Law Society and request that it reminds its members specialising in conveyancing that LEASE is a free source of initial advice to new buyers. **(ACTION AE)**
- 6. 2020/11/6a Performance Report to October**
- 6.1 The Board noted the paper and congratulated staff on their ongoing performance, Management was directed to forward the Board's appreciation to staff. **(ACTION AE)**
- 6.2 AE notified the Board that he would be informing GPA that LEASE would be withdrawing from move to new hub at 10 South Colonnade. **(ACTION AE)**
- 6.3 WG will inform ND if she is available to attend the LEASE team meeting on Wednesday 16th December. **(ACTION WG)**
- 7. 2020/11/7a Finance Report to October**
- 7.1 The Board noted the finance report for October and AE notified the Board that he would not be making a GiA claim from MHCLG for October as the organisation is in a good cash position, however a claim will be made in December.
- 7.2 AE advised the Board that the Welsh Government had made the Q1 GiA payment on 12th October, Q2 has been submitted however no response has been received yet, AE to chase. **(ACTION AE)**
- 8. 2020/11/8a Future Work Plan and Meeting Dates**
- 8.1 The Board approved the work plan and requested that the draft LEASE 2021-22 Business Plan is added to the March meeting as a place holder.
- 9. 2020/11/8b Any Other Business**
- 9.1 The Chair updated the Board that the Project Review Board are scheduled to meet on Friday 20th November.
- 9.2 The Board approved the Audit and Risk Committee recommendation to reappointment of Beever and Struthers for another year. **(ACTION AE)**
- 9.3 The Board had overall praise for the content of the LEASE website and offered points for improvement and for them to be raised with Samuel Smith; and that he discusses them further with VE. **(ACTION AE)**
- 9.4 There being no further business the meeting ended at 1:12pm.

Next Board meeting date and time: Tuesday 19th January 2021 at 12.30pm online via Microsoft Teams

A handwritten signature in black ink, appearing to be 'W. P.', written in a cursive style.