

## **LEASE - The Leasehold Advisory Service**

### **Minutes of the Board Meeting held on Tuesday 18<sup>th</sup> May 2021 held 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:** Jake Rushton (JR) (MHCLG)

#### **1. 2021/05/1 Welcome and apologies for absence**

1.1 There were no apologies for absence.

#### **2. 2021/05/2 Declarations of interest**

2.1 WG declared that she is an advisor to Smedvig Venture Capital, 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; and Chair of Nuclear Transport Solutions.

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 Chair of the Social Sector (Building Safety) Engagement Best Practice Group

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

#### **3. 2021/05/3 Confirmation of the Minutes of the Board meeting held on 23<sup>rd</sup> March 2021**

3.1 The Minutes of the Board meeting held on 23<sup>rd</sup> March 2021 were approved as a true and accurate copy.

#### **4. 2021/05/4 Matters arising and action points from previous meetings**

4.1 The Board noted the paper, and AE notified the Board that he would chase the Operations Manager at the First Tier Tribunal (Property Chamber) as tribunal decisions have still not been received. **(ACTION AE)**

4.2 AE updated the Board that the database is much improved with 98% of issues now complete. The Board requested that a project report is prepared. **(ACTION AE)**

4.3 AE notified the Board that the GPA will not be charging LEASE for dilapidations, however, will be charging for the proportional cost of cleaning and making safe the building.

The Board were informed that LEASE has a £15,000 credit from GPA, AE will check if this amount will be offset on future invoices or if the credit will be returned to the bank account **(ACTION AE)**

#### **5. 2021/05/5 Chair and Chief Executive's Report**

5.1 The Board noted the paper and AE notified the Board that LEASE has been invited by the GLA to discuss its plans for its new Shared Ownership Charter for Service Charges. **(ACTION AE)**

- 5.2 AE notified the Board that he had met with PCS Union representatives and discussion included a joint submission to MHCLG of 'landing site' needs once LEASE exits Fleetbank House at the end of August 2021.

JR suggested that AE pass feedback from PCS Union relating to accommodation for it to be passed to the relevant department. **(ACTION AE)**

- 5.4 AE advised the Board that he had an encouraging introductory meeting with Jess Pearce new Deputy Director for Housing Safety, Regulation and Improvement Division for Wales. He also informed the Board that the Q4 payment from Wales has not been received.

## **6. 2021/05/6a Special Resolution: Amendment of LEASE Articles of Association**

- 6.1 The Chair reminded the board that at the end of July 2021 the limit on Steve Jackson's term of appointment as director is due to expire at which point he will also cease to be a member of the Leasehold Advisory Service meaning that the Articles of Association need to be amended to cater for the decrease in number of directors and members of the Company. The Articles of Association have been amended so that the minimum number of directors is now two as opposed to three, quorum for a meeting of the directors is now two as opposed to three and quorum for a general meeting of the members is now two instead of three. AE presented to the meeting a written form Special Resolution to adopt new Articles of Association for Leasehold Advisory Service in substitution for the existing Articles of Association. The Board approved the resolution for circulation to the members and the individuals present then agreed the resolution and that their signatures will be added electronically in their capacity as members as the meeting was being held remotely.

Following the passing of the Written Resolution IT WAS RESOLVED THAT the Company should file with Companies House:

1. the New Articles; and
2. the Written Resolution.

### **(ACTION AE)**

## **7. 2021/05/7a Performance Report to April**

- 7.1 AE presented the paper and notified the Board that the LEASE written backlog is substantially reduced when compared to the early period following the database migration.
- 7.2 AE notified the Board that the 62% Park Homes target has not been met, this is due to a lack of demand, to tackle this LEASE will boost Park Homes via social media for example adding a count-down to the launch of the Fit and Proper Person Regulations which comes into effect on the 1<sup>st</sup> October 2021.
- 7.3 AE informed the Board that today two groups of advisers were being interviewed by the researchers engaged by MHCLG.

## **8. 2021/05/7b Draft LEASE 2020-21 Annual Report**

- 8.1 AE presented the paper and the Chair suggested that Board members take some time to consider the document and feedback to AE by Tuesday 25<sup>th</sup> May **(ACTION Board Members)**

## **9. 2021/05/7c LEASE Staff Survey Report**

- 9.1 The Board noted the paper and stated that they found the report to be a helpful learning tool, and after some discussion it was agreed that this would be a good project for Remuneration Committee. VE was asked to put together a clear list of issues and questions for the Board to consider. **(ACTION VE)**

The Board suggested that it would be a good idea to feedback to staff members with Board findings, as well as combining findings from Mystery Shopper and the staff survey to move the organisation forward.

**10. 2021/05/8a Finance Report to April**

10.1 The Board noted the paper and AE notified the Board that outgoings would be slightly higher to take into account ending the early exit from Mode photocopier contract.

**11.0 2021/05/9a Future Work Plan and Meeting Dates**

11.1 The Board approved the work plan.

**12. 2021/05/9b Any Other Business**

12.1 The Board agreed to the amendment of the Terms of Reference for Remuneration and Audit and Risk Assurance Committees so that minimum membership was reduced from three to two.

**Next Board meeting date and time: Monday 5<sup>th</sup> July 2021 at 12.30pm online via Microsoft Teams**

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