

LEASE - The Leasehold Advisory Service

Board Meeting held on Monday 5th July 2021 online via Microsoft Teams

Present:

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

In attendance:

Anthony Essien (Chief Executive) (AE), Michael Tourville (MT) (Beever & Struthers) for part, Joseph McCann (JM), (Beever & Struthers), Nadine Owusu-Ansah (NOA) (Note taker)

Observers: Jake Rushton (JR)(MCHLG), Victoria Moulton (VM)(MCHLG)

1 2021/07/1 Welcome and apologies for absence

1.1 There were no apologies for absence.

2 2021/07/2 Declarations of Interests

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

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

3 2021/07/3 Confirmation of the Board meeting held on 18th May 2021

3.1 The Minutes of the Board meeting held on 18th May 2021 were approved as a true and accurate copy.

4 2021/07/4 Matters arising and action points from previous meetings

4.1 AE notified the Board that he has raised receiving online copies of decisions with the First Tier Tribunal (Property Chamber), however, the hardcopy decisions are still being received.

4.2 After discussion, it was agreed that AE would continue to keep the Board updated on the matter. **(ACTION:AE)**

5 2021/07/5 Chair and Chief Executive's Report

5.1 The Board noted the paper and requested that management:

- Distinguish between 'regular meetings' and 'other meetings'. For 'other meetings', it was requested that these specify what they are about. **(ACTION:AE)**

MT entered the meeting

6 2021/07/6a Update on MHCLG Research

6.1 The Board noted the paper.

7 2021/07/6b LEASE Policy review schedule

7.1 The Board agreed the schedule.

8 2021/07/7a Performance Report to mid-June 2021

8.1 AE presented the report and explained to the Board the low scoring received on the Park Home surveys.

9 2021/07/7b LEASE staff survey conducted in May 2021

9.1 The Board noted the issues raised from the report and after some discussion it was agreed that an implementation plan should be created to address each of the matters. **(ACTION:AE)**

9.2 The Board thanked Nicholas Kissen for his assistance in preparing the report.

10 2021/07/8a Draft 2020-21 LEASE and Lease Conferences Audited Accounts

10.1 MT reported to the Board that the audit went smoothly and there were no concerns. The Board approved the accounts and WG's signature would be added electronically to the accounts before forwarding to the auditors. **(ACTION AE)**

11 2021/07/8b Draft 2020-21 Auditor's Management Letter and Lease Conferences Draft 2020-21 Letter of Representations

11.1 The Board approved the Auditor's Management Letter and the 2020-21 Letter of Representations. WG's signature would be added electronically to Letter of Representations before forwarding to the auditors. **(ACTION:AE)**

12 2021/07/8d Mid-June Finance Report

12.1 The Board agreed that accounts should be sent to VM by 16th July 2021 **(ACTION:AE)**

13 2021/07/9a Future Work Plan and Meeting Dates

13.1 The Board approved the work plan.

14 2021/07/9b Any Other Business

14.1 There being no further business the meeting ended at 3:27pm.

Next meeting date and time: Tuesday 21st September 2021 at 12:30pm remotely via Microsoft Teams

A handwritten signature in blue ink, consisting of a stylized 'W' followed by a long horizontal stroke that curves upwards at the end.