

LEASE - The Leasehold Advisory Service

Minutes of the Board Meeting held on Tuesday 21st September 2021 online via Microsoft Teams

Present:

Wanda Goldwag (Interim Chair) (WG), Victoria Elvidge (VE)

In attendance:

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

Observers: Jake Rushton (JR) (MCHLG), Temi Idowu (TI) (MCHLG)

1 2021/09/1 Welcome and apologies for absence

1.1 There were no apologies for absence.

2 2021/09/2 Declarations of Interests

2.1 WG declared that she is an advisor to Smedvig Venture Capital, Chair of the Financial Services 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 VE declared that she is Chairing the Social Sector (Building Safety) Engagement Best Practice Group.

2.3 VE and AE declared that they are long leaseholders.

3 2021/09/3 Confirmation of the Board meeting held on 5th July 2021

3.1 The Minutes of the Board meeting held on 5th July 2021 were approved as a true and accurate record.

4 2021/09/4 Matters arising and action points from previous meetings

4.1 AE notified the Board that hard copy decisions of First-tier Tribunal (Property Chamber) (FTT) decisions are still being received. The Board requested that AE contact the President of the FTT, and if no progress is made within 2 weeks, VE will write an official letter to the President (**ACTION AE**)

4.2 JR confirmed that meeting space is available at Marsham Street.

4.3 AE reported that there has been no further contact from Greater London Association since the June meeting to discuss its planned Shared Ownership Service Charge Charter.

5 2021/09/5 Chair and Chief Executive's Report

5.1 The paper was noted by the Board; and the Chair noted the work done by VE in responding to the 2021 Staff Survey, and that the Board was running at its two member minimum.

6 2021/09/6a Policy Review – Governance and Delegation Framework

6.1 The Board approved the updated Governance and Delegation Framework and reminded AE to update 'MHCLG' to 'DLUHC' in the document. (**ACTION AE**)

7 2021/09/6b Draft Learning and Development Policy

7.1 The Board approved the Learning and Development Policy.

8 2021/09/7a Performance Report

8.1 The paper was noted by the Board. AE notified the Board that September would be a challenge for the service whilst four new advisers are being trained.

9 2021/09/7b Finance Report

9.1 The Board noted the paper.

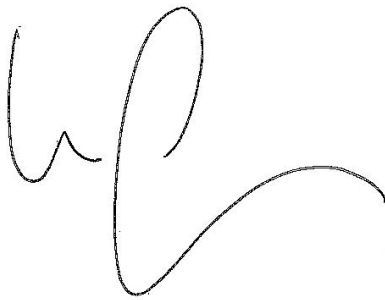
10 2021/09/8a Future Work Plan and meeting dates

10.1 The Board approved the work plan and requested dates 2022 meetings be circulated in November (**ACTION ND**)

11 2021/07/8b Any Other Business

11.1 There being no further business the meeting ended at 3.30pm.

Next meeting date and time: Tuesday 23rd November 2021 at 12:30pm remotely via Microsoft Teams

A handwritten signature in black ink, consisting of a stylized 'W' followed by a large loop and a long horizontal stroke.