

LEASE - The Leasehold Advisory Service

Minutes of the Board Meeting held on Thursday 24th February online via Microsoft Teams

Present:

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

In attendance:

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

Observer: Jake Rushton (JR) (DLUHC)

1 2022/02/1 Welcome and apologies for absence

1.1 There were no apologies for absence.

2 2022/02/2 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 2022/02/3 Confirmation of the Board meeting held on 23rd November 2021

3.1 The Minutes of the Board meeting held on 23rd November 2021 were approved as a true and accurate copy.

4 2022/02/4 Matters arising and action points from previous meetings

4.1 VE will contact the President of the First-tier Tribunal (Property Chamber) as LEASE is still not receiving digital copies of tribunal decisions; and JR will also have a conversation with MoJ officials when they next meet. **(ACTION VE and JR)**

4.2 AE notified the Board that the reason for the downward trend with PH and FS was due to the training of the new advisers which has now been completed.

5 2022/02/5 Chair and Chief Executive's Report

5.1 The paper was noted by the Board and the Chair notified the Board that she met with CEO of Building Society Association on the 21st February and discussed commonhold and leasehold.

6 2022/02/6a Draft LEASE 2022/23 Business Plan

6.1 The Board approved the Business Plan.

6.2 2022/02/6b Performance Report – January

The Board noted the paper and suggested that user activity is tracked on the LEASE website booking page **(ACTION AE)**

AE informed the Board that interviews for Communications Assistant and Legal Adviser roles would be completed by 4th March.

7 2022/02/7a Finance Report – January

7.1 The Board noted the paper. (**ACTION AE**)

8 2022/02/8a Future Work Plan and meeting dates

8.1 The Board requested that the September Board is rescheduled, and meeting times be limited to one hour. (**ACTION ND**)

9 2022/02/8b Any Other Business

9.1 AE updated the Board on customer care training for staff.

JR confirmed that LEASE can, if needed, book meeting space at 2 Marsham Street.

There being no further business the meeting ended at 3.42pm.

Next meeting date and time: Tuesday 5th April 2022 at 10.30am 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.