

LEASE - The Leasehold Advisory Service

Minutes of the Board Meeting held on Tuesday 24th May 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 2022/05/1 Welcome and apologies for absence

1.1 There were no apologies for absence.

2 2022/05/2 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. Chair of the International Nuclear Service Japan KK.
- 2.2 WG updated the Board that her tenure as Chair of the Financial Services Consumer Panel will end on 31st May.
- 2.3 VE declared that she is Chairing the Social Sector (Building Safety) Engagement Best Practice Group.
- 2.4 VE and AE declared that they are long leaseholders.

3 2022/05/3 Confirmation of the Board meeting held on 5th April 2022

3.1 The Minutes of the Board meeting held on 5th April 2022 were approved as a true and accurate copy.

4 2022/5/4 Matters arising and action points from previous meetings

4.1 AE notified the Board that both he and VE have contacted the President of the FTT and decisions are still not being received. WG suggested AE investigate the option to screen scrape FTT decisions from tribunal page on GOV.UK to add to LEASE's platform. **(AE ACTION)**

5 2022/05/5 Chair and Chief Executive's Report

5.1 The paper was noted by the Board.

5.2 2022/05/6a Draft LEASE 2021 – 2022 Annual Report

The Board approved the Annual Report subject to a small number of amendments. **(AE ACTION)**

5.3 2022/05/6b LEASE Staff Survey Report

The Board noted the paper and noted their concern about staff morale and suggested that staff would be kept as informed as much as possible about the imminent changes that are happening with LEASE. The Board suggested that management continue to do the things well with staff that are within our control.

5.4 2022/05/6c Performance Report

The Board noted the paper.

5.5 2022/05/7a Finance Report to April

The Board noted the paper.

6. 2022/05/8a Policy Review: Policy for Processing Subject Access Requests

6.1 The Board approved the updated policy.

6.2 2022/05/8b Policy Review: Unreasonable User or behaviour Policy Review

The Board approved the updated policy.

6.3 2022/05/8c Future Work Plan and meeting dates

The Board approved the work plan and dates.

6.4 2022/05/8d Any Other Business

There being no further business the meeting ended at 12.20.

Next meeting date and time Tuesday 19th July 2022 at 12.00 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.