

## **Minutes of the Board Meeting held on Wednesday 16<sup>th</sup> November 2022 online via Microsoft Teams**

**Present:** Wanda Goldwag (Interim Chair) (WG), Victoria Elvidge (VE)

**In attendance:** Anthony Essien (AE), Geraldine Jackman (Note taker)

**Observer:** Ed Pitchforth (EP) (DLUHC)

### **1 2022/11/1 Welcome and apologies for absence**

1.1 There were no apologies for absence.

### **2 2022/11/2 Declarations of Interests**

2.1 WG declared that she is an advisor to Smedvig Venture Capital. She is also the Independent Panel Chair of the Modification Panel for the Joint Office of Gas Transporters; Chair of Nuclear Transport Solutions; and Chair of the International Nuclear Service Japan KK.

2.2 VE and AE declared that they are long leaseholders.

### **3 2022/011/3 Confirmation of the Board meeting held on 30<sup>th</sup> September 2022**

3.1 The Minutes of the Board meeting held on 30<sup>th</sup> September 2022 were approved as a true and accurate copy, save for removing reference to WG chairing the Financial Services Consumer Panel.

### **4 2022/11/4 Matters arising and action points from previous meetings**

4.1 AE notified the Board that he would establish whether payments in US dollars for screen scraping services had to be at a fixed exchange rate.

4.2 AE updated the Board that the outcome of screen scraping would see 3,300 First-tier Tribunal (Property Chamber) decisions uploaded to LEASE's tribunal decisions platform by 25<sup>th</sup> November.

### **5 2022/11/5 Chair and Chief Executive's Report**

5.1 The Board noted the report.

### **6 2022/11/6a Performance Report**

6.1 The Board noted the report.

### **7 2022/11/7a Finance Report to October**

7.1 The Board noted the report.

### **8 2022/11/7b Policy Review: Financial Procedures Manual**

8.1 AE advised the Board that the only amendment was to update the policy to reflect DLUHC's amended shortened reporting cycle.

8.2 The Board approved the updated Financial Procedures Manual.

### **9 2022/11/8a Policy Review: Freedom of Information Act publication policy**

9.1 AE advised the Board that LEASE's address and sponsor department's name had been updated in the policy.

9.2 The Board approved the updated Freedom of Information Act publication policy.

### **10 2022/11/8b Future work Plan and meeting dates**

10.1 The Board approved the work plan.

**11 2022/11/8c Any other business**

11.1 AE updated the Board on potential industrial action at LEASE.

11.2 There being no further business the meeting ended at 12:20pm.

**Next meeting date 24<sup>th</sup> January 11.50am 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.