

LEASE - The Leasehold Advisory Service

Minutes of the Board Meeting held on Friday 30th September 2022 online via Microsoft Teams

Present:

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

In attendance:

Anthony Essien (AE), Nicolette Davis (Note taker)

Observer: Jake Rushton (JR) (DLUHC)

1 2022/09/1 Welcome and apologies for absence

1.1 There were no apologies for absence.

2 2022/09/2 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; and Chair of Nuclear Transport Solutions. Chair of the International Nuclear Service Japan KK.

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 2022/9/3 Confirmation of the Board meeting held on 19th July 2022

3.1 The Minutes of the Board meeting held on 19th July 2022 were approved as a true and accurate copy subject to a spelling correction at paragraph 4.1.

4 2022/9/4 Matters arising and action points from previous meetings

4.1 AE notified the Board that a supplier for screen scraping has been engaged. The Board suggested that management check with DLUHC if LEASE must ensure that the payments in US dollars must be fixed at a contractually agreed rate. **(AE ACTION)**

4.2 AE will get accounts uploaded to Companies House once approved by the Leasehold Policy sponsors. **(AE ACTION)**

4.3 WG notified the Board that advice, following DLUHC's pre-market engagement, has now gone up to the Housing Minister and will then follow on to the Secretary of State.

5 2022/09/5 Chair and Chief Executive's Report

5.1 The paper was noted by the Board.

6 2022/09/6a Performance Report

6.1 The Board noted the performance report and voiced their concern, they were informed that steps have been taken to improve performance of the service, it was noted that there has been an improvement in September compared August.

6.2 The Board suggested management could be flexible about the hours worked by new staff and could recruit provided that the number of full time equivalent advisers was not exceeded.

7 2022/09/7a Finance Report to August

7.1 The Board noted the report. The Board were informed that change in the spend going forward is anticipated, which DLUHC is aware of.

8 2022/09/8a Future Work Plan and meeting dates

8.1 The Board agreed that the 2023 external audit will require Board and ARC Chairs to (a) consider if new auditors should be appointed and (b) dates to meet new auditors if appointed.

Potential new auditors could be found with the assistance of DLUHC Finance Sponsors and their experience with other ALBs.

8.2 The Board approved the current meeting dates.

9 2021/09/8b Any Other Business

9.1 There was no other business.

Next meeting date and time Wednesday 16th November 2022 at 12.10 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.