LEASE - The Leasehold Advisory Service

Minutes of the Board Meeting held on Tuesday 23rd May 2023 online via Microsoft Teams

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

In attendance:
Anthony Essien (AE), Nicolette Davis (Note taker)

Observer: Ed Pitchforth (EP) and Melanie Harris (MH) (DLUHC)

1   2023/05/1 Welcome and apologies for absence
1.1   There were no apologies for absence.

2   2023/05/2 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 and AE declared that they are long leaseholders.

3   2023/05/3 Confirmation of the Board meeting held on 21st March 2023
3.1   VE noted that her declaration as chair of Social Sector (Building Safety) Engagement Best Practice Group should be removed. The Minutes were approved as corrected.

4   2023/04/4 Matters arising and action points from previous meetings
4.1   The Board noted the paper.

5   2023/05/5 Chair and Chief Executive's
5.1   The Board noted the paper.
      Report
6.   2023/05/6a Draft LEASE 2022/23 Annual Report
6.1   The Board approved the Annual Report.

7.   2023/05/6b LEASE staff Survey Report
7.1   The Board advised management to continue to share the results of the survey with staff; and suggested improving IT training in light of survey feedback.

8.   2023/05/6c Performance Report to April
8.1   The Board noted the paper, and they were notified that enquires for May are 9% above target.

9.   2023/05/7a Finance Report to April
9.1   The Board noted the paper.

10.   2023/05/8a Work Plan and Meeting dates
10.1 The Board approved the paper noting that dates and times may change with recruitment of new Chair and Board members.

11.   2023/05/8b Any Other Business
11.1 There being no further business the meeting ended at 12.05pm

Next meeting date and time Tuesday 18th July 2023 at 12.00 remotely via Microsoft Teams