

LEASE – The Leasehold Advisory Service

Minutes of the Board Meeting held on Thursday 25 January 2018

Present:

Roger Southam (RS) Victoria Elvidge (VE), Tariq Kazi (TK), Steve Jackson (SJ), Genevieve Mariner (GM) and Nicola Mullany (NM)

In attendance:

Anthony Essien (Chief Executive) (AE), Tim Courtenay (TC), Nicolette Davis (Note taker)

Observers: John Hall (JH) (MHCLG) and Sandra Simoni (SS) (MHCLG),

2018/01/1 Welcome and apologies for absence

There were no apologies

2018/01/2 Declarations of interest

- RS declared that Savills undertake residential management and RS is a director at Savills although his role does not involve him in direct management of buildings.
- GM declared that she is a Director of Strettons Limited and provides valuation, negotiation and expert witness services to both lessees and landlords in respect of lease extension and enfranchisement claims under the Leasehold Reform Housing and Urban Development Act 1993 and the Leasehold Reform Act 1967.
- TK declared that he is a member of the Treasury Committee of Bromford Housing Group; and that he is in the process of being appointed a Board Member for Stonewater Housing Group and also Chairman of its Finance Committee. Both are regulated by the Regulator of Social Housing (formerly Homes & Communities Agency) and are non-profit social housing landlords who have dealings with leaseholders. There is no conflict of interest but TK makes the comment for the record.
- NM declared that she is a member of the Management Board of the Information Commissioner's Office.

2018/01/3 Confirmation of the Minutes of the Board meeting held on 16 November 2017

The Minutes of the Board meeting held on 16 November were approved as accurate.

2018/01/4 Matters arising and action points from previous meetings

The paper was noted and the Board agreed:

- Risk Management Plan update management would continue to make progress with this and not wait until after the review 2017/11/7c. **(ACTION: AE)**
- Management will progress with gathering data for business cases to be submitted to MHCLG with the intention of piercing the 1% pay cap. **(ACTION: AE)**
- At the next meeting AE will advise the Board on how LEASE addresses maternity absence. **(ACTION: AE)**

Note: at this point JH arrived.

2018/01/5 Chief Executive's Report

The Board noted the paper and discussed the Mundy appeal, and it was agreed that the summary drafted for LEASE's website will be forwarded to GM for comment and subsequently to the Board **(ACTION AE)**

AE verbally updated the Board on the progress of the Fire Safety project and its implementation. After discussion it was agreed that management would verify the data compliance of MHCLG's information requests. NM will check with the ICO to identify who TC needs to speak to ensure correct processes are being followed **(ACTION NM)**

2018/01/6a Performance Report to December

The Board noted the paper.

RS advised the Board on the progress of work with management in improving the presentation of data to the Board and that these improvements should be incorporated into the report for the next meeting.

RS notified the Board that he and AE would be visiting the Pensions Advisory Service on the 2 February 2018.

2018/01/6b Digital Report

The Board noted the paper and it was agreed that management would:

- Clarify with MHCLG that the use of AdWords to promote the Fire safety service would not be contrary to current spending controls. **(ACTION TC)**
- Generate a plan for the future of the online calculator. **(ACTION AE)**
- Develop a timeline for LEASE's RMC/RTM blended learning. **(ACTION AE)**
- Contact VE's suggested social media expert for informal feedback on the best way to utilise Twitter.
- Discuss with MHCLG retweeting things we tweet and vice-versa **(ACTION TC)**

SJ commended NH on an excellent report.

2018/01/6c Marketing Report to December

The Board noted the paper.

2018/01/7a Finance Report to December

The Board noted the paper and that GIA will be received monthly in the new financial year. After discussion it was agreed:

- The Profit and Loss statement would in future be titled 'Statement of Surplus and Deficit'. **(ACTION TC)**
- Money in the Lease Conference bank account will be transferred to LEASE at the year end. **(ACTION TC)**
- Management to confirm the Lease Conference's corporate tax position. **(ACTION TC)**
- Presentation of variances: adverse variances to be shown in red and in brackets **(ACTION TC)**
- That the proposed debt write offs should proceed as submitted. **(ACTION TC)**
- Explanation of deferred income item to be provided to the Board at the next meeting. **(ACTION TC)**

2018/01/7b ARC Report

There was nothing to report as the ARC minutes dated 1st November will be approved at ARC's next meeting on 22 February.

2018/01/7c Strategic Risk Register

The Board noted the paper. GM expressed serious concerns about continuing to have the calculator on the LEASE website. After discussion it was agreed:

- RS requested that LEASE Strategic Priority 2, reputation, needs to be split into two. **(ACTION AE)**
- The Board requested that with GM's term expiring that a risk arises with no valuer expertise on the Board as from mid- March and controls and/or mitigation need to be addressed. **(ACTION AE)**

2018/01/08 Strategy

The Board agreed the best time to implement the new LEASE strategy would be after MHCLG's review (scheduled to occur in March) and it would be advisable to have something in place as soon after the review as possible.

JH requested the note of the Board Strategy Day **(ACTION RS)**

2018/01/9 Update on 207/18 Business Plan progress to December

The Board noted the paper, AE updated the Board that the draft response to the Regulation 13 Consultation was not ready and would be circulated after the meeting **(ACTION AE)**.

2018/01/10a Future Work Plan and meeting dates

After discussion it was agreed that the LEASE calculator and the LEASE Review be added as items for the meeting on 22nd March.

2017/01/11 Any Other Business

- Appraisals will be sent out by February and timings for these to take place will be set in March. **(ACTION RS)**
- All future Board meetings will be 10.30am – 12.30pm.
- On behalf of LEASE's Board and staff RS thanked GM for her invaluable service on LEASE's Board over the past 10 years and wished her well.

Next Board meeting date and time: 10.30am on Thursday 22nd March 2018 at Fleetbank House, 2-6 Salisbury Square, London, EC4Y 8JX