

LEASE – The Leasehold Advisory Service

Minutes of the Board Meeting held on Monday 23 July 2018

Present:

Steve Jackson (acting Chair) (SJ), (Victoria Elvidge (VE), and Tariq Kazi (TK)

In attendance:

Anthony Essien (Chief Executive) (AE), Tim Courtenay (TC) Nicolette Davis (Note taker)
Nick Haler (NH) (for part)

Observers: Claire Mathys (CM) (MHCLG)

2018/07/1 Welcome and apologies for absence

There were no apologies for absence.

2018/07/2 Declarations of interest

- TK declared that he is an advisor to the Treasury Committee of Bromford Housing Group; a Board Member of Stonewater Housing Group and Chair of its Finance Committee; and Interim Treasurer of Wandle Housing Association. TK makes the comment for the record as each of these, alongside their main social housing rental activities, is also a freeholder that has dealings with leaseholders through their low cost home ownership activities. There is no professional conflict as each is a not-for-profit charitable organisation that is regulated by the Regulator of Social Housing.

2018/07/3 Confirmation of the Minutes of the Board meeting held on 31 May 2018

The Minutes of 31 May were approved subject to the following amendment: 2018/05/04 Matters arising and action points from previous meetings remove the word volunteer.

2018/07/4 Matters arising and action points from previous meetings

The Board noted the paper

- 2018/05/7f The Board suggested that further work on 'deep dives' be delayed until after the outcome of MHCLG's review of advice and support for leaseholders in England.

2018/07/5 Chief Executive's Report

The Board noted the paper, with the following comments:

- The Board congratulated management on a paper that was well set out and clear about the organisations current engagement.

2018/07/6a Performance Report to June

The Board noted the paper and requested:

- That the data is back tracked so that it can be reviewed over a longer period of time **(ACTION AE)**
- That the cycle of Board meetings to be aligned with the end of each quarter **(ACTION AE)**
- The Board asked feedback on how long it would take to close the 217 written enquiries that were not completed within 10 working days **(ACTION AE)**
- In future the Performance Reports should include executive summary at the end of the performance report. **(ACTION AE)**

2018/07/6b Digital Report

The Board noted the paper and congratulated NH on a good paper, after discussion it was agreed that information security is important and we should request assistance from MHCLG when necessary.

2018/07/6c Marketing Update

The Board noted the paper and suggested sending graphs to MCHLG displaying the development and accomplishment of the newsletter. **(ACTION NH)**

It was highlighted that the organisation needs help with its marketing strategy.

The Board requested information in relation to the demographic profile of customers accessing the website **(ACTION AE)**

2018/07/7a Finance Report to June

The Board noted the paper

2018/07/7b 2018-19 Budget Variance

The Board approved, subject to approval from MHCLG transferring £50,000 and retaining £1,000 in LC and the variation to LEASE's 2018-19 budget. Items 2 and 3 at paragraph 1.2 of the budget variance proposal were also approved; however item 1 needed more consideration.

AE will approach sponsor at MHCLG for clearance to the budget variation **(ACTION AE)**

2018/07/7c Update from interim ARC Chair (incl draft Minutes of ARC meeting held on 29 June 2018) The paper was noted by the Board and the interim ARC Chair updated the Board on MHCLG's ARC Chairs' meeting which took place on the 12 July.

2018/07/07d Strategic Risk Register

The Board noted the paper and the Board requested reassurance from MHCLG that the current governance of the Board and Audit and Risk Assurance Committee did not pose any problems. **(ACTION CM)**

2018/05/7e Update on Interim Business Plan progress to June

The Board noted the paper.

2018/07/8a Future Work Plan and meeting dates

The paper was noted by the Board and it was agreed that dates for the following year would be set at the next meeting.

2018/07/8b Any other business

- AE brought to the Board's attention that he has been informed by the All-Party Parliamentary Group on Leasehold Reform (APPG) that the complaint instigated and lodged by Roger Southam with the Parliamentary Commissioner for Standards (PCS) against the APPG's Secretariat, Sir Peter Bottomley MP and Jim Fitzpatrick MP, and recorded at Item 2017/07/02 of the signed Minutes of LEASE's Board meeting held on Thursday 20 July 2017, has been rejected by the PCS as it did not meet the criteria to warrant an investigation.

- It was agreed that Board members would send dates to AE for their availability to meet with the APPG. The Board requested that AE ask Sir Peter Bottomley to attend the meeting (**ACTION AE**)
- SJ notified the Board of his attendance at the Public Chairs' Forum meeting.
- The Board agreed that it was vital that MHCLG consult with LEASE regarding any proposed changes in leasehold law where appropriate and utilise LEASE as a valuable government resource.

Next Board meeting date and time: 10.30am on Thursday 20 September 2018 at Fleetbank House, 2-6 Salisbury Square, London, EC4Y 8JX.