

## **LEASE – The Leasehold Advisory Service**

### **Minutes of the Board Meeting held on Thursday 31 May 2018**

#### **Present:**

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

#### **In attendance:**

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

**Observers:** Claire Mathys (CM) (MHCLG)

#### **2018/05/1 Welcome and apologies for absence**

Apologies were received from John Mercer.

It was noted that Nicola Mullany resigned with immediate effect on the 22<sup>nd</sup> May 2018.

#### **2018/05/2 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.

#### **2018/05/3 Confirmation of the Minutes of the Board meeting held on 22 March and 20 April**

The Minutes of 22 March were approved as accurate. Minutes of 20 April approved subject to the following amendments: 3 Interim Chair “held in a state of limbo” change to “prevent avoidable uncertainty”

#### **2018/05/4 Matters arising and action points from previous meetings**

The Board noted the paper

- 2018/03/05 The Board requested that management ascertain if other leasehold services organisations will be attending the Help-to- Buy event in Cambridge on 30<sup>th</sup> June.
- 2018/03/09 The Board clarified that the maternity leave action is that LEASE needed to consider instead a panel to call on as back up in the event of maternity absence. The Board requested that a date for completion for this item be set.
- 2018/03/10 It was noted that the staff skills audit was out of date and the Board requested it reflect the progress that has been made.

#### **2018/05/5 Chief Executive’s Report**

The Board noted the paper, with the following comments:

- It was suggested that it would be appropriate for AE to be on a working group to improve the home buying and selling process, CM advised that she would inform LEASE if there is going to be a working group (**ACTION CM**)
- VE and TK requested that they attend the next APPG, AE advised he would seek an invitation to the next event (**ACTION AE**)

### **2018/05/6a Performance Report to April**

The Board noted the paper and after discussion it was agreed:

- The Board wants to receive the same metrics being presented to MHCLG.
- Future CEO Reports should include comments on opportunities for LEASE at sector events and where they have been captured and missed. **(ACTION AE)**

### **2018/05/6b Digital Report**

The Board noted the paper and congratulated staff on the amount of work carried out since the last Board meeting. After discussion it was agreed:

- CM would investigate whether LEASE can use MHCLG's SiteImrpove licence **(ACTION CM)**.
- TC would forward to TK an earlier note circulated by TC to VE regarding GDPR. **(ACTION TC)**
- The Board approved LEASE submitting a single business case to MHCLG incorporating all current IT and digital needs. **(ACTION NH)**

### **2018/05/6c Staff Survey Report**

The Board noted the paper and after discussion it was agreed:

- Following the outcome of the review of advice and support for leaseholders, the Corporate Plan should include a staff strategy.
- It was requested that the gender pay gap report that was sent to MHCLG should be submitted at the next meeting of the Remuneration Committee **(ACTION AE)**

### **2018/05/6d Draft Annual Report 2017-18**

The Board approved the report with the following amendments:

- 'Chair's foreword' should be changed to 'Directors Report', subject to clarification from MHCLG **(ACTION AE)**
- Company information page: add Roger Southam and Nicola Mullany resignations. **(ACTION AE)**
- Add commentary on the new fire safety work LEASE is undertaking. **(ACTION AE)**

When the revisions are completed, the final draft should be sent to the Board via e-mail for approval.

### **2018/05/7a Recommendation from ARC regarding 2017-18 LEASE and Lease Conferences Audited Accounts**

The Board approved the audited accounts for the year ending 31st March 2018 subject to correcting Board dates on page 4. It was agreed after discussion that the Board's narrative for the 2019 accounts will be submitted at the March 2019 meeting. **(ACTION AE)**

### **2018/05/7b Recommendation from ARC regarding Annual Governance Statement**

The Board approved the Annual Governance Statement.

### **2018/05/07c Recommendation from ARC regarding the Auditor's Management Letter**

The Board approved the Auditor's Management Letter.

### **2018/05/7d Recommendation from ARC regarding Regulatory Compliance Report**

The Board approved the Regulatory Compliance Report.

**2018/05/7e Recommendation from ARC regarding 2017-18 Letter of Representations**

The Board approved the 2017-18 Letters of Representation for LEASE and Lease Conferences Ltd.

**2018/05/7f 2017-18 ARC Annual Report**

The Board noted the paper and AE notified them that he would give them an update on deep dives once he has spoken to John Mercer. **(ACTION AE)**

**2018/05/7g Finance Report to April**

The Board noted the paper.

**2018/05/7h Update from interim ARC Chair (incl draft Minutes of ARC meeting held on 19 April 2018)**

TK updated the Board.

**2018/05/7i Strategic Risk Register**

The Board noted the paper and after discussion it was agreed the registers will need to be reviewed again after the outcome of MHCLG's review of advice and support for leaseholders is clear. **(ACTION AE)**

**2018/05/7j LEASE Value for Money Report**

The Board noted the paper.

**2018/05/8 Update on Interim Business Plan progress to April**

The Board noted the paper.

**2018/05/09a Future Work Plan and meeting dates**

The 26<sup>th</sup> July Board meeting has been rescheduled for the 23<sup>rd</sup> July.

The Board requested all dates for all meetings to be on one page and circulated to the Board. **(ACTION AE)**

**2018/05/10 Any other business**

There was no other business.

**Next Board meeting date and time:** 10.30am on Monday 23<sup>rd</sup> July 2018 at Fleetbank House, 2-6 Salisbury Square, London, EC4Y 8JX.