

LEASE – The Leasehold Advisory Service and Lease Conferences Limited

Minutes of Board Meeting on 12 June 2014 at 11:00 at LEASE

Present:

Deep Sagar (DS) (Chair), Steve Jackson (SJ), Genevieve Mariner (GM), John May (JM), Nicola Mullany (NM)

In attendance:

Anthony Essien (AE) (Chief Executive), Shabnam Ali-Khan (SAK), Audrey Minton (AM)

Observer:

Flora Orukpe (FO) (DCLG)

2014/6/1. Apologies for absences and declarations of conflicts of interests

Apologies from Justin Caffrey, Ian Fuell, Paula Hassall, Geraldine White. AM and AE will take minutes. There were no declarations of interests. The chair welcomed FO and SAK in particular. SAK will be taking on the lead role for delivery issues under the chief executive and should regularly attend board meetings.

2014/6/2. Chair's comments

The chair made the following comments:

- Wales based adviser resigned recently. Discussion included considering dealing with isolation so that successor feels part of the organisation.
- Board agreed that approved board minutes should be published on the web site.
(*Action: AM to implement with approved 7/5/14 minutes*)

2014/6/3. Minutes of the Board meeting of 7 May 2014

Minutes were approved as presented.

2014/6/4. Performance reports to May 2014

These were presented by SAK. The board noted reasonable progress on performance but noted that performance management of staff was being aligned with delivery and detailed action plans were being implemented to reduce the time taken for email enquiries and abandoned telephone calls. To facilitate board visits a list of forthcoming events would be emailed to board members (*Action: SAK/AM*).

2014/6/5. Finance reports to May 2014

These were presented by AM. The board noted that a deficit had been generated in two months because of reduction of DCLG grant and a slow start by conferences' income against plan.

2014/6/6. Budget 2014-15

This was presented by AE. After detailed discussion the board approved the budgets as presented. Given the sensitivities involved in delivering the figures, it agreed that (i) new sources of funding including park homes in Wales would be worked on quickly, and (ii) monthly management accounts and cash flows would be shared with board members.
(*Action: AE, AM*)

2014/6/7. Triennial review update including governance document

This was presented by AE. FO provided an overview of likely schedule of stages. Expecting the process to formally commence late June/early July and be completed by

autumn 2014. Expectation is that it will be a proportionate process, largely a paper review with a questionnaire directed to key stakeholders to gather submissions, and interviews with the chair, CE, and possibly board members and other staff. The board discussed the governance document and approved it subject to addition of a section detailing 'decisions between board meetings and reporting of those.' (*Action: AE*). The board discussed progress on projects and agreed that action as follows would be expedited: (i) Business case on internet site work (*Action: AM, GM*), training of board members and staff (*Action: AE, NM*), corporate plan and new product execution (*Action: AE, SJ*).

2014/6/8. Chief Executive's report to May 2014

The CE updated the board on recent projects and meetings.

2014/6/9. AOB

AM updated the board on impending office move. The board appreciated the plan which avoided any break in service.

Next meeting date and time: 11 September 2014 at 11:00am at LEASE.