

To: Paul Osborn (Chairman)
David Andrews (Vice Chairman)
Susan Barker
Ross Houston

Heather Johnson
Chris Kennedy
Graham McAndrew
Gordon Nicholson

A meeting of the **EXECUTIVE COMMITTEE** (Quorum – 4) will be held at Myddelton House on:

THURSDAY, 19 SEPTEMBER 2024 AT 10:30

at which the following business will be transacted:

AGENDA

Part I

1 To receive apologies for absence

2 **DECLARATION OF INTERESTS**

Members are asked to consider whether or not they have disclosable pecuniary, other pecuniary or non-pecuniary interests in any item on this Agenda. Other pecuniary and non-pecuniary interests are a matter of judgement for each Member. (Declarations may also be made during the meeting if necessary.)

3 **MINUTES OF LAST MEETING**

To approve the Minutes of the meeting held on 20 June 2024 (copy herewith)

4 **PUBLIC SPEAKING**

To receive any representations from members of the public or representative of an organisation on an issue which is on the agenda of the meeting. Subject to the Chairman's discretion a total of 20 minutes will be allowed for public speaking and the presentation of petitions at each meeting.

5 **Q1 REVENUE BUDGET MONITORING 2024/25**

Paper E/860/24

Presented by Keith Kellard, Head of Finance

6 **Q1 CAPITAL PROGRAMME BUDGET MONITORING
2024/25**

Paper E/861/24

Presented by Keith Kellard, Head of Finance

- 7 **FINANCIAL REGULATIONS REVIEW** Paper E/862/24

Presented by Keith Kellard, Head of Finance

- 8 **UPDATED CORPORATE TRAVEL POLICY** Paper E/863/24

Presented by Victoria Yates, Head of Human Resources

- 9 **UPDATED VOLUNTEER STRATEGY AND
VOLUNTEER POLICY** Paper E/864/24

Presented by Victoria Yates, Head of Human Resources

- 10 Such other business as in the opinion of the Chairman of the meeting is of sufficient urgency by reason of special circumstances to warrant consideration.

- 11 Consider passing a resolution based on the principles of Section 100A(4) of the Local Government Act 1972, excluding the public and press from the meeting for the items of business listed on Part II of the Agenda, on the grounds that they involve the likely disclosure of exempt information as defined in those sections of Part I of Schedule 12A of the Act specified beneath each item.

**AGENDA
Part II
(Exempt Items)**

- 12 **PROPOSED LEASE TO UKPN ON THREE SITES AT
STUBBINS NURSERY, HOLYFIELD HALL FARM
NORTH & SOUTH** Paper E/865/24

Presented by Marigold Wilberforce, Head of Property

Not for publication following the principles of the Local Government Act 1972, Schedule 12A, Part I, Section 3

- 13 **PROPOSED UNDERLEASE OF PART OF TIMBER
LODGE LEASE, QUEEN ELIZABETH OLYMPIC PARK,
TO TRANSPORT FOR LONDON** Paper E/866/24

Presented by Marigold Wilberforce, Head of Property

Not for publication following the principles of the Local Government Act 1972, Schedule 12A, Part I, Section 3

- 14 Such other business as in the opinion of the Chairman of the meeting is of sufficient urgency by reason of special circumstances to warrant consideration.

LEE VALLEY REGIONAL PARK AUTHORITY

EXECUTIVE COMMITTEE 20 JUNE 2024

Members in remote presence:	Paul Osborn (Chairman)	Chris Kennedy
	David Andrews (Vice Chairman)	Graham McAndrew
	Susan Barker	Gordon Nicholson
	Ross Houston	

Apologies Received From: Heather Johnson

In remote attendance: John Bevan, David Gardner

Officers in remote presence:	Shaun Dawson	- Chief Executive
	Beryl Foster	- Deputy Chief Executive
	Dan Buck	- Corporate Director
	Jon Carney	- Corporate Director
	Keith Kellard	- Head of Finance
	Julie Smith	- Head of Legal
	Marigold Wilberforce	- Head of Property
	Victoria Yates	- Head of Human Resources
	Michael Sterry	- Senior Accountant
	Claire Martin	- Head of Planning
	Lindsey Johnson	- Committee & Members' Services Officer
	Sandra Bertschin	- Committee & Members' Services Manager

Also attending remotely: Kevin Bartle – S151 Officer (London Borough of Enfield)

Part I

336 DECLARATIONS OF INTEREST

There were no declarations of interest.

337 MINUTES OF LAST MEETING

THAT the minutes of the meetings held on 14 & 23 May 2024 be approved and signed.

338 PUBLIC SPEAKING

No requests from the public to speak or present petitions had been received for this meeting.

339 SICKNESS ABSENCE MONITORING – 2023/24

Paper E/858/24

The report was introduced by the Head of Human Resources.

Members commended good performance.

In response to a Member it was advised that the Authority worked with an Occupational Health provider in managing sickness absence and where possible looked to offer flexible working and reasonable adjustments where necessary.

- (1) the contents of the report were noted; and
- (2) a 2024/25 sickness absence target of 3 days per Full Time Equivalent for short term sickness was approved.

340 EXEMPT ITEMS

THAT based on the principles of Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting for the Items of business below on the grounds that they involve the likely disclosure of exempt information again on the principles as defined in those sections of Part I of Schedule 12A of the Act indicated:

Agenda Item No	Subject	Exempt Information Section Number
8	Utilities Provision in the Leisure Services Contract	3
9	Update – Proposed Disposal of Land West of Ramsey Marsh, Enfield	3

341 UTILITIES PROVISION IN THE LEISURE SERVICES CONTRACT Paper E/859/24

The report was introduced by the Head of Legal.

- (1) revision of the utilities provisions in the Leisure Services Contract to reflect the principles set out in Paper E/859/24 and in Appendix A to Paper E/859/24;
- (2) delegation to the Head of Legal in consultation with the Corporate Director (Sport & Leisure) to make any non-material changes to the agreed principles for the utilities provision and to agree a deed of variation to the Leisure Services Contract to give effect to the revision of the utilities provisions; and
- (3) the signing and sealing of a deed of variation to give effect to the revision of the utilities provisions was approved.

342 UPDATE – PROPOSED DISPOSAL OF LAND WEST OF Paper E/857/24 RAMMEY MARSH, ENFIELD

The report was introduced by the Head of Property.

- (1) proceeding with the recommended next steps as outlined in paragraphs 29 to 33 of Paper E/857/24; and
- (2) delegation to the Deputy Chief Executive to agree the costs related to the next stage of works as set out in paragraphs 30 and 35 of Paper E/857/24 was approved.

Chairman

Date

The meeting started at 10.32am and ended at 11.04am

LEE VALLEY REGIONAL PARK AUTHORITY

EXECUTIVE COMMITTEE

19 SEPTEMBER 2024 AT 10:30

Agenda Item No:

5

Report No:

E/860/24

Q1 REVENUE BUDGET MONITORING 2024/25

Presented by the Head of Finance

EXECUTIVE SUMMARY

This report summarises monitoring of revenue expenditure to July 2024. It compares income and expenditure to the approved budget and includes a projection indicating the likely outturn position against the annual budget for the year ended 31 March 2025.

The early year-end position shows a projected net under spend of £247,000 against the net revenue budget deficit of £166,000. The net surplus for the year is forecast as £81,000. The major variations currently projected are summarised in the table below.

Description	Annual Budget	Forecast Outturn	Variance
Interest Payable / Receivable	928	863	-65
Campsites	-573	-583	-10
Marinas	-452	-499	-47
Parklands and Open Spaces	3,232	3,269	37
Leisure Services Contract	683	707	24
Minimum Revenue Provision	1,148	992	-156
Sport & Leisure	1,122	1,177	55
Other	4,719	4,716	-3
Levies	-10,966	-10,966	0
Marina Growth Provisional Budget	300	300	0
LSC Expired Voucher Provision	0	-57	-57
SUB-TOTAL	141	-81	-222
General Contingency	25	0	-25
TOTAL	166	-81	-247

RECOMMENDATIONS

- Members Note:
- (1) the report;
 - (2) the revision to the agreed loss of income payment relating to the barrier installation at Lee Valley VeloPark, to be paid to Greenwich Leisure Limited as detailed in paragraph 14 of this report; and
 - (3) the loss of income payment relating the Kayak Slalom Ramp at Lee Valley White Water Centre, to be paid to Greenwich Leisure Limited as detailed in paragraph 14 of this report.

BACKGROUND

- 1 The Executive Committee recommended a budget for 2024/25 at its meeting in January 2024 (Paper E/838/24). Members approved this at the Authority meeting on 18 January 2024 (Paper A/4346/24). This report compares forecast income and expenditure to 31 March 2025 with the budget.
- 2 The summary financial position of each Authority service or facility is shown in Appendix A to this report.
- 3 The net revenue budget, which included £155,000 of budget carried forward from 2023/24, was set at a deficit of £166,000. The year-end position is forecast as £81,000 surplus, which is a £247,000 improvement on budget.

GENERAL ECONOMIC FACTORS

4 Inflation

July's inflation for the Retail Price Index (RPI) stood at 3.6% and Consumer Price Index (CPI) at 2.2%. The Bank of England expect inflation to rise slightly in the second half of the year to around 2.75% before settling back down again to its 2% target next year (Bank of England Monetary Policy Committee Report, May 2024). The Bank of England reduced the base rate to 5.00% on 1 August, the first cut in rates for four years. Any further rate cuts are expected to be introduced slowly to keep inflation under control.

5 Energy Costs

The Authority purchases energy through the Laser framework that has secured energy prices below market rates and has protected the Authority from the worst of the energy price increases over the last year. The current agreement started in October 2023 and has fixed prices until September 2024.

The 2024/25 energy budgets were built based on actual energy consumption, energy tariffs secured to September 2024, and Laser's forecast at that time for the new tariff from October 2024.

Consumption across Authority venues is being monitored closely and overall there has been slightly reduced consumption compared to last year. The latest forecast from Laser for the October tariff provides a positive outlook with both gas and electricity prices now expected to fall more than anticipated when setting the budget.

As part of the shared risk position for utilities at the Leisure Services Contract (LSC) venues, the Authority takes the risk for tariff and Greenwich Leisure Ltd (GLL) takes the risk for utility consumption. This arrangement ended after the first two contract years, however both parties would like to extend this for the remainder of the contract. A deed of variation is currently being drafted to give effect to this revision of the utilities provisions in the LSC, as approved by Members in June 2024 (Paper E/859/24).

The 2024/25 budget includes £950,000 to cover this tariff risk. To date consumption savings have been achieved across the LSC venues due to the LED investment projects and good management practices across the venues. The new arrangement will take these LED savings into account as part of a consumption benchmarking process and will benefit the Authority.

6 Pay Award

In May the National Employers made a full and final offer for the 2024/25 pay award of an increase of £1,290 on all National Joint Council (NJC) pay points 2 to 43, an increase of 2.5% on all pay points above 43, and an increase of 2.5% on London Weighting. Unison and Unite members voted to reject the offer, GMB members voted to accept the offer.

The 2024/25 budget included provision for a 4% pay award. The current offer represents an approximate 3.5% increase, which equates to a saving of £45,000 against the approved budget. This is not yet reflected in the outturn.

MAIN VARIANCES FROM BUDGET

- 7 The main variances against this year's budget are described below.

FINANCING

8 Interest Receivable (£65,000 additional income)

Interest receivable has been increased due to a higher than anticipated cash holding and effective treasury management. This includes money that will be owed to GLL that they have not yet invoiced for (Management Fee, Year 1 and Year 2 Utilities risk share and investment projects at venues).

9 Minimum Revenue Provision (£156,000 saving against budget)

Under the Prudential Code we are required to make a statutory provision for repayment of debt, be that external or internal, used to finance capital expenditure. This is based on a calculation of the Capital Financing Requirement (CFR) as at the prior year balance sheet date, and is known as Minimum Revenue Provision (MRP). Each capital project that is not fully financed will have its own CFR, and the calculation of MRP will be different. In addition, there is also a legacy CFR for capital expenditure prior to regulation changes in 2007.

The savings against the budget are threefold:

- expected expenditure on Lee Valley VeloPark Gym did not occur in 2023/24 and therefore there is no MRP charge in 2024/25, with a saving

- of £64,000. This will, however, now occur at a higher amount from 2025/26 and the following six years of the LSC;
- expenditure on Lee Valley Ice Centre redevelopment to March 2024 was around £1million less than budgeted, the majority relating to the retention sums withheld due to the Buckingham administration, as well as fit out costs. The majority of this will be expended in 2024/25. This resulted in a reduction in MRP of £30,000; and
- a review of the pre-2007 CFR and MRP identified an error in the budget calculation whereby Lee Valley Ice Centre and Long Term Asset CFR has been incorrectly included. The correction results in a saving against the budget of £62,000.

SPORT AND LEISURE

10 Policy and Performance (£55,000 additional expenditure)

This additional expenditure is mainly for a business support post that was not included within the budget, which was brought in to support the non-LSC venues, predominately Marinas but also Campsites, and help to raise standards of quality and health & safety. This has contributed towards the positive financial performance at the venues. This expenditure will be incorporated within the £300,000 included in the budget for the marina review once that has been concluded.

PARKLANDS AND OPEN SPACES

11 Countryside Areas (£37,000 additional expenditure)

Additional expenditure relates to fly tipping, increased cost of meadow cuts, and electrical installation to allow three new car parks to be added to the car parking management contract.

SMALL VENUES

12 Marinas (£47,000 additional income)

Both marinas are performing well. At Springfield the chandlery business continues to grow, and we have benefitted from commission on a good level of customer boat sales. At Stanstead the rechargeable works business is performing well, where there has been a focus on accepting smaller jobs with a quicker turnaround to maximise engineer productivity.

We are currently carrying out a review at both marinas, and following a presentation to Members in November 2023 a report will be brought back to Executive. The budget includes £300,000 for the impact of this review, which is unlikely to all be spent as any agreed changes will take effect midway through the year.

13 Campsites (£10,000 additional income)

Occupancy levels across the campsites have been down on last year which has impacted income. This is linked to the wetter and colder start to the year and has particularly impacted touring pitches. The rental units, including lodges, pods and Airbnb accommodation, have proved more resilient to the weather and are more in line with last year.

The budget for caravan sales was set prudently as no Authority direct caravan sales could be reasonably foreseen during the year, with an assumption that there would be some commission from customer pre-owned caravan resales. An additional £34,000 is now forecast to be generated through sales of caravans on existing plots. More sales are anticipated this year and will be included in future outturn reports when they are confirmed.

Members approved a project to create additional visitor accommodation at Sewardstone Campsite in April (Paper A/4351/24). This project is currently at the planning stage, which once completed will allow for 10 additional holiday home pitches to be built. The sales of 10 new holiday homes on these pitches will generate funds that will be used to finance capital expenditure for new holiday pods and a woodland zone at the campsite. The income from these planned sales is shown in the outturn, along with the corresponding capital financing, as detailed in the capital budget monitoring report (Paper E/861/24). Site fees from these new pitches will be shown in the revenue outturn if that stage is completed before March 2025.

LEISURE SERVICES CONTRACT

14 Management Fee (£18,000 additional expenditure)

The third year of the LSC commenced on 1 April 2024. The Authority is due to receive a Management Fee payment of £576,000 from GLL this year. Adjustments to the Management Fee are explained below.

In July 2023 Members approved the capital project to refurbish the track wall and safety barrier at Lee Valley VeloPark (Paper A/4340/23). This was originally planned for December 2023 but was pushed back to August 2024. Members approved a loss of income figure of £23,743 based on the December dates (Paper A/4341/23), but the revised timeline has resulted in a reduced loss of income of £18,774. Members are asked to note this revision to the payment to GLL.

The Executive Committee (Paper E/743/21) approved the capital project to build a new Kayak Slalom Ramp at Lee Valley White Water Centre. This was completed in May 2023. The contractors were required to return to site in January 2024 to carry out remedial work which meant that the Olympic Course could not be used for four days. A loss of income payment is due to GLL, and a figure of £7,500 has been agreed. This has already been accrued for in the 2023/24 accounts but has not yet been paid to GLL. Members are asked to note this payment to GLL.

FURTHER MOVEMENTS TO THE GENERAL FUND

15 LSC Expired Voucher Provision (£57,000 reduced expenditure)

When the LSC commenced in April 2022 there were a high number of unredeemed gift vouchers which had been extended during the periods of restrictions due to Covid-19. The LSC allowed for the Authority to reimburse GLL for any voucher redemptions. A provision of £150,000 was made in the accounts for the expected value of voucher redemptions, based on historic redemption rates. The actual redemption rates were lower, and vouchers to the value of £93,000 were redeemed. All of these vouchers had expired by the end of March 2024, so the remaining balance of £57,000 will be moved back to the general fund.

ENVIRONMENTAL IMPLICATIONS

- 16 There are no environmental implications arising directly from the recommendations in this report.

FINANCIAL IMPLICATIONS

- 17 These are dealt with in the body of the report.

HUMAN RESOURCE IMPLICATIONS

- 18 There are no human resource implications arising directly from the recommendations in this report.

LEGAL IMPLICATIONS

- 19 There are no legal implications arising directly from the recommendations in this report.

RISK MANAGEMENT IMPLICATIONS

- 20 There are no risk management implications arising directly from the recommendations in this report.

EQUALITY IMPLICATIONS

- 21 There are no equality implications arising directly from the recommendations in this report.

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PREVIOUS COMMITTEE REPORTS

Authority	A/4346/23	2023/24 Revenue Budget & Levy	18 January 2024
Executive	E/838/24	2023/24 Revenue Budget & Levy	18 January 2024
Committee			

APPENDIX ATTACHED

Appendix A	Detailed outturn forecast
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LIST OF ABBREVIATIONS

LSC	Leisure Services Contract
GLL	Greenwich Leisure Limited
NJC	National Joint Council
CFR	Capital Financing Requirement
MRP	Minimum Revenue Provision

YEAR 2024/25

PERIOD: 04 (July 2024)

	Actual To Date			Annual Net Budget	Proposed Net Outturn	Variance	
	Income	Expenditure	Net			£000s	%
OPERATIONAL SERVICES							
Chief Executive	0	195	195	675	673	(2)	(0%)
Corporate Services	(785)	413	(372)	(319)	(325)	(6)	(2%)
Business Support Services	(12)	737	725	2,719	2,720	1	0%
Sport and Leisure	(198)	451	253	1,122	1,177	55	5%
Parklands and Open Spaces	(251)	1,298	1,047	3,232	3,269	37	1%
Small Venues	(2,073)	1,549	(524)	(928)	(1,433)	(505)	(54%)
Leisure Services Contract	0	(1,985)	(1,985)	683	707	24	4%
	(3,319)	2,658	(661)	7,184	6,788	(396)	(6%)
FINANCING							
Interest Receivable	(125)	0	(125)	(200)	(273)	(73)	(37%)
Interest Payable & Bank Charges	0	(103)	(103)	1,128	1,136	8	1%
Contributions to/from Earmarked Reserves	0	1,545	1,545	1,547	1,547	0	0%
Financing of Capital Expenditure	0	71	71	71	71	0	0%
Financing of Capital Expenditure (Sewardstone)	0	0	0	0	450	450	0%
Minimum Revenue Provision (Pre-2007)	0	351	351	413	351	(62)	(15%)
Minimum Revenue Provision (Ice Centre)	0	570	570	600	570	(30)	(5%)
Minimum Revenue Provision (Velo)	0	0	0	64	0	(64)	(100%)
						0	
Levies on Local Authorities	(3,655)	0	(3,655)	(10,966)	(10,966)	0	0%
						0	
Marina Growth Provisional Budget	0	0	0	300	300		
General Contingency	0	0	0	25			
Movement in General Fund				166	(26)	(192)	(116%)
LSC Expired Voucher Provision					(57)		
Provision for Bad Debts					2		
TOTAL MOVEMENT IN GENERAL FUND					(81)		

OPERATIONAL OUTTURN SUMMARY
YEAR 2024/25
PERIOD: 04 (July 2024)

LEE VALLEY REGIONAL PARK AUTHORITY

	Actual To Date			Annual Net Budget	Proposed Net Outturn	Variance	
	Income	Expenditure	Net			£,000s	
CHIEF EXECUTIVE							
Chief Executive	0	78	78	243	245	2	1%
PR / Communications	0	117	117	432	428	(4)	(1%)
TOTAL CHIEF EXECUTIVE	0	195	195	675	673	(2)	(0%)
CORPORATE SERVICES							
Legal Service	0	155	155	549	548	(1)	(0%)
Property Management	(784)	115	(668)	(1,462)	(1,452)	10	1%
Planning and Strategic Partnerships	0	38	38	158	134	(24)	(15%)
Asset Protection, Maintenance & Development	(1)	63	62	298	307	9	3%
Committee Service	0	42	42	138	138	0	0%
TOTAL CORPORATE SERVICES	(785)	413	(372)	(319)	(325)	(6)	(2%)
BUSINESS SUPPORT SERVICES							
Financial Management	0	130	130	536	536	0	0%
Human Resources Management	0	77	77	232	232	0	0%
Information Technology	(3)	235	232	959	957	(2)	(0%)
Corporate Insurances	0	239	239	514	514	0	0%
Audit / Health & Safety	(8)	(15)	(24)	248	248	0	0%
Non Distributed Costs	0	17	17	62	62	0	0%
Corporate Training / Apprenticeships	0	15	15	60	61	1	2%
Project & Funding Delivery	0	39	39	108	110	2	2%
TOTAL FINANCIAL SERVICES	(12)	737	725	2,719	2,720	1	0%
SPORT AND LEISURE							
Events	(163)	125	(38)	78	92	14	18%
Sports Development	(13)	33	20	107	107	0	0%
Policy and Performance	0	238	238	712	753	41	6%
Learning & Engagement Service	(21)	46	25	145	145	0	0%
Community Access	(1)	9	8	80	80	0	0%
TOTAL SPORT AND LEISURE	(198)	451	253	1,122	1,177	55	5%

YEAR 2024/25

PERIOD: 04 (July 2024)

	Actual To Date			Annual Net Budget	Proposed Net Outturn	Variance	
	Income	Expenditure	Net			£000s	%
PARKLANDS AND OPEN SPACES							
Management							
Operational Management	0	102	102	318	318	0	0%
Myddelton House Management	(8)	165	157	370	380	10	3%
Parklands							
River Lee Country Park	(32)	102	70	361	396	(25)	(7%)
Gunpowder Park	(2)	22	20	84	82	(2)	(2%)
Countryside Areas	(49)	547	498	1,605	1,642	37	2%
Abbey Gardens	(2)	22	20	86	85	(1)	(1%)
Three Mills	(3)	6	3	25	22	(3)	(12%)
East India Dock and Bow Creek	0	8	8	26	28	2	8%
Layton Marsh	0	0	0	0	0	0	0%
Broxbourne Riverside	0	5	5	19	19	0	0%
Fisheries	(31)	22	(9)	(73)	(77)	(4)	(5%)
Visitor Attractions							
Myddelton House	(71)	143	73	195	223	28	14%
Rye House Gatehouse	0	2	2	7	7	0	0%
Park Projects							
Volunteers	0	19	19	57	57	0	0%
Biodiversity Management	0	40	40	126	126	0	0%
Farms							
Lee Valley Farm, Holyfieldhall	(21)	86	65	80	75	(5)	(6%)
Initiatives and Partnerships							
King George Reservoir South	(7)	7	0	(1)	(1)	0	0%
Lee Valley Boat Centre	(21)	0	(21)	(41)	(41)	0	0%
Broxbourne Chalets	(4)	0	(4)	(12)	(12)	0	0%
TOTAL PARKLAND AND OPEN SPACES							
	(251)	1,298	1,047	3,232	3,269	37	1%
Small Venues							
Lee Valley Marina Springfield	(433)	229	(204)	(431)	(454)	(23)	(5%)
Lee Valley Marina Stanstead	(317)	304	(13)	(21)	(45)	(24)	(114%)
Lee Valley Waterworks Centre	(2)	29	27	79	87	8	10%
Lee Valley Campsite (Sewardstone)	(366)	182	(184)	(128)	(127)	1	1%
Lee Valley Caravan Park (Dobbs Weir)	(583)	263	(320)	(343)	(318)	25	7%
Lee Valley Leisure Centre Campsite	(259)	167	(91)	(76)	(80)	(4)	(5%)
Lee Valley Leisure Centre Golf Course	(65)	52	(13)	19	13	(6)	(32%)
Almost Wild Campsite	(24)	18	(6)	(16)	(14)	2	13%
Caravan Sales	(24)	305	281	(11)	(495)	(484)	(4400%)
TOTAL SMALL VENUES							
	(2,073)	1,549	(524)	(928)	(1,433)	(505)	(54%)

OPERATIONAL OUTTURN SUMMARY

LEE VALLEY REGIONAL PARK AUTHORITY

YEAR 2024/25

PERIOD: 04 (July 2024)

	Actual To Date			Annual Net Budget	Proposed Net Outturn	Variance	
	Income	Expenditure	Net			£000s	%
LEISURE SERVICES CONTRACT							
Management Fee	0	(2,063)	(2,063)	(576)	(558)	18	3%
LSC Venues Direct Costs	0	78	78	308	315	8	2%
LSC Contingency (Utilities)	0	0	0	950	950	0	0%
TOTAL LSC VENUES AND BUSINESS SUPPORT	0	(1,985)	(1,985)	683	707	24	4%
TOTAL OPERATIONAL SERVICES	(3,319)	2,858	(461)	7,124	6,788	(336)	(5%)



LEE VALLEY REGIONAL PARK AUTHORITY

EXECUTIVE COMMITTEE

19 SEPTEMBER 2024 AT 10:30

Agenda Item No:

6

Report No:

E/861/24

Q1 CAPITAL PROGRAMME BUDGET MONITORING 2024/25

Presented by Head of Finance

EXECUTIVE SUMMARY

This report summarises capital spending in 2023/24 compared to the current capital programme.

Appendix A to this report provides a financial summary of current schemes within the capital programme and shows that overall capital expenditure for the year-end is currently projected to be £6.028 million, with £0.026 million of capital receipts.

RECOMMENDATION

Members Note: (1) the report.

BACKGROUND

- 1 Authority initially approved the capital programme for 2024/25 at its meeting on 19 January 2023 (Paper A/4330/23). Additional approvals for investment at Lee Valley Campsite Sewardstone (Paper A/4351/24) has updated the programme. This report compares the actual spend with the current programme.
- 2 Where there is a significant variance, resulting in a projected under or over spend for a particular project, a brief explanation for the variance is provided below by the Accountable Officer for that scheme.
- 3 Where slippage is projected and reported, those resources remain earmarked for the particular schemes in question in future years. Where an under spend is reported these savings are added back into capital funds.
- 4 The original annual budget for 2024/25 was **£3.284 million** net expenditure. However, reprofiling due to prior year slippage, along with the inclusion of other identified schemes, has meant the profiled capital budget for 2023/24 is now **£6.875 million**. The projected capital expenditure for the year is **£6.028 million**.

Project phasing and delivery profiling account for the majority of the movement against the original 2024/25 budget profile, with some projects (Hostile Vehicle Mitigation, Middlesex Filter Beds, St Pauls Field, Lee Valley VeloPark Safety Barrier), along with completion of remaining works at Lee Valley Ice Centre scheduled for delivery in 2024/25.

There is also a budget provision for works at East India Dock Basin, which is discussed later in the paper, although as this is not a fully approved project it has not been included in the 2024/25 budget.

SPECIFIC SCHEMES

- 5 The review of major schemes in 2024/25 is detailed below.

6 **Lee Valley Ice Centre Redevelopment**

Following the practical completion of Lee Valley Ice Centre in May 2023, and subsequent administration of Buckingham Group Contracting Limited (BGCL) in September 2023, there remained a number of snagging/defects that needed to be remedied.

Members approved the recommendations within Paper E/820/23 to make a claim for the outstanding liquidated damages owed to the Authority, terminate the contract with BGCL and, following the termination, where possible to require BGCL's sub-contractors to remedy defects under collateral warranties and to employ third parties to undertake any remaining outstanding snagging and defect works.

Officers have undertaken all of the above and the process for rectification of the snagging and defects continues to be undertaken and is near completion. The final project cost is forecast to be under the approved budget of £30million, including all the operational fit out costs as well as capitalisation of development borrowing costs.

We haven't had any contact with the administrators since November 2023. Once the defects work is completed, a letter will be sent to the administrators setting out the Authority's position with regard to BGCL's liability for sums due to the Authority in respect of rectification works and liquidated damages.

Officers will update Members if any further progress with the administrators is made.

7 **Lee Valley Ice Centre Funding**

The redevelopment of Lee Valley Ice Centre has always been anticipated to be fully funded from external borrowing, with the original strategy one of short-term loans during the construction phase, to be converted to long-term loans on completion. This was subsequently amended to allow greater flexibility with borrowing due to the increase in lending rates.

Officers have continued to adopt the more cash and affordability efficient approach of short-term loans, rather than locking in long-term debt, and have to date borrowed £23 million on terms of up to two years.

Due to the current volatility in rates we have continued with this approach as it gives the Authority greater freedom and flexibility to respond should rates drop. Over the last few weeks we have seen Public Works Loans Board (PWLB) long term rates at around 5.20%. Our Medium Term Financial Forecast is currently based on rates being around 5.00%, and reducing in line with base rate forecasts. The rates in the short-term market are around 4.80%, although our current

borrowing is between **4.22% and 5.23%**. It would therefore be prudent to wait for when it may be appropriate to take longer-term borrowing.

Having short-term borrowing also allows us to easily apply and repay loans should we benefit from future capital receipts, without charges that would be associated with repaying long-term loans.

We continue to be supported by the London Borough of Enfield, via the Section 151 Officer, along with their external treasury advisors, Arlingclose, in adopting this approach to borrowing.

The Authority has three loans of £5million each that are due for refinancing in September and December this year.

We will continue to update Members on borrowing in future quarterly Capital Outturn reports.

8 Asset Maintenance

The Authority has developed an Asset Maintenance (AM) programme across the assets and open spaces that it is directly responsible for. This is a rolling programme of major one-off and planned/cyclical maintenance over 10 years. The programme is funded by annual direct contributions from revenue to ensure that the programme is fully funded to cover both lower and higher maintenance years.

The annual AM budget is amended each year to take into account where additional maintenance is required, or is deferred to future years.

The annual AM profiled budget is expected to be around £1.35 million, and includes schemes carried over from the prior year. Main areas included in the programme for 2024/25 are:

- replacement Ground Source Heat Pumps at Lee Valley White Water Centre;
- Marina lighting upgrades;
- footpath maintenance throughout the Regional Park, including phased replacement of gold top on Queen Elizabeth Olympic Park;
- repairs to East India Dock Basin river walls;
- bridge maintenance and repairs; and
- Abbey Gardens monastic wall repairs.

Where AM works can be identified as capital in nature, these can then be capitalised, although the revenue funding will be assigned to these schemes so as not to further increase the charge to revenue that would occur with an unfinanced capital spend.

9 Hostile Vehicle Mitigation

This project has seen a number of delays due to both the planning process and a significant increase in material costs. This has seen a significant rise in costs above the current approved budget. The scheme has now been fully redesigned with support from counter terrorism experts and the changes have achieved the project requirements whilst reducing the overall scheme costs. The project has been procured, planning has been granted and works are due to start in late 2024.

10 Lee Valley Park Farm, Holyfield Hall

A paper giving an update on the change of operation at the Farm was presented to Members in October (Paper E/825/23). We are still experiencing difficulty in disposing of some machinery relating to the milking parlour, although we have made some headway in selling some machinery bringing in £7,500. However, the remaining equipment, valued at around £7,500, has still had no interest and the Authority may have to consider scrapping this due to the reduction of dairy farms over the last few years. Scrap value is estimated at £1,000 - £2,000.

On the back of this, we have not yet fully invested in all the livestock, fencing, nor the baler, due in part to the delays in the Government rolling out the Stewardship Agreement that the Farm has applied for.

The capital received for the sale of livestock and machinery has been ring-fenced for reinvestment in the Farm, which is now expected to complete in this financial year.

11 Landscape, Open Spaces and Investment Projects

Middlesex Filter Beds

Neillcott have now completed the works and practical completion was issued in early August 2024. A new generator has been installed with a steel cage and reinforced locks and systems to stop theft of the generator. A steel bar has been added so it is considered to be impossible to lift the generator out of the compound and the amount of time and kit required to disassemble has increased considerably. New pumps have also been fitted and tested and the site is now in the process of being re-wetted during the latter part of August. The option of a suitable electric feed is being reviewed with the consultant Pick Everard and we will decide if this is worth continuing to look at. Final minor habitat improvement works were completed during August.

East India Dock Basin (EIDB)

Final sampling points have now been agreed with the Marine Management Organisation (MMO) and Port of London Authority (PLA) and we are seeking value for money options from the consultants to complete this final element of the sampling stage. This will allow the application for a licence to disperse silt into the Thames. The Orchard Wharf planning application has now been submitted and the Authority is commenting in its statutory role as planning consultee. Officers are discussing the S106 and we may seek to put forward a case to ask for S106 to desilt the Basin.

The Authority have also been approached by the London Borough of Tower Hamlets (LBTH) who are working up a project for which they are seeking capital funding to deliver a community space/visitor centre with café and toilets. Officers are considering a proposal to lease an area of land within EIDB where we proposed a visitor centre could be situated. This would deliver a facility that meets both the Authority's and LBTH objectives and would be funded and managed by LBTH. If elements of funding can be levered in that develop a venue and desilt the Basin, officers will then consider a further submission to the National Lottery Heritage Fund (NLHF) for the restoration of the gates and any remaining elements already not delivered or funding allocated. Officers are discussing a further submission with the NLHF case officers from the previous submission.

A paper will be brought to Members for consideration when more information is available.

St Pauls Field

The St Paul's Field project will deliver 3.25km of new footpath from Meadgate Road in Nazeing to Dobbs Weir Road. This will open up an area of the Park which has been inaccessible to the public, delivering a countryside and lakeland pathway for pedestrians and cyclists.

Hugh Pearl were the successful company winning the tender to construct the path. Contractors are expected to take possession of the site at some point in October and the projected completion date is still on track for March 2025.

North Wall Road

North Wall Road is north of Lee Valley VeloPark and jointly owned with the London Legacy Development Corporation (LLDC). It is a hard landscape which has had little value for either organisation. We now have a set of RIBA Stage 2 concept designs and a projected cost plan for this site. Further design funding for RIBA Stage 3 and 4 has been secured by LLDC from their Community Infrastructure Levy (CIL) funding and LLDC will manage the next phase of developing this project up to Stages 3 and 4. Officers will report back to Members on the designs, costs and outcome of the further development work early in 2025.

12 Venue Investment Projects

Main updates since the last outturn report in May are as follows.

Lee Valley VeloPark Spectator Barrier

The scheme is to remove the current track barrier and handrail around the indoor velodrome track and replace it with a clear perspex screen that will be around 1400mm high. This will not only enhance significantly the spectator experience but also allow the venue to achieve accreditation to stage Union Cycliste Internationale (UCI) events when the new governance comes into place. This is after a review by UCI into the major incident when a rider and bike traversed the old barrier and injured a spectator during a UCI event held at the velodrome last year. The details and design have been approved by UCI and the cost of the scheme is approx £300,000.

Installation was completed between 12 and 29 August 2024, with the loss of income calculated at £18,774 for this revised date.

Letsure Services Contract (LSC) Venues LED Lighting

The installation of LED lighting at the LSC venues has now been mainly completed with just some back of house lighting to complete at Lee Valley Hockey & Tennis Centre and Lee Valley Athletics Centre.

Lee Valley VeloPark Health & Fitness Offer

The works on conversion of meeting rooms under the concourse at Lee Valley VeloPark to a Gym are largely completed and the facility opened successfully on 1 May 2024. There are still some works required to finalise both the internal and external areas which will continue over the next weeks.

The next phase is to undertake the creation of two enclosed meeting pods on the main concourse of the arena which started on 19 August and are due for completion in early September 2024.

As with the LED lighting projects, this is being procured and delivered by GLL with the Authority providing the funding, with the costs falling due following completion of works once invoiced.

Sewardstone Campsite Investment

Members approved an investment scheme at Sewardstone (Paper A/4351/24) which involved a three phase project of:

- expansion of static pitches;
- creation of outdoor learning and activity zone; and
- four unique hotel pods.

The separate phases are dependent on the completion of the first phase, and will be fully self-funded from the sale of holiday homes.

Phase one involves the creation of ten additional hard standing pitches, and a planning application for this phase together with the hotel pods and associated facilities is due to be submitted later this month pending completion of the technical studies, required by Epping Forest District Council as part of the planning process.

Obtaining planning consent at this stage will enable greater certainty over timing and delivery of the three phases.

CAPITAL RECEIPTS

- 13 We expect to receive a small receipt from disposal of encroached land at Hawes Lane, Waltham Abbey (as set out in Paper E/840/24), and is expected in the latter part of 2024. Once received, it will be added to the general usable capital receipts reserve.

ENVIRONMENTAL IMPLICATIONS

- 14 There are no direct environmental implications arising from the recommendations in this report. However, within each project a full evaluation of environmental implications is undertaken and reported to Members as part of the overall project brief.

EQUALITY IMPLICATIONS

- 15 There are no equality implications arising directly from the recommendations in this report.

FINANCIAL IMPLICATIONS

- 16 A variance during the year on the capital programme can result in additional/reduced investment income being earned in the year as cash balances deposited in the Authority's approved bank accounts change.

HUMAN RESOURCE IMPLICATIONS

- 17 There are no human resource implications arising directly from the recommendations in this report.

LEGAL IMPLICATIONS

- 18 There are no legal implications arising directly from the recommendations in this report.

RISK MANAGEMENT IMPLICATIONS

- 19 Failure to deliver a capital project within an agreed timescale could lead to adverse publicity. It may also mean that the Authority fails to achieve its corporate objectives within the time span that was originally anticipated and/or result in revenue budget variations as part of the Medium Term Financial Plan where the investment is intended to generate new income streams.

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APPENDIX ATTACHED

Appendix A Capital Monitoring 2024/25 Q1 Outturn

PREVIOUS COMMITTEE REPORTS

Executive Committee	E/854/23	Q4 Capital Programme Budget Monitoring 2023/24	23 May 2024
Executive Committee	E/842/24	Q3 Capital Programme Budget Monitoring 2023/24	29 February 2024
Authority	A/4348/24	Proposed Capital Programme 2023/24 (Revised) to 2027/28	18 January 2024
Executive Committee	E/828/23	Q2 Capital Programme Budget Monitoring 2023/24	23 November 2023
Executive Committee	E/817/23	Q1 Capital Programme Budget Monitoring 2023/24	21 September 2023
Executive Committee	E/810/23	Q4 Capital Programme Budget Monitoring 2022/23	24 May 2023


ABBREVIATIONS

AM	Asset Maintenance
LLDC	London Legacy Development Corporation
MMO	Marine Management Organisation
PLA	Port of London Authority
RIBA	Royal Institute of British Architects
LSC	Leisure Services Contract
BGCL	Buckingham Group Contracting Ltd
UCI	Union Cycliste Internationale
EIDB	East India Dock Basin
LBTH	London Borough of Tower Hamlets
NLHF	National Lottery Heritage Fund

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Project Name	Full Scheme Budget £000s	Prior Years Spend To Date £000s	Profiled Budget 2024/25 £000s	Actual to 31 Jul 2024 £000s	Projected Outturn at 31/03/2025 £000s	Projected Variance 2024/25 £000s	Comment
ANNUAL EARMARKED RESERVES							
Biodiversity Action Plan	-	-	75	5	57	-18	Programme Delivery Profiling
IT Infrastructure & Communications	-	-	140	69	153	13	Programme Delivery Profiling
Asset Management	-	-	1,350	183	1,350	0	Programme Delivery Profiling
PROJECT SPECIFIC BUDGETS							
Lee Valley Ice Centre Redevelopment	30,000	28,832	1,168	112	589	-579	Programme Delivery Profiling
Olympic Park Hostile Vehicle Mitigation	495	22	473	5	300	-173	Slippage
White Water Pumps Replacement	1,040	1,034	6	14	14	8	Final Retention - Scheme Complete
Holyfieldhall Farm Operational Change	155	59	96	26	96	0	In progress
LANDSCAPE, OPEN SPACE & INVESTMENT PROJECTS							
East India Dock Basin - Feasibility & Surveys	125	94	31	0	32	1	In progress
East India Dock Basin - De-silting works	0	0	0	0	0	0	Provisional Budget of £0.5m
Middlesex Filter Beds Sluice	240	0	240	61	240	0	Slippage/In Progress
St Pauls Field (Inc Feasibility)	450	75	375	24	360	-15	In progress
North Wall Road	60	47	0	8	0	0	On target
VENUES INVESTMENT PROJECTS							
Non-Sports Venues							
Workshop Extension (Springfield)	100	0	100	0	0	-100	Deferred
Scout Hut Refurbishment (Springfield)	50	0	50	0	0	-50	Deferred
Sewardstone Development	450	0	450	0	450	0	In the planning process
Sports Venues							
WhiteWater - Offices/Meeting Rooms	500	519	0	13	13	13	Final Retention - Scheme Complete
LSC LED Lighting	1,522	0	1,522	1,087	1,522	0	In Progress
Velo Spectator Barrier	300	9	291	0	291	0	In Progress
Velopark Health & Fitness Offer	508	0	508	1	508	0	Scheme Complete
Land Disposal Costs							
Rammey Marsh West	0	57	0	3	53	53	In progress
TOTAL PROGRAMME			6,875	1,611	6,028	-847	
Capital Receipts							
Holyfieldhall Farm Livestock/Machinery	-200	-195	-15	-8	-10	5	In Progress
Land at Hawes Lane	-16	0	-16	0	-16	0	In Progress
TOTAL INCOME			(31)	(8)	(26)	5	
CAPITAL PROGRAMME FINANCING							
Debt			1,476		897		
External Grant Funding			200		200		
Revenue Contribution			521		521		
AM Reserve			1,350		1,350		
Earmarked Reserves			215		210		
Retained in Revenue			0		53		
Capital Receipts			3,113		2,797		
TOTAL FINANCING			6,875		6,028		

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 <p>Lee Valley Regional Park Authority</p> <p>LEE VALLEY REGIONAL PARK AUTHORITY</p> <p>EXECUTIVE COMMITTEE</p> <p>19 SEPTEMBER 2024 AT 10:30</p>	<p><u>Agenda Item No:</u></p> <p>7</p> <p><u>Report No:</u></p> <p>E/862/24</p>
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FINANCIAL REGULATIONS REVIEW

Presented by the Head of Finance

EXECUTIVE SUMMARY

The purpose of this report is for Members to consider and approve changes to Financial Regulations. Financial Regulations should be relevant and up to date and continue to meet requirements under the Chartered Institute of Public Finance & Accountancy's (CIPFA) Code of Practice. This review focusses on the Authority's Financial Regulations related to procurement, including compliance with the new Procurement Act (2023) that comes into force from 28 October 2024, and changes to procurement thresholds.

RECOMMENDATION

Members Recommend to Authority: (1) the revised Financial Regulations as set out in Appendix A to this report.

BACKGROUND

- 1 The Lee Valley Regional Park Authority was created by a private act of parliament, the Lee Valley Regional Park Act 1966 (the Park Act), which provides that the Authority may make Financial Regulations with respect to the operation of its finances.

- 2 The Authority's present Financial Regulations were last revised in October 2020 (Paper A/4287/20) following the retirement of the Director of Finance & Resources and the commencement of the Service Level Agreement with the London Borough of Enfield for the provision of financial management and accountancy support including undertaking the role of Section 151 Officer on behalf of the Authority.

PROCUREMENT ACT 2023

- 3 The current legislation that governs public sector procurement is the Public Contracts Regulations (PCR) 2015.

- 4 The new Procurement Act 2023 was approved in Parliament in March 2024 and is anticipated to take effect in full on 28 October 2024. This will supersede PCR 2015 for contracts procured after this date. Contracts for which procurement was started prior to this date will continue to be governed by the PCR 2015.

- 5 References to procurement in accordance with PCR 2015 have been replaced to references to the Procurement Act 2023 in the proposed Financial Regulations in Appendix A to this report. Some references to PCR 2015 have been retained because these continue to be applicable to management of Authority contracts procured prior to 28 October 2024. References to EU Directives have been deleted.
- 6 The Procurement Act 2023 changes the emphasis of evaluation of tenders from the Most Economically Advantageous Tender (MEAT) to the Most Advantageous Tender (MAT). This widens the approach to determining the best tender so that environmental, social and economic responsibility are considered alongside cost and quality. Financial Regulations 561, 591, 597 and 599 have been updated to reflect this, and tenders may no longer be awarded purely on the basis of lowest price.

PROCUREMENT THRESHOLDS

- 7 Financial Regulations define the contract value at which a procurement process must obtain a minimum number of quotes or be advertised, up to public contract thresholds. These thresholds have been in place for at least nine years since the 2015 review of Financial Regulations, with the lowest threshold having been in place since 2010. These thresholds have been reviewed based on indexation and feedback from suppliers / officers.
- 8 Inflation during this period has significantly increased, with some industries far outstripping the general CPI figure. Multiple quotes are now required for works or services that could be procured through one quote when these levels were last reviewed. This makes the procurement process less efficient.
- 9 Feedback from benchmarking with other bodies and suppliers is that they are aware that the threshold levels are set too low and that they are being asked to provide a quote to satisfy regulations when a single quote should be sufficient. This can lead to suppliers refusing to quote / bid for work. The risk register identifies the risk of insufficient contractors tendering for contracts (SR 2.5), considering their feedback can help to mitigate this risk.
- 10 The proposed changes to threshold levels are summarised in the table below.

FR	Procurement Process	Current Contract Value Threshold	Proposed Contract Value Threshold
568	One formal quote	Up to £1,000	Up to £3,000
569	Two formal quotes	£1,000 to £10,000	£3,000 to £15,000
570	Three formal quotes	£10,000 to £25,000	£15,000 to £35,000
571	Competitive procurement procedure	£25,000 to EU Threshold	£35,000 to public contract Threshold

OTHER CHANGES

- 11 In addition to the changes above, the other significant changes included in Appendix A to this report are summarised below. Changes are made only to the Procurement section, from Financial Regulation 542 onwards:
 - FR 560 – additional wording from the Procurement Act (2023) outlining what should not be included in specifications;

- FR 561 – amendment of the evaluation weighting of price/value for money to 50-80%, as per paragraph 6 above;
- FR 567 - amended to provide that the estimated value of the contract should be calculated in accordance with rules set out in the Procurement Act (2023);
- FR 583, 587 and 593 – reflects that all bids are now received electronically via e-portal;
- FR 589 – reflects that tender evaluations are now done by at least two people where the contract value is over £35,000, increased from one. And where the contract value is above public contract thresholds tender evaluations are done by at least three people, increased from two;
- FR 598 - the standstill period has been amended to eight days, which reflects the period under the Procurement Act 2023;
- FR 599 – deleted as this referred to authorisation for accepting bids that aren't lowest price, but under the Procurement Act (2023) the Most Advantageous Tender (MAT) should be accepted regardless of whether it is lowest price.

- 12 We have not reviewed the section relating to gifts and hospitality (other than updated numbering and job titles) as these are not related to the Procurement Act 2023 but will do so the next time there is a review of Financial Regulations.

ENVIRONMENTAL IMPLICATIONS

- 13 There are no environmental implications arising directly from the recommendations in this report.

FINANCIAL IMPLICATIONS

- 14 These are dealt with in the body of the report.

HUMAN RESOURCE IMPLICATIONS

- 15 There are no human resource implications arising directly from the recommendations in this report.

LEGAL IMPLICATIONS

- 16 There are no legal implications arising directly from the recommendations in this report other than those identified in the body of the report.

RISK MANAGEMENT IMPLICATIONS

- 17 The risk register identifies one of the corporate risks to the organisation is failure to comply with statutory requirements (SR1.1). The ongoing update and review of Financial Regulations is one of the control measures the organisation uses to assist in reducing this risk.

EQUALITY IMPLICATIONS

- 18 There are no equality implications arising directly from the recommendations in this report.

PREVIOUS COMMITTEE REPORTS

Authority	A/4287/20	Amendment of Financial Regulations	22 October 2020
Authority	A/4279/20	Amendment of Standing Orders and Financial Regulations following emergency Coronavirus legislation	23 April 2020
Authority	A/4206/15	Review of Financial Regulations 2015	30 April 2015
Authority	A/4154/12	Financial Regulations Review	19 April 2012

APPENDIX ATTACHED

Appendix A Table of Proposed changes to Financial Regulations

LIST OF ABBREVIATIONS

CIPFA	Chartered Institute of Public Finance & Accountancy
PCR	Public Contracts Regulations
FR	Financial Regulations
MAT	Most Advantageous Tender
MEAT	Most Economically Advantageous Tender

Proposed Changes to Financial Regulations

Change No	Financial Regulation	Current Financial Regulation	Proposed Financial Regulation
1	545	<p>The Deputy Chief Executive and Head of Human Resources must maintain a record of pecuniary and non-pecuniary interests that will ensure compliance with the Code of Conduct for Employees and the Local Government Act 1972 (Section 117). It is incumbent on individuals to ensure that all interests are appropriately declared and are kept up to date. If an officer's work involves contact with any individual or organisation with whom they have a family, personal or financial relationship that officer must notify their Director in writing.</p>	<p>The Deputy Chief Executive and Head of Human Resources must maintain a record of pecuniary and non-pecuniary interests that will ensure compliance with the Code of Conduct for Employees and the Local Government Act 1972 (Section 117). It is incumbent on individuals to ensure that all interests are appropriately declared and are kept up to date. If an officer's work involves contact with any individual or organisation with whom they have a family, personal or financial relationship that officer must notify their <u>Deputy Chief Executive or Corporate Director</u> in writing.</p>
2	546	<p>Information supplied to the Head of Finance by potential contractors must be treated as confidential and must not be divulged to a third party unless required by UK legislation.</p>	<p>Information supplied to the <u>Head of Finance</u> Authority by potential contractors must be treated as confidential and must not be divulged to a third party unless required by UK legislation</p>
3	548	<p>The procurement procedures set out in these rules do not apply to:</p> <ul style="list-style-type: none"> Private Finance Initiatives (or similar arrangements) in which case the Director should seek legal advice and that of the section 151 Officer as to the appropriate procedures to follow. 	<p>The procurement procedures set out in these rules do not apply to:</p> <ul style="list-style-type: none"> Private Finance Initiatives (or similar arrangements) in which case <u>the Director should seek legal advice should be sought from the Head of Legal, and advice on the appropriate procedures to follow should be sought from the and that of the section 151 Officer, as to the appropriate procedures to follow.</u>
4	550	<p>Contracts that are to be funded from main stream capital or regarded as capital by the Head of Finance in accordance with any guidance issued must be submitted to the Head of Finance for comment as soon as a proposal is known by the Director.</p>	<p>Contracts that are to be funded from main stream capital or regarded as capital by the Head of Finance in accordance with any guidance issued must be submitted to the Head of Finance for comment as soon as a proposal is known <u>by the Director.</u></p>
5	551	<p>A contract can only be extended where the original contract provided for an extension. Contracts which allow an extension whose value was originally below the EU threshold can only be extended where the extended value does not exceed the relevant EU threshold.</p>	<p>A contract can only be extended where the original contract provided for an extension. Contracts which allow an extension whose value was originally below the <u>EU public contract thresholds</u> can only be extended where the extended value does not exceed the relevant <u>EU public contract thresholds</u>.</p>
6	552	<p>Where the Authority purchases goods, works and services by reference to its published Terms & Conditions of contracts, these may only be superseded by an industry standard/model form of agreement (i.e. Joint Contracts Tribunal, New Engineering</p>	<p><u>Where</u> the Authority <u>must</u> purchases goods, works and services by reference to its published Terms & Conditions of contracts; the these may only be superseded by an industry standard/model form of agreement (i.e. Joint Contracts Tribunal,</p>

		Contract) or where a separate specific Contract Document has been agreed by the Deputy Chief Executive. These published Terms & Conditions may only be varied with the written agreement of the Head of Finance. No Terms & Conditions put forward at any time by a supplier or contractor will form part of a contract unless these are of a specialist nature and agreed jointly by the Head of Finance and the Deputy Chief Executive.	New Engineering Contract) or where a separate specific Contract Document has been agreed by the Deputy Chief Executive. These published Terms & Conditions may only be varied with the written agreement of the Head of Finance. No Terms & Conditions put forward at any time by a supplier or contractor will form part of a contract unless these are of a specialist nature and agreed jointly by the Head of Finance and the Deputy Chief Executive.
7	557	<p>The Head of Finance is the only officer authorised to enter into agreements for the supply of ICT Equipment (save in respect of purchases of items with a value of less than £100 which shall not be used in connection with the Authority's network and other infrastructure). Orders for such equipment should be placed in accordance with the procedures set by the IT usage policy. This applies to all ICT equipment supplied to the Authority including:</p> <ul style="list-style-type: none"> • Computer equipment and software; • Telephone exchanges; • Telephone equipment; • Answering machines; • Photocopiers/Multifunctional devices; • Facsimile machines; • Mobile phones; and • Pagers etc. 	<p>The Head of Finance and Head of IT and Business Support are the only officers authorised to purchase enter-into-agreements for the supply of ICT Equipment (save in respect of purchases of items with a value of less than £100 which shall not be used in connection with the Authority's network and other infrastructure). Orders for such equipment should be placed in accordance with the procedures set by the IT usage policy and where appropriate these financial regulations. This applies to all ICT equipment supplied to the Authority including:</p> <ul style="list-style-type: none"> • Computer equipment and software; • Telephone exchanges; • Telephone equipment; • Answering machines; • Photocopiers/Multifunctional devices; • Facsimile machines; • Mobile phones; and etc. • Pagers etc.
8	560	<p>Specifications must be written in a manner to ensure genuine competition is secured and that competitive bids can be submitted and evaluated on a fair and equitable basis. Specifications should, wherever possible be based around what the works, services or supplies are expected to achieve. An outline business case to justify the purchase, including expected costs, budget provision and associated risks must be produced.</p> <p>Specifications must include the following:</p> <ol style="list-style-type: none"> 1. performance and functional requirements; 2. sustainability; 	<p>Specifications must be written in a manner to ensure genuine competition is secured and that competitive bids can be submitted and evaluated on a fair and equitable basis. Specifications should, wherever possible be based around what the works, services or supplies are expected to achieve. An outline business case to justify the purchase, including expected costs, budget provision and associated risks must be produced.</p> <p>Specifications must include the following:</p> <ol style="list-style-type: none"> 1. performance and functional requirements; 2. sustainability;

		<p>3. equal access to organisations with no unjustified obstacles to competition; and</p> <p>4. accessibility criteria for disabled persons or include suitability for all users.</p> <p><u>Specifications should not refer to:</u></p> <ul style="list-style-type: none"> • design, a particular licensing model or description of characteristics (unless performance or functional requirements cannot be appropriately referred to instead); or • trademarks, trade names, patents, designs or types, places of origin, or producers or suppliers (unless necessary to make the requirements understood, in which case alternatives demonstrating equivalence must not be disadvantaged). 	<p>3. equal access to organisations with no unjustified obstacles to competition; and</p> <p>4. accessibility criteria for disabled persons or include suitability for all users.</p> <p><u>Specifications should not refer to:</u></p> <ul style="list-style-type: none"> • design, a particular licensing model or description of characteristics (unless performance or functional requirements cannot be appropriately referred to instead); or • trademarks, trade names, patents, designs or types, places of origin, or producers or suppliers (unless necessary to make the requirements understood, in which case alternatives demonstrating equivalence must not be disadvantaged).
9	561	<p>All invitations to compete must state the method of evaluation, which must be either on the basis of lowest price or the Best Price Quality Ratio. If the Best Price Quality Ratio route is chosen the evaluation must include price/value for money and this must account for a minimum of 50% of any scoring/weighting and officers must ensure that the invitation to compete outlines the items that will be taken into account when evaluation is undertaken, such matters to be taken into account must include, but are not limited to:</p> <ul style="list-style-type: none"> • compliance with the specification; • price/value for money; • economic and financial capacity; and • technical or professional capacity. <p>Subject to the following paragraph exceptions to the competitive procedures apply in the following circumstances:</p> <ul style="list-style-type: none"> • where it is determined whether in a Best Value Review or otherwise that the works or services in question shall be delivered in-house. In such case no contract is being entered into and these rules do not apply; • goods are to be bought at an auction and the Head of Finance in consultation with the Chief/Deputy Chief Executive has agreed, in writing, that the Authority's 	<p>All invitations to compete must state the method of evaluation, which must be either on the basis of lowest price or the Best Price-Quality-Ratio <u>Most Advantageous Tender</u>. If the Best Price-Quality-Ratio <u>route is chosen</u>, the evaluation must include price/value for money and this must account for a minimum of 50-80% of any scoring/weighting. and <u>o</u> officers must ensure that the invitation to compete outlines the items that will be taken into account when evaluation is undertaken, such matters to be taken into account must include, but are not limited to:</p> <ul style="list-style-type: none"> • compliance with the specification; • price/value for money; • economic and financial capacity; and • technical or professional capacity. <p>Subject to the following paragraph exceptions to the competitive procedures apply in the following circumstances:</p> <ul style="list-style-type: none"> • where it is determined whether in a Best Value Review or otherwise that the works or services in question shall be delivered in-house. In such case no contract is being entered into and these rules do not apply; • goods are to be bought at an auction and the Head of Finance in consultation with the Chief/Deputy Chief Executive has agreed, in writing, that the Authority's
10	563	<p>Subject to the following paragraph exceptions to the competitive procedures apply in the following circumstances:</p> <ul style="list-style-type: none"> • where it is determined whether in a Best Value Review or otherwise that the works or services in question shall be delivered in-house. In such case no contract is being entered into and these rules do not apply; • goods are to be bought at an auction and the Head of Finance in consultation with the Chief/Deputy Chief Executive has agreed, in writing, that the Authority's 	<p>Subject to the following paragraph exceptions to the competitive procedures apply in the following circumstances:</p> <ul style="list-style-type: none"> • where it is determined whether in a Best Value Review or otherwise that the works or services in question shall be delivered in-house. In such case no contract is being entered into and these rules do not apply; • goods are to be bought at an auction and the Head of Finance in consultation with the Chief/Deputy Chief Executive has agreed, in writing, that the Authority's

		<p>interests will be best served by purchase through auction and has agreed an upper limit for bids;</p> <ul style="list-style-type: none"> the reason for the goods, services or works is of extreme urgency brought about by events unforeseeable by the Authority, but the circumstances invoked to justify the extreme urgency must not be attributable to the Authority; prices are controlled by Government order; goods or services are received from another Public Authority under the terms of a contract already subjected to a competitive process which complies with Public Contract Regulations 2015; where a Local Authority, public body or consortium of public bodies has secured beneficial arrangements for the purchase of goods or services through its own tendering system which complies with Public Contract Regulations 2015 or the Procurement Act 2023 then the use of such contracts will be deemed to satisfy the procurement rules of the Authority; where pursuing the competitive process would result in an infringement of other laws, for example, copyright laws; where software licences fall under provision 74 of the Procurement Act 2023, of regulation 72 of the Public Contract Regulations 2015 as applicable. 	<p>interests will be best served by purchase through auction and has agreed an upper limit for bids;</p> <ul style="list-style-type: none"> the reason for the goods, services or works is of extreme urgency brought about by events unforeseeable by the Authority, but the circumstances invoked to justify the extreme urgency must not be attributable to the Authority; prices are controlled by Government order; goods or services are received from another Public Authority under the terms of a contract already subjected to a competitive process which complies with Public Contract Regulations 2015; where a Local Authority, public body or consortium of public bodies has secured beneficial arrangements for the purchase of goods or services through its own tendering system which complies with Public Contract Regulations 2015 or the Procurement Act 2023 then the use of such contracts will be deemed to satisfy the procurement rules of the Authority; where pursuing the competitive process would result in an infringement of other laws, for example, copyright laws; where software licences fall under provision 74 of the Procurement Act 2023, of regulation 72 of the Public Contract Regulations 2015 as applicable.
11	564	<p>Where the estimated value of the contract is less than the EU Threshold a Corporate Director in agreement with the Head of Finance and Deputy Chief Executive may determine whether an exception of the rules apply within the scope of the Public Contract Regulations 2015. Where it is determined an exception applies the decision and the reasons for the decision must be recorded in writing and reported to full Authority as part of the annual report to Members regarding the waiving of Financial Regulations. Where the expected value of a contract requires compliance with the Public Contract Regulations 2015 or European Union Directives on Procurement procedures or the European Union Directives on concession contracts then an</p>	<p>Where the estimated value of the contract is less than the public contract EU threshold a Corporate Director in agreement with the Head of Finance and Deputy Chief Executive may determine whether an exception of the rules listed in 563, apply within the scope of the Public Contract Regulations 2015 Procurement Act 2023. Where it is determined an exception applies the decision and the reasons for the decision must be recorded in writing and reported to full Authority as part of the annual report to Members regarding the waiving of Financial Regulations. Where the expected value of a contract requires compliance with the Public Contract Regulations 2015 Procurement Act 2023 or European Union Directives on Procurement procedures or the European</p>

		exemption cannot be granted.	<u>Union Directives on concession contracts</u> then an exemption cannot be granted.
12	Sub heading	Thresholds for the Relevant Competitive Process, Including EU Thresholds	Thresholds for the Relevant Competitive Process, Including <u>EU Public Contract Thresholds</u>
13	565	Procurement procedures can differ according to the nature and value of the proposed contract, and are set by <u>European law</u> , <u>United Kingdom law</u> and the Authority's own rules.	Procurement procedures can differ according to the nature and value of the proposed contract, and are set by <u>European law</u> , <u>United Kingdom law</u> the <u>Procurement Act 2023</u> and the Authority's own rules.
14	567	<p>The value payable under a contract will be calculated based on:</p> <ul style="list-style-type: none"> the sum expected to be payable under the contract if the term of the contract is fixed for 12 months or less; the sum expected to be payable under the contract if the term is fixed for more than 12 months; or where the contract is for a term longer than 48 months or if the term is indefinite or uncertain the value will be the amount expected to be payable in respect of each month of the period multiplied by 48. <p>Where the procurement requirement is a single requirement for goods or services or for carrying out of a work or works and a number of contracts have been entered into or are to be entered into to fulfil that requirement, the estimated value for the purpose of calculating the threshold of the procurement is the aggregate of the value which the Authority expects to be payable under each of those contracts.</p> <p>Where the requirement is over a period for goods or services and for that purpose enters into a series of contracts or a contract which under its terms is renewable the estimated value shall be calculated by aggregating the value of the consideration payable under the contracts which:</p> <ol style="list-style-type: none"> have similar characteristics; and are for the same type of goods or services. <p>during the last financial year or the period of 12 months, and by adjusting the amount to take account of any expected changes in quantity and cost of goods to be purchased or hired or services</p>	<p>The <u>estimated value payable under aof the contract</u> is the maximum amount the Authority could expect to pay under the contract, which is calculated in accordance with the rules in Schedule 3 of the <u>Procurement Act 2023</u> and includes <u>will be calculated based on:</u></p> <ul style="list-style-type: none"> <u>the sum expected to be payable under the contract if the term of the contract is fixed for 12 months or less;</u> <u>the sum expected to be payable under the contract if the term is fixed for more than 12 months; or</u> <u>where the contract is for a term longer than 48 months or if the term is indefinite or uncertain the value will be the amount expected to be payable in respect of each month of the period multiplied by 48.</u> <p>(a) <u>the value of any goods, services or works provided by the contracting authority under the contract other than for payment;</u></p> <p>(b) <u>amounts that would be payable if an option in the contract to supply additional goods, services or works were exercised;</u></p> <p>(c) <u>amounts that would be payable if an option in the contract to extend or renew the term of the contract were exercised;</u></p> <p>(d) <u>amounts representing premiums, fees, commissions or interest that could be payable under the contract;</u></p> <p>(e) <u>amounts representing prizes or payments that could be payable to participants in the procurement.</u></p> <p><u>Where the procurement requirement is a single requirement for goods or services or for carrying out of a work or works and a number of contracts have been entered into or are to be entered into to fulfil that requirement, the estimated value for the purpose</u></p>

		to be provided in the period or the relevant time.	<p>of calculating the threshold of the procurement is the aggregate of the value which the Authority expects to be payable under each of these contracts.</p> <p>Where the requirement is over a period for goods or services and for that purpose enters into a series of contracts or a contract which under its terms is renewable the estimated value shall be calculated by aggregating the value of the consideration payable under the contracts which:</p> <ul style="list-style-type: none"> iii. have similar characteristics; and iv. are for the same type of goods or services. <p>during the last financial year or the period of 12 months, and by adjusting the amount to take account of any expected changes in quantity and cost of goods to be purchased or hired or services to be provided in the period or the relevant time.</p>
15	568	<p>Estimated Value up to £1,000</p> <p>Goods and Services up to £1,000 can be commissioned on the basis of one formal quote, subject to that good/service being of a one-off nature and in the opinion of the officer concerned represents good value for money and delivery capability before the order is placed. Orders should be placed in accordance with the normal procedures outlined in these Financial Regulations including the aggregation rules outlined in FR 567.</p>	<p>Estimated Value up to £34,000</p> <p>Goods and Services up to £34,000 can be commissioned on the basis of one formal quote, subject to that good/service being of a one-off nature and in the opinion of the officer concerned represents good value for money and delivery capability before the order is placed. Orders should be placed in accordance with the normal procedures outlined in these Financial Regulations including the aggregation rules outlined in FR 567.</p>
16	569	<p>Estimated Value between £1,000 and £10,000</p> <p>Providing the procedures outlined throughout these rules have been followed then at least two competitive quotes must be obtained and documented by the Chief Executive, Deputy Chief Executive or a Corporate Director giving consideration to value for money and delivery capability before an order is placed. Orders should be placed in accordance with the normal procedures outlined in these Financial Regulations including the aggregation rules outlined in FR 567.</p>	<p>Estimated Value between £34,000 and £150,000</p> <p>Providing the procedures outlined throughout these rules have been followed then at least two competitive quotes must be obtained and documented by the Chief Executive, Deputy Chief Executive or a Corporate Director giving consideration to value for money and delivery capability before an order is placed. Orders should be placed in accordance with the normal procedures outlined in these Financial Regulations including the aggregation rules outlined in FR 567.</p>
17	570	<p>Estimated Value between £10,000 and £25,000</p> <p>Providing the procedures outlined throughout these rules have been followed then at least three competitive quotes must be obtained and documented by the Chief Executive, Deputy Chief</p>	<p>Estimated Value between £150,000 and £325,000</p> <p>Providing the procedures outlined throughout these rules have been followed then at least three competitive quotes must be obtained and documented by the Chief Executive, Deputy Chief</p>

18	571	<p>Executive or a Corporate Director given consideration to value for money and delivery capability before an order is placed. Orders should be placed in accordance with the normal procedures outlined in these Financial Regulations including the aggregation rules outlined in FR 567.</p> <p>Estimated Value between £25,000 and the EU Thresholds These contracts must be let by following the competitive procurement procedures as defined in the Public Contract Regulations 2015. Advertisements must comply with the Public Contract Regulations 2015 and as a minimum be published on the Authority website using the appropriate standard template and the Contract Finder portal as defined in Public Contract Regulations 2015.</p>	<p>Executive or a Corporate Director given consideration to value for money and delivery capability before an order is placed. Orders should be placed in accordance with the normal procedures outlined in these Financial Regulations including the aggregation rules outlined in FR 567.</p> <p>Estimated Value between £325,000 and the EU public contract thresholds These contracts must be let by following the competitive procurement procedures as defined in the Public Contract Regulations 2015. Advertisements must comply with the Public Contract Regulations 2015 and as a minimum be published on the Authority website using the appropriate standard template and the Contract Finder portal as defined in Public Contract Regulations 2015.</p>
19	572	<p>Contract award notices must be placed on the Contract Finder portal as required by Public Contract Regulations 2015.</p>	<p>Contract award notices must be placed on the Contract Finder portal as required by Public Contract Regulations 2015.</p>
20	573	<p>The Chief Executive, Deputy Chief Executive or a Corporate Director may compile a framework agreement list of contractors able to supply goods, services or works which fall within their department's responsibilities or utilise a framework agreement as defined by the Public Contract Regulations 2015 including Central Purchasing Bodies.</p>	<p>The Chief Executive, Deputy Chief Executive or a Corporate Director may compile a framework agreement list of contractors able to supply goods, services or works which fall within their department's responsibilities or utilise a framework agreement as defined by the Public Contract Regulations 2015 and as a minimum be published on the Authority website using the appropriate standard template and the Contract Finder portal as defined in Public Contract Regulations 2015.</p>
21	576	<p>Advertisements to appoint contractors to a Framework Agreement must be published in line with the Public Contract Regulations 2015.</p>	<p>Advertisements to appoint contractors to a Framework Agreement must be published in line with the Public Contract Regulations 2015.</p>
22	579	<p>Contracts to be procured by Dynamic Purchasing System or electronic auctions must follow the Public Contract Regulations 2015 or EU directives for Procurement.</p>	<p>Contracts to be procured by Dynamic Purchasing System or electronic auctions must follow the Public Contract Regulations 2015 or EU directives for Procurement.</p>
23	581	<p>Contracts to be procured from a Central Purchasing Body must have been set up in line with Public Contract Regulations 2015 or EU Directives for Procurement and the Procurement section must test due diligence has been carried out.</p>	<p>Contracts to be procured from a Central Purchasing Body must have been set up in line with Public Contract Regulations 2015 or EU Directives for Procurement. Procurement section must test due diligence has been carried out.</p>
24	582	<p>Contracts with an expected value above the EU thresholds must be procured in accordance with the Public Contract Regulations</p>	<p>Contracts with an expected value above the EU public contract thresholds must be procured in accordance with the Public</p>

		<p>2015, Public Services (Social Value) Act 2012, EU Directive on Concession Contracts and any subsequent amendment regulations and all relevant EU Directives that cover works, supplies, services and concessions. The Public Services (Social Value) Act applies to the pre-procurement stage of above threshold contracts for services and requires that officers consider how what is to be procured may improve social, environmental and economic wellbeing of the Park and also consider the need to consult.</p>	<p>Contract Regulations 2016 <u>Procurement Act 2023</u>, and the Public Services (Social Value) Act 2012, <u>EU Directive on Concession Contracts</u> and any subsequent amendment regulations and all relevant <u>EU Directives</u> that cover works, supplies, services and concessions. The Public Services (Social Value) Act applies to the pre-procurement stage of above threshold contracts for services and requires that officers consider how what is to be procured may improve social, environmental and economic wellbeing of the Park and also consider the need to consult.</p>
25	583	<p>Every invitation to submit a tender, bid or quotation must state that the tender, bid or quotation must be returned in a sealed envelope which is clearly marked 'Tender' and which indicates the subject of the tender or where an e-procurement method is used the submitted tender must be deposited in an electronic tender box which cannot be accessed until the defined date of opening. No other identifying marks must be included on the envelope. Envelopes and parcels marked in this way will be delivered to the Chief Executive or an officer designated for that purpose and must be kept, unopened, until they are due to be opened.</p>	<p><u>Every invitation to submit a tender, bid or quotation must state that the tender, bid or quotation must be returned electronically via the e-portal. The submitted tender must be deposited in an electronic tender box which cannot be accessed until the defined date of opening. Every invitation to submit a tender, bid or quotation must state that the tender, bid or quotation must be returned in a sealed envelope which is clearly marked 'Tender' and which indicates the subject of the tender or where an e-procurement method is used the submitted tender must be deposited in an electronic tender box which cannot be accessed until the defined date of opening. No other identifying marks must be included on the envelope. Envelopes and parcels marked in this way will be delivered to the Chief Executive or an officer designated for that purpose and must be kept, unopened, until they are due to be opened.</u></p>
26	584	<p>All tenders, bids or quotations over £25,000 received by the Authority must be held unopened until the date and time set in the invitation when all the tenders received will be opened at the same time on or after the closing date and time by at least two officers, independent of the Lead Officer and (where the contract value exceeds £75,000) an Authority Member. Only those quotations received within the predetermined return time and date should be opened.</p>	<p>All tenders, bids or quotations over £325,000 received by the Authority must be held unopened until the date and time set in the invitation when all the tenders received will be opened at the same time on or after the closing date and time by at least two officers, independent of the Lead Officer and (where the contract value exceeds £75,000) an Authority Member. Only those quotations received within the predetermined return time and date should be opened.</p>
27	586	<p>No tender received after the other tenders have been opened shall be considered. Any tender rejected for late delivery shall be immediately returned to the sender by the Director and no details within the tender shall be recorded or disclosed.</p>	<p>No tender received after the other tenders have been opened shall be considered. Any tender rejected for late delivery shall be immediately returned to the sender by the <u>Corporate Director</u> and no details within the tender shall be recorded or disclosed.</p>
28	587	<p>The Head of Finance or other officer designated for the purpose</p>	<p>The Head of Finance or other officer designated for the purpose</p>

		will keep a record of all tenders over £25,000 received. The lead officer, will retain all quotations, including the returned envelopes, for a period of two years.	will keep a record of all tenders over £325,000 received. The lead officer, will retain all quotations, including the returned envelopes, for a period of two years.
29	588	Within 2 working days of being opened, all tenders over £25,000 will be delivered to the officer responsible for evaluating the tenders.	Within 2 working days of being opened, all tenders over £325,000 will be delivered to the officers responsible for evaluating the tenders.
30	589	<p>The Chief Executive, Deputy Chief Executive or a Corporate Director responsible for issuing the invitation to tender will evaluate the tenders received or may appoint another technically competent officer to do the evaluation. The evaluation for a:</p> <p>a. contract with an Expected Value of above £25,000 to EU Threshold, will be carried out by at least one person and checked and validated by a member of the Procurement section; and</p> <p>b. contract with an Expected Value above the EU Threshold, will be carried out by at least two persons and checked and validated by a member of the Procurement section.</p>	<p>The Chief Executive, Deputy Chief Executive or a Corporate Director responsible for issuing the invitation to tender will evaluate the tenders received or may appoint another technically competent officer to do the evaluation. The evaluation for a:</p> <p>a. contract with an Expected Value of above £235,000 to EU-public contract thresholds, will be carried out by at least one-two persons and checked and validated by a member of the Procurement section; and</p> <p>b. contract with an Expected Value above the public contract thresholds, will be carried out by at least three-two persons and checked and validated by a member of the Procurement section.</p>
31	591	The criteria for award of tenders and the method of evaluation must accord with the evaluation choices, as outlined in FR561 to FR562 and may be either the lowest price OR the Best Price Quality Ratio. This evaluation will be based on the responses received compared to the criteria outlined in the tender document and linked to the subject matter of the specification to determine the lowest price or the Best Price Quality Ratio tender.	<p>The criteria for award of tenders and the method of evaluation must accord with the evaluation choices, as outlined in FR561 to FR562 and may be either the lowest price OR the Best Price Quality Ratio must be the Most Advantageous Tender. This evaluation will be based on the responses received compared to the criteria outlined in the tender document and linked to the subject matter of the specification to determine the submission with the lowest price or the Best Price Quality Ratio Most Advantageous tender.</p>
32	593	<p>Following the evaluation and a decision on the successful submission, all individuals/organisations who submitted an offer will be notified of the decision/outcome in writing by the most rapid means of communication practicable. The notice shall include:</p> <ul style="list-style-type: none"> the criteria for the award of the contract; the ranking of the individual/organisation in the evaluation against the total submissions received; where practicable the score obtained; and the name of the individual/organisation to be awarded the 	<p>Following the evaluation and a decision on the successful submission, all individuals/organisations who submitted an offer will be notified of the decision/outcome in writing by the most rapid means of communication practicable via the e-portal. The notice shall include:</p> <ul style="list-style-type: none"> the criteria for the award of the contract; the ranking of the individual/organisation in the evaluation against the total submissions received; where practicable the score obtained; and the name of the individual/organisation to be awarded

		contract.	the contract.
33	597	The Chief Executive, Deputy Chief Executive or a Corporate Director can accept any tender bid or quotation which is the lowest price or the Best Price Quality Ratio submitted to the Authority in accordance with the criteria specified in the Invitation. A written record of the evaluation should be prepared and retained by the Chief Executive or a Corporate Director. The record should include the criteria for evaluation, the weightings and the persons responsible for the evaluation and the outcome of the process.	The Chief Executive, Deputy Chief Executive or a Corporate Director can accept any tender bid or quotation which is the lowest price or the Best Price Quality Ratio Most Advantageous Tender submitted to the Authority in accordance with the criteria specified in the Invitation. A written record of the evaluation should be prepared and retained by the Chief Executive, Deputy Chief Executive or a Corporate Director. The record should include the criteria for evaluation, the weightings and weighted scores and the persons responsible for the evaluation and the outcome of the process.
34	598	After notification as in FR593 and where the contract value is above £75,000 a mandatory standstill period will then come into effect of 10 days (or 15 days if the bidders are notified other than by electronic means) before the contract can be awarded in line with EU Directives and UK legislation. This is in order to allow unsuccessful bidders a reasonable amount of time to decide whether to request a review of the decision	After notification as in FR593 and where the contract value is above £75,000 a mandatory standstill period will then come into effect of 349 days (or 15 days if the bidders are notified other than by electronic means) before the contract can be awarded in line with EU Directives and UK legislation. This is in order to allow unsuccessful bidders a reasonable amount of time to decide whether to request a review of the decision
35	599	The Chief Executive and/or Deputy Chief Executive or Corporate Directors must obtain written approval before accepting a tender, bid or quotation which is not the lowest submitted but which is the Best Price Quality Ratio to the Authority. The officer must explain, in writing, to the Chief Executive, Head of Finance, Deputy Chief Executive (whichever is applicable) the reasons which make a tender, bid or quotation which is not the lowest submitted the Best Price Quality Ratio to the Authority.	Deleted
36	600604	Whenever a contract is to be agreed in excess of £25,000 it shall be in writing. Where the terms of the contract are materially different from the Authority's Standard Terms and Conditions the documentation must be submitted for legal advice for agreement before being signed on behalf of the Authority.	Whenever a contract is to be agreed in excess of £325,000 it shall be in writing. Where the terms of the contract are materially different from the Authority's Standard Terms and Conditions the documentation must be submitted for legal advice for agreement before being signed on behalf of the Authority.
37	601602	All documentation forming contractual agreements must be authorised as follows: <ul style="list-style-type: none"> • up to £50,000 – signed by duly authorised officer; • £50,000 to £0.5m – signed by two duly authorised officers (unless the contract is required to be entered into under seal); 	All documentation to be signed on behalf of the Authority forming contractual agreements whether for expenditure or income, must be authorised as follows: <ul style="list-style-type: none"> • up to £50,000 – signed by duly authorised officer; • £50,000 to £0.5m – signed by two duly authorised officers (unless the contract is required to be entered

		<ul style="list-style-type: none"> • >£0.5m – entered under seal following approval in accordance with Authority Standing Orders. 	<ul style="list-style-type: none"> • >£0.5m – entered under seal following approval in accordance with Authority Standing Orders.
38	603604	<p>The Chief Executive or Deputy Chief Executive or a Corporate Director must not authorise work to start until the contract has been completed and signed. In exceptional circumstances and where the work is urgent, the Chief Executive or a Corporate Director may authorise work to start if the legal advice or (where applicable) the duly authorised signatories confirms in writing that a contract is being prepared. In such a case the authorisation must be in the form of an official order and must clearly state all the relevant terms and conditions.</p> <p>Works shall not be undertaken outside the scope of accepted contracts without the written consent of the Head of Finance which must be obtained before the Chief Executive, Deputy Chief Executive or a Corporate Director authorises work.</p>	<p>The Chief Executive or Deputy Chief Executive or a Corporate Director Officers must not authorise work to start until the contract has been completed and signed. In exceptional circumstances and where the work is urgent, the Chief Executive, Deputy Chief Executive or a Corporate Director may authorise work to start if the legal advice or (where applicable) the duly authorised signatories confirms in writing that a contract is being prepared. In such a case the authorisation must be in the form of an official order and must clearly state specifically state all the relevant terms and conditions.</p> <p>Works shall not be undertaken outside the scope of accepted contracts and the scope of accepted contracts shall not be varied without the written consent of the Head of Finance, in consultation with the Section 151 Officer, which must be obtained before the Chief Executive, Deputy Chief Executive or a Corporate Director officer authorises work, and in any case only as allowed by section 74 of the Procurement Act 2023.</p> <p>Similarly, if a spouse/partner or close family are employees, owners, directors or shareholders in an organisation entering into or proposing to enter into a contract with the Authority an employee should immediately inform their Deputy Chief Executive or Corporate Director. They must also confirm their interest in writing to the Chief Executive and Deputy Chief Executive.</p>
39	606607	<p>Works shall not be undertaken outside the scope of accepted contracts without the written consent of the Head of Finance which must be obtained before the Chief Executive, Deputy Chief Executive or a Corporate Director authorises work.</p>	<p>Works shall not be undertaken outside the scope of accepted contracts and the scope of accepted contracts shall not be varied without the written consent of the Head of Finance, in consultation with the Section 151 Officer, which must be obtained before the Chief Executive, Deputy Chief Executive or a Corporate Director officer authorises work, and in any case only as allowed by section 74 of the Procurement Act 2023.</p> <p>Similarly, if a spouse/partner or close family are employees, owners, directors or shareholders in an organisation entering into or proposing to enter into a contract with the Authority an employee should immediately inform their Deputy Chief Executive or Corporate Director. They must also confirm their interest in writing to the Chief Executive and Deputy Chief Executive.</p>
40	614615	<p>Similarly, if a spouse/partner or close family are employees, owners, directors or shareholders in an organisation entering into or proposing to enter into a contract with the Authority an employee should immediately inform their Corporate Director. They must also confirm their interest in writing to the Chief Executive and Deputy Chief Executive.</p>	<p>Similarly, if a spouse/partner or close family are employees, owners, directors or shareholders in an organisation entering into or proposing to enter into a contract with the Authority an employee should immediately inform their Deputy Chief Executive or Corporate Director. They must also confirm their interest in writing to the Chief Executive and Deputy Chief Executive.</p>
41	623624	<p>ALL OFFERS FROM CONTRACTORS, OUTSIDE BODIES AND ORGANISATIONS IN CONNECTION WITH THE ABOVE SHOULD BE IMMEDIATELY REPORTED TO AND RECORDED BY THE RELEVANT DIRECTOR IN THE REGISTER KEPT BY THE COMMITTEE & MEMBER SERVICES MANAGER ON BEHALF OF THE AUTHORITY.</p>	<p>ALL OFFERS FROM CONTRACTORS, OUTSIDE BODIES AND ORGANISATIONS IN CONNECTION WITH THE ABOVE SHOULD BE IMMEDIATELY REPORTED TO AND RECORDED BY THE RELEVANT CORPORATE DIRECTOR IN THE REGISTER KEPT BY THE COMMITTEE & MEMBER SERVICES MANAGER ON BEHALF OF THE AUTHORITY.</p>
42	624625	<p>It is acceptable for officers to participate in a working lunch with a contractor, or potential contractor, so long as the Authority would offer, as host, to the contractor on Authority premises. It is important that the relevant Director is consulted and kept</p>	<p>It is acceptable for officers to participate in a working lunch with a contractor, or potential contractor, so long as the Authority would offer, as host, to the contractor on Authority premises. It is important that the relevant Corporate Director is consulted and</p>

		<p>informed. It should be noted that the declaring of hospitality/gifts does <u>NOT</u> legitimise its acceptance. The register to record all offers of gifts and hospitality made to officers (whether accepted or refused) is held by the Committee & Member Services Manager.</p>	<p>kept informed. It should be noted that the declaring of hospitality/gifts does <u>NOT</u> legitimise its acceptance. The register to record all offers of gifts and hospitality made to officers (whether accepted or refused) is held by the Committee & Member Services Manager.</p>
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LEE VALLEY REGIONAL PARK AUTHORITY

EXECUTIVE COMMITTEE

19 SEPTEMBER 2024 AT 10:30

Agenda Item No:

8

Report No:

E/863/24

UPDATED CORPORATE TRAVEL POLICY

Presented by the Head of Human Resources

EXECUTIVE SUMMARY

The purpose of this report is to seek Member approval for the revised Corporate Travel Policy that has been updated as it is due for review. The Policy has been updated to take account of legislative changes, best practice, the Authority's business objectives and environmental considerations.

RECOMMENDATION

Members Recommend to Authority: (1) the Corporate Travel Policy attached at Appendix A to this report.

BACKGROUND

- 1 The Authority has a register of policies that ensure the organisation works efficiently and consistently towards delivering its Business Strategy. These policies are regularly reviewed to ensure they are relevant and up to date with legislation and best practice.
- 2 It should be noted that the Authority implements legislative changes from the date they are introduced and there may be a time lag between this and the relevant policies being updated.

CORPORATE TRAVEL POLICY

- 3 A draft of the Corporate Travel Policy is attached at Appendix A to this report for Members' consideration and recommendation to Authority.
- 4 The changes made to the Policy are highlighted in yellow.
- 5 Travel expenses are incurred in order to further Authority objectives. It is therefore expected that due regard is given to cost effectiveness and the proper use of public money in making travel arrangements. Travel should only be undertaken if essential for Authority business. Business Travellers are expected to be prudent in their spending and must demonstrate that they have sought to obtain either the lowest price or the most sustainable method for travelling.

- 6 The Corporate Travel Policy aims to ensure that all Business Travellers have a clear and consistent understanding of procedures for business travel and that the reimbursement of expenses is carried out in a fair and consistent manner across the Authority based on business need.
- 7 The Authority's mileage and meal rates are in line the HMRC rates.
- 8 The table below shows the travel costs claimed in 2023/24 and how much this cost.

Travel Type	No of miles	Amount claimed and paid
Electric Car	1,706.97	£768.22
Petrol/Diesel Car	26,605.00	£11,502.34
Subsistence		£259.62
Train/Bus/Parking		£2,255.05

- 9 It is worth noting that not all employees claim mileage, as they chose not to, so this is not a complete representation of mileage undertaken.
- 10 Due to the size of the Park and the location of many of our open spaces and venues it is not always possible to use public transport or cycle when travelling for business purposes. However, this Policy along with the Authority's Environment Policy aim to ensure that business travellers consider the best method of travel based on cost, time, sustainability, personal safety and environmental factors.
- 11 The Authority has offered both season ticket loans and a cycle to work scheme for a number of years, so these schemes are now highlighted in this Policy.
- 12 Officers are also currently looking into salary sacrifice schemes for staff to be able to buy/lease electric cars.

ENVIRONMENTAL IMPLICATIONS

- 13 The environmental implications of business travel have been considered when revising this Policy and it has been linked to the Authority's Environment Policy.

FINANCIAL IMPLICATIONS

- 14 There are no financial implications arising directly from the recommendations in this report.

HUMAN RESOURCE IMPLICATIONS

- 15 The updated Policy will be communicated to all staff and the Authority will ensure that managers are adequately trained to implement the procedures in accordance with this Policy.

LEGAL IMPLICATIONS

- 16 There are no legal implications arising directly from the recommendations in this report.

RISK MANAGEMENT IMPLICATIONS

- 17 There are no risk management implications arising directly from the recommendations in this report.

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APPENDIX ATTACHED

Appendix A Corporate Travel Policy

LIST OF ABBREVIATIONS

HR	Human Resources
HMRC	HM Revenue & Customs

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Corporate Travel Policy

July 2024

Reference: **[Version 6]**



This document is controlled by Lee Valley Regional Park Authority.

Lee Valley Regional Park Authority,
Myddelton House, Bulls Cross,
Enfield, Middlesex, EN2 9HG

Title: Corporate Travel Policy

Status: Draft

Current Version: v6.0

Author	Victoria Yates Head of Human Resources ✉ vyates@leevalleypark.org.uk ☎ 07739 852235
Sponsor	Beryl Foster Deputy Chief Executive ✉ bfoster@leevalleypark.org.uk ☎ (01992) 709836
Consultation:	SMT, Payroll Manager, Policy & Procedure Review Group
Approved	Approved by: Authority Approval Date: October 2024 Review Frequency: Every 5 years or earlier if there is a change in Government legislation Next Review: October 2029

Version History		
Version	Date	Description
1	September 2008	Approved by Members 25/09/08 (Paper A/3998/08)
1.1	June 2012	Mileage rates and job titles updated in line with Authority changes, new sections on meals/entertainment and professional bodies/trade association meetings added
1.3	August 2013	Policy & Procedure Review Group
2	September 2013	Executive Committee
2	October 2013	Authority
3	October 2019	Rates and job titles updated & clarification in areas such as home to office miles, out of hours mileage
3	October/November 2019	Policy & Procedure review Group
3	August 2019	New expenses and mileage system introduced
4	September 2020	Policy & Procedure Review Group
5	September 2020	Removed 4p per mile for electric cars and changed to 45p
5	September 2020	Reviewed at Executive Committee paper E/668/20

5	October 2020	Signed off at Authority paper A/4286/20
6	March 2024	Contact details updated
6	March 2024	Updated relevant policies and procedures
6	March 2024	Added information on season ticket loans
6	March 2024	Added information on Cycle Scheme
6	March 2024	Linked to Environment policy, strategy and action in terms of environmental considerations and sustainable travel.
6	July 2024	30 mile radius removed in 14.1 as no longer relevant
6	July 2024	Added considering sustainable options for vehicle hire
6	July 2024	Linked claiming expenses to the payroll processing procedure
6	July 2024	Updated information on tolls
6	July 2024	Meal rates updated in appendix 2
6	September 2024	Added information on bicycle use and public bicycle hire

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1. Context

- 1.1 This policy establishes procedures and provides guidelines for Officers who embark on Business Travel for the benefit of the Authority, while developing the concept of travel Best Practices including environmental considerations.

2. Policy Aims

- 2.1 This policy aims to ensure that all Business Travellers have a clear and consistent understanding of procedures for business travel.
- 2.2 To provide Business Travellers with a reasonable level of service and comfort at the lowest possible cost.
- 2.3 To ensure that the reimbursement of expenses is carried out in a fair and consistent manner across the Authority based on business need.
- 2.4 To maximize the ability to negotiate discounted rates with Travel Operators, leading to reduced travel expenses.
- 2.5 To consider environmental issues and use sustainable travel methods where practical and possible.

3. Statement of General Policy

- 3.1 Travel expenses are incurred in order to further Authority objectives. Travel should only be undertaken if essential for Authority business. Business Travellers are expected to be prudent in their spending and must demonstrate that they have sought to obtain either the lowest price or the most sustainable method for travelling. Business Travellers and their managers should select the most economical route and the most economical/sustainable mode of transport and have regard to time, cost, service, environmental considerations, lone working and personal safety.
- 3.2 The Authority will reimburse Business Travellers for all reasonable and necessary expenses (listed in this policy), while travelling on authorised Authority business.
- 3.3 The Authority assumes no obligation to reimburse Business Travellers for expenses until any lack of compliance is clarified and resolved.
- 3.4 Business travellers who do not comply with this travel policy, will be subject to delay or withholding of reimbursement.

- 3.5 Business travel should always be arranged to serve the Authority's best interests and must have a legitimate business purpose.
- 3.6 In exceptional circumstances, business travel can be paid in advance by the Authority with prior approval by the business traveller's line manager and the Head of Finance or Head of Human Resources.
- 3.7 All business travel outside of the general movement between Authority-owned sites should be approved in advance by the Business Traveller's line manager whether paid in advance by the Authority or to be reclaimed at a later date by the Business Traveller.
- 3.8 In general, the quality of travel, accommodation and related expenses, should be governed by what is reasonable and appropriate to the business purpose involved and to the best endeavours of the Business Traveller.
- 3.9 Business Travellers are reimbursed for authorised transport expenses and other reasonable expenses incurred while on travel status.
- 3.10 When Business Travellers interrupt travel or deviate from the direct route for personal convenience or personal leave, they will be reimbursed only at the rate for uninterrupted travel by the most direct route.
- 3.11 Business Travellers who chose to deviate from the most direct route for personal circumstances or personal leave must provide proof of the costs of the most direct route.
- 3.12 Business Travellers must follow the regulations in the table below:

Destination	Type	Travel Time	Transport Class
Greater London and the Park's boundaries	Personal vehicle Public transport * Cycling	Any amount of time	Personal vehicle and cycling (see Section 14). Oyster Card (see Section 15)
UK	Rail **	Any amount of time	Economy Class
UK	Air**	Any amount of time	1 st choice – Budget Airlines 2 nd choice - Economy Class
UK	Sea	Any amount of time	Economy Class
Europe	Rail	Any amount of time	Economy Class
Europe	Air	Any amount of time	1 st choice – Budget Airlines 2 nd choice - Economy Class
Europe	Sea	6 hours	Economy Class
Europe	Sea	6 or more hours	Economy Class with Cabin
Worldwide	Rail	No travel should be made using this type	No travel should be made using this type
Worldwide	Air	Outside of Europe or flights over 6 hours	Economy Class
Worldwide	Sea	No travel should be made using this type	No travel should be made using this type

NOTES:

*It is important that Business Travellers consider the whole cost, such as related expenses, details, timings, methods, etc when choosing between

a personal vehicle, cycling or public transport; as it may prove more cost-effective to use one method over the other.

**** It may be more economical to share a personal vehicle if more than one person is travelling (see Section 14.2).**

3.12 When travellers must use premium transportation, such as Business Class instead of Economy Class for medical reasons, this must be affirmed by the Authority's occupational health provider, indicating how long the medical condition is expected to last. There must also be an official signed declaration by the Business Traveller and the Head of Finance and Head of Human Resources.

3.13 If the condition is permanent or indefinite, the healthcare provider's certification must be renewed and revalidated each year.

4. Travel Status

4.1 Travel status begins when Business Travellers leave their normal working venue (as per their contract of employment) to go directly to their destination. Travel status ends when Business Travellers return directly to their normal working venue after completing the relevant business. Transportation between your home and regular place of employment is not a reimbursable expense, apart from in the case of emergency call out or Authority business that takes place outside of your (individual) working hours.

4.2 The following modes of transportation should be considered:

- **Cycling**
- Buses;
- Rail (including tube);
- Taxis (but only in exceptional circumstances – i.e. when suitable public transport is not available - and use must be reasonable and be approved by the employee's line manager);
- Hotel and airport shuttle services

5. Preferred Travel Operators

5.1 The Authority does not prefer one Travel Operator over another, and selection must be based on the table above and cost only. However, the Business Traveller must arrive at their destination ready to carry out the appropriate task and not over-exhausted from travelling.

6. Frequent Traveller & Other Benefits

- 6.1 Any discount/frequent traveller coupons accumulated by a Business Traveller on Authority business, will remain the property of the Authority. Business Travellers shall not arrange more expensive travel in order to accumulate points or air miles.

7. Upgrades

- 7.1 Upgrades at the Authority's expense are NOT permitted. However, they are permitted at the traveller's personal expense and are their sole responsibility. Upgrades must NOT be charged to the Authority.

8. Spouse or Companion Travel

- 8.1 The Authority will not reimburse travel expenses incurred by a spouse or other individual accompanying a Business Traveller on business unless the spouse or companion is an Authority Officer or Member and on Authority related business.
- 8.2 All spouse or companion travel must be approved in writing in advance by the relevant officer from the Senior Management Team (SMT).

9. Lost or Excess Baggage

- 9.1 The ultimate responsibility for retrieving and compensating lost baggage lies with each individual Travel Operator. The Authority will not reimburse Business Travellers for personal items lost while travelling on business. Measures that can be taken to minimise baggage losses include:
- Always carry valuables or important/confidential documents on the person;
 - Clearly label luggage with name, address and phone number (the Authority's details may be used);
 - Retain baggage claim receipts for checked-in luggage.
- 9.2 Procedures to follow for lost luggage en route:
- Obtain a lost luggage report form from the Travel Operator;
 - Itemise the contents of the luggage, including receipts wherever possible;
 - Keep a copy of the report, travel ticket, and claim stubs.
- 9.3 Business Travellers will be reimbursed for excess baggage charges in the following circumstances only:
- When travelling with heavy materials or equipment necessary for business;

- The excess baggage consists of Authority records or property.

10. Overnight Delays and Cancellations

- 10.1 Should a Travel Operator delay travel, the Business Traveller must first attempt to secure complimentary lodging from the Travel Operator. If unsuccessful, the Business Traveller should locate the closest and cheapest facility for the duration of the delay.
- 10.2 The Business Traveller must report delays to the Authority as soon as possible.
- 10.3 When travel is cancelled after the ticket has been issued, the Business Traveller should cancel the ticket within the cancellation period where possible or enquire about using the same ticket for future Authority travel. This cost may be reimbursed, dependant on the circumstances of each case.

11. Unused, Lost or Stolen Travel Tickets

- 11.1 Unused travel tickets or flight coupons must never be discarded as they may have a cash value. Unused travel tickets must be returned to the Authority's Head of Finance.
- 11.2 The Business Traveller is responsible for the value of lost travel ticket(s) including fees charged by the Travel Operator for processing a lost ticket application. In such circumstances the Business Traveller must obtain and fill out a lost ticket application form with the relevant Travel Operator and retain a copy for the Authority.

12. Club Memberships

- 12.1 Membership and/or initiation fees for Travel Operator clubs are not reimbursable by the Authority. However, Officers may use their own personal club memberships to secure a cheaper fare.

13. Vehicle Rental

- 13.1 Business Travellers should rent a vehicle at their destination if less expensive than other transportation modes such as taxis, airport coaches and airport shuttles. The most **economical/sustainable** method should be used.
- 13.2 When picking up a rental vehicle, Business Travellers should check with the Travel Operator for any promotional rates, last-minute specials, or free upgrades.

- 13.3 At the time of rental, the vehicle should be inspected and any damage found should be noted on the contract before the vehicle is accepted.
- 13.4 Business Travellers must opt for the highest level of insurance cover to reduce accident excess. All vehicle rentals should be fully covered for all damages.
- 13.5 Fuel purchased for a rental car should be paid for using a company credit card where possible. If this is not possible, the cost will be reimbursable with a receipt as proof of purchase.
- 13.6 The size of the rented vehicle should not be excessive and fuel consumption must always be considered. However, the Business Traveller should use a "common sense" approach to decide on the specification of the vehicle.
For example, the Business Traveller should rent a small vehicle with a small engine if the Business is local. If the Business Traveller is expected to travel over great distance with excessive Authority equipment, then it may be appropriate to rent a larger, more powerful vehicle.
- 13.7 Every reasonable effort must be made to return the rental vehicle:
- To the original rental location unless approved for a one-way rental;
 - Intact (i.e. no bumps or scratches);
 - On time (to avoid additional hourly charges);
 - Subject to the rental Terms and Conditions (i.e. with a full tank of fuel if specified therein).

Unless the reasons are exceptional then any additional costs, due to the above not being met, will be the business traveller's responsibility to cover i.e. pay for.

14. Personal Vehicle Use

- 14.1 Business Travellers will be reimbursed for mileage only when using personal vehicles for business journeys. The Business Traveller's line manager has the option to agree to pay the mileage of a journey outside of the Park's boundaries if it is more than a standard class rail fare if the line manager considers the use of a car necessary for the employee's safety or practicality of travel.
- 14.2 Business Travellers should support the idea of multiple occupancy. For example, it is more economically and environmentally efficient for three Business Travellers to use one personal vehicle instead of using public transport or individual personal vehicles. This method should be used wherever possible.

- 14.3 Where an employee proposes to use their own car for business travel, they must ensure that they are covered for Full Business use by their insurance company, otherwise their Insurance may be invalidated.
- 14.4 Business Travellers will be reimbursed at the rates shown in Appendix 1.
- 14.5 Business Travellers must adhere to the Authority's payroll processing procedure.
- 14.6 Mileage between an employee's home and regular place of employment is not a reimbursable expense as detailed in 4.1. For example, home to normal office is 10 miles, essential business trip miles incurred 40 miles payment would be for 30 miles if starting from a location other than the normal office and within normal working hours. If a return journey, then 20 miles would be deducted.
- 14.7 Mileage will be paid on a postcode to postcode basis. If a postcode is not known (i.e. at an open space) the nearest dwelling postcode should be used.
- 14.8 Business travel mileage will be paid at the shortest route from postcode to postcode (according to mapping software used in the Authority's expenses system). If a journey is interrupted or deviated from the direct route as a result of traffic or roadworks etc. the claim will still be paid at the shortest route from postcode to postcode.

15. Oyster Cards, Contactless Cards and Mobile Phone Payments

- 15.1 The use of Oyster Cards, contactless cards and mobile payments are supported. However Business Travellers are responsible for procuring their own Oyster Travel Cards.
- 15.2 The responsibility of the Oyster Card lies solely with the Business Traveller.
- 15.3 Business Travellers can be reimbursed for Business journeys (only) made by the use of an Oyster Card, contactless card or mobile payment by the normal method of expense claiming.

16. Bicycles

- 16.1 In order to encourage environmentally friendly travel business travellers can undertake business travel by bicycle where it is appropriate to do so.
- 16.2 The Business Traveller is entitled to claim the mileage allowance set out in Appendix 1.

- 16.3 The cost of public hire schemes (e.g. Lime Bikes, Santander Bikes) can be reimbursed when evidenced with an appropriate itemised statement from the provider.
- 16.4 If you are claiming for bike hire you will not be able to claim for mileage as well.
- 16.5 It is the business travellers responsibility to ensure that any bicycle used to travel for business purposes is roadworthy and the correct health and safety equipment is worn including a correctly fitted cycle helmet that is securely fastened and conforms to current regulations.

17. Accommodation

- 17.1 Business Travellers should follow the guidance previously mentioned in this document and apply it to acquiring the correct accommodation.
- 17.2 Business Travellers must only use single room lodging typically occupied by other corporate business travellers. The minimum corporate rate or the lowest rate should be requested when available. Suites and other higher priced lodgings should not be used.
- 17.3 Expenses for laundry and dry cleaning are only allowed when the trip exceeds five consecutive days away from the Business Traveller's regular location or home. Receipts must be attached to the expense report.
- 17.4 Any miscellaneous expense requires a receipt and must be compliant with the Authority's Financial Regulations.

18. Meals and Entertainment

- 18.1 Meals are defined as expenses incurred by the Business Traveller when on an out-of-town business trip, where an employee has been undertaking qualifying travel for a period of at least 5 hours and has incurred the cost of a meal. To make a claim the Business Traveller must supply all receipts. The current rates are included in Appendix 2. All meal expenses should be approved in advance by the Business Traveller's line manager.
- 18.2 Meals will be reimbursed according to actual and reasonable cost up to the maximum allowed.
- 18.3 The Authority will reimburse Business Travellers for breakfast, lunch and dinner meal expenses at the rates agreed by HMRC and as detailed in appendix 2.

18.4 Expenses will not be reimbursed for any of the following:

- Alcohol
- Tips
- Entry fees to deluxe restaurants, nightclubs or private functions

18.5 Meals may also be purchased for other Business Travellers employed by the Authority in certain circumstances. Where this practice is employed, the bill is to be paid by the most senior member of management present. Whenever feasible, meal expenses should be paid using an Authority credit card.

18.6 No business entertainment activity will be reimbursed.

18.7 All gifts of hospitality offered to Business Travellers are subject to the Authority's Officers' Code of Conduct and must be declined and reported in the Officers' Declaration of Hospitality and Gifts log located in the Committee and Members Services office.

18.8 Business Travellers must use a corporate mobile phone for all calls when in the UK or EU. Calls when outside UK or EU, should be done using services such as Skype for business or WhatsApp, where calls can be made over the internet for free*. Calls from accommodation phones should be kept to a minimum, unless necessary (a VAT receipt must be obtained).

*When connected to free public Wi-Fi

19. Insurance

19.1 All Business Travellers must make sure that they are suitably insured. This may include:

- Travel insurance;
- Vehicle insurance;
- Rental car vehicle insurance
- Accommodation insurance;
- Document insurance, if necessary.

19.2 The Authority will consider the reimbursement of Business Travellers for suitable insurance where the expenditure is solely for the benefit of the Authority.

20. Expense Reporting

20.1 Business Travellers must abide by the normal reimbursement practices of the Authority as set put in the Payroll Processing Procedure.

20.2 Business Travellers must remember that only the following will be accepted as genuine receipts:

- Original receipt completed by the vendor (can be scanned/photo or paper receipt);
- Officer and/or Member copy of Authority credit card receipt.

The following will not be accepted as genuine receipts:

- Restaurant tear tabs.

20.3 Genuine/official VAT receipts are required for all expenses.

21. Reimbursement

21.1 Reimbursable Expenses:

- Business office expenses (copy services, etc.);
- Business Travel for Authority purposes;
- Food and beverages (see appendix 2);
- Fuel (vehicle rental);
- Hire of room for Authority business;
- Overnight delivery and postage;
- Parking
- Tolls – if for business travel and necessary for carrying equipment or multiple site visits;
- Visas;
- Congestion charging (only in exceptional circumstances).

22. Fines

22.1 The Authority will not be responsible for any traffic offence violations, speeding fines, parking fines or other costs incurred whilst on Authority business. Fines are not reimbursable and must be paid by the member of staff responsible whether incurred whilst driving an Authority-owned vehicle or their own private vehicle.

23. Professional Bodies and Trade Association Meetings

- 23.1 If you are a member of a professional body or trade association you may from time to time attend meetings of that body as an Authority representative and in relation to the Authority's business. Where you do so and incur travel costs or charges for entry to meetings, such costs may be claimed as business expenses. Where you hold office in the body, any costs incurred in the capacity of office holder which are additional to costs, which you would have incurred as a representative of the Authority, may not be claimed from the Authority.

24. Season Ticket Loans

- 24.1 Any employee, who is not an essential car user and not serving a probationary period, who would like to buy a season ticket to travel to work can apply for a loan to cover the cost of an annual ticket. This amount is then deducted monthly from your pay. Application forms and scheme details are available on the intranet.

25. Cycle Scheme

- 25.1 Any employee, who is not serving a probationary period, who would like to purchase a bicycle to travel to work can apply for a loan to cover the cost of a bicycle. This amount is then deducted in monthly instalments from your pay. Application forms and scheme details are available on the intranet.

26. Responsibilities

- 26.1 This policy will be overseen primarily by the Head of Finance and the Head of Human Resources.
- 26.2 Managers must ensure that all employees are able to readily access a copy of this Policy, when the employee does not have access to the Authority's intranet.
- 26.3 Any deliberate breach of this policy will be treated as a disciplinary matter.

27. Relevant Policy and Procedures

- Lone Working and Personal Safety Procedure
- Financial Regulations

- Employee Guidance re Contracts and Gifts and the Code of Conduct
- Environment Policy
- Environment Strategy and Action Plan
- Performance and Conduct Policy
- Disciplinary Procedure
- Payroll Processing Procedure

28. Monitoring & Evaluation

The policy will be monitored and evaluated on effectiveness periodically through regular audits.

29. Glossary of Terms

Authority	Lee Valley Regional Park Authority
Best Value	The optimum combination of whole-life cost and quality to meet the user's requirement.
Budget Airlines	A low cost airline that generally does not issue tickets, does not have connections, sells journey 'legs' separately, has one class of budget, sells direct to the public and does not have free meals or
Business Travel	Any work related journey to and from a business appointment that enhances the performance of the Authority.
Business Traveller	Any Officer or Member who is embarking on a journey from their normal workplace (and back) to a business appointment that has a predetermined outcome for the Authority.
HMRC	Her Majesty's Revenue and Customs
Members	An elected and nominated non-employee of the Authority.
Local	London, Hertfordshire and Essex.
Officer(s)	An employee of Lee Valley Regional Park Authority.
Travel Operator	Any supplier of any travel type.
Senior Management Team (SMT)	The Senior Management Team of the Authority: <ul style="list-style-type: none"> • Chief Executive • Deputy Chief Executive • Corporate Directors • Head of Finance.

APPENDIX 1: MILEAGE RATES

Mileage rates

Reimbursement for Business Travel includes:

- Mileage rates for both essential and casual car users are capped at 45p (the current HMRC rate) or as shown in the table.
- The payment of 5p per mile per passenger (the current HMRC rate) for employees carrying passengers on Authority Business
- The payment of 24p per mile (the current HMRC rate) for the use of motorcycles on Authority business; and
- The payment of 20p per mile (the current HMRC rate) for the use of bicycles on Authority business
- Electric and Hybrid cars are paid at 45p per mile

	Engine Size	Engine Size	Engine Size
Essential car/van users	451-999cc	1000-1199cc	1200 and above, Electric & Hybrid
Per mile first 10,000	36.9p	40.9p	45p
Per mile after 10,000	13.7p	14.4p	16.4p
Casual car/van users			
Per mile first 10,000	45p	45p	45p
Per mile after 10,000	13.7p	14.4p	16.4p

APPENDIX 2: MEAL RATES

Meal rates

The maximum amounts that can be claimed for subsistence are as follows:

Breakfast	£5.00
Lunch	£10.00
Dinner	£25.00

The Breakfast and Dinner rates are for use in exceptional circumstances only (e.g. where the employee is staying away from home overnight on Authority business) and are not intended for employees with regular early or late work patterns.

The lunch rate may be paid where the employee has been undertaking qualifying travel for a period of at least 5 hours and has incurred the cost of a meal.



LEE VALLEY REGIONAL PARK AUTHORITY

EXECUTIVE COMMITTEE

19 SEPTEMBER 2024 AT 10:30

Agenda Item No:

9

Report No:

E/864/24

**UPDATED VOLUNTEER STRATEGY
AND VOLUNTEER POLICY**

Presented by the Head of Human Resources

EXECUTIVE SUMMARY

The purpose of this report is to seek Member approval for the revised volunteer policy and volunteer strategy that have been updated as part the Authority's policy review programme.

RECOMMENDATIONS

- Members Recommend to Authority:
- (1) the Volunteer Policy attached at Appendix A of this report;
 - (2) the Volunteer Strategy attached at Appendix B of this report; and
 - (3) adoption of the term Global Majority throughout volunteer documentation and data.

BACKGROUND

- 1 The Authority has a register of policies that ensure the organisation works efficiently and consistently towards delivering its Business Strategy. These policies are reviewed to ensure they are relevant and up to date with legislation and best practice.
- 2 A Volunteer Strategy for the Authority was originally written and presented to Members in 2006 (Paper 3851). This document has directed the work of the volunteer team and development of the volunteer programme since that date. The initial strategy received several revisions and became two documents, a policy and a strategy, specifically for the application of Investing in Volunteers in 2007.
- 3 Since 2007 two documents, a strategy and a policy, have been in use for the volunteer team, volunteers and staff working with volunteers to work to and guide volunteer activities and development of the volunteer programme for the Authority.
- 4 The Volunteer Strategy and Policy were last reviewed and approved by

Members in 2021 (Paper A/4305/21).

VOLUNTEER POLICY

- 5 The Volunteer Policy which is attached at Appendix A to this report sets out nine objectives to ensure that the volunteers programme relates to our business plan, our approach to volunteering, the role of volunteers within our organisation and what volunteers can expect from us as an organisation. There are nine key points identified within the policy's purpose that have been selected to be in line with advice from the NCVO (the National Council for Voluntary Organisations).
- 6 Volunteering plays a key part of the continued transformation of the Lee Valley Regional Park and the dedication of our registered volunteers continues to grow year on year through a range of mutually beneficial volunteering opportunities and quality volunteer management.

VOLUNTEER STRATEGY

- 7 The Volunteer Strategy is aligned to the Policy and has been a working document since it was initially written. It seeks to review and re-set targets and work activities to improve the volunteer experience and benefit to the Authority.
- 8 This Strategy is due for renewal this year and in line with the Authority's Investing in Volunteers (IiV) Assessment, which is taking place at the end of 2024 and the latest business plan.
- 9 The Strategy has also been updated to reflect changes that we have witnessed in volunteering because of increased work of the Volunteers Officer with Leisure Services Contract (LSC) venues and partners to provide a clearer picture of volunteering that takes place throughout our open spaces and venues rather than only focusing on volunteers who are directly managed by Authority staff. The current Scrutiny Committee review of volunteering was a driver for this change as it highlighted the need for more inclusive reporting.

GLOBAL MAJORITY

- 10 One of the proposed key updates to the Volunteer Policy and Strategy is to replace the term ethnic minority with the term Global Majority. Global Majority is a shortened version of 'People of the Global Majority', this term refers to all ethnic groups except white British and other white groups, including white ethnic minorities. This term has been adopted by the National Council for Voluntary Organisations (NCVO) who recently conducted research called Volunteering Among the Global Majority. The Volunteers Officer would like to adopt this term throughout all Authority volunteer documentation and volunteer data going forward.

ENVIRONMENTAL IMPLICATIONS

- 11 There are no environmental implications arising directly from the recommendations in this report.

FINANCIAL IMPLICATIONS

- 12 There are no financial implications arising directly from the recommendations in this report.

HUMAN RESOURCE IMPLICATIONS

- 13 There are no human resource implications arising directly from the recommendations in this report.

LEGAL IMPLICATIONS

- 14 There are no legal implications arising directly from the recommendations in this report.

RISK MANAGEMENT IMPLICATIONS

- 15 There are no risk management implications arising directly from the recommendations in this report.

EQUALITY IMPLICATIONS

- 16 There are no equality implications arising directly from the recommendations in this report.

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PREVIOUS COMMITTEE REPORTS

Authority	3851	Development of a Volunteer Programme	23 February 2006
Executive Committee	E/578/18	Volunteers Strategy and Volunteers Policy	20 September 2018
Authority	A/4262/18	Volunteers Strategy and Volunteers Policy	18 October 2018
Executive Committee	E/735/21	Updated Volunteers Strategy and Volunteers Policy	23 September 2021
Authority	A/4305/21	Updated Volunteers Strategy and Volunteers Policy	21 October 2021

APPENDICES ATTACHED

Appendix A	Volunteer Policy
Appendix B	Volunteer Strategy

LIST OF ABBREVIATIONS

liV	Investing in Volunteers
LSC	Leisure Services Contract
NCVO	National Council for Voluntary Organisations

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Volunteer Policy

August 2024

Reference: Version 8



This document is controlled by Lee Valley Regional Park Authority.

Lee Valley Regional Park Authority,
Myddelton House, Bulls Cross,
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Document Information**Title:** Volunteer Policy**Status:** Draft**Current Version:** v8

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Approved	Approved by: Authority Approval Date: October 2024 Review Frequency: Every 3 Years Next Review: October 2027

DOCUMENT HISTORY

Version History		
Version	Date	Comments
1	16 January 2013	Initial draft, circulated to Performance Team
2	15 January 2014	Working draft published on web site
3	31 July 2015	Revision and update
4	27 October 2015	Revised consideration at SMT
5	09 March 2018	Revision and update
6	20 September 2018	Approval and update following Executive Committee
7	18 October 2018	Member approval at Authority following recommendation from the Executive Committee
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1. Background

The Volunteer Policy sets out the principles and practices that the Lee Valley Regional Park Authority (Authority) will adopt to ensure all volunteers are treated fairly and that it meets with its legal obligations.

The Authority has adopted the National Council for Volunteering Organisations (NCVO) definition of volunteering as:

“Volunteering is when someone spends unpaid time doing something to benefit others. Helping your close friends or relatives isn’t volunteering. But doing something to the benefit the environment (and through that, other people) is. Volunteering can be formal and organised by organisations, or informal within communities. It should always be a free choice made by the person giving up their time”

Volunteering plays a key part of the continued transformation of the Lee Valley Regional Park. The vision for the Authority is to be a world class leisure destination for nature, sport and discovery. The dedication of our registered volunteers continues to grow year on year through a range of mutually beneficial volunteering opportunities and quality volunteer management.

2. Purpose

This policy is designed to illustrate the Authority’s commitment to volunteering and its volunteers. To outline the Authority’s intention to treat all volunteers with fairness and ensure consistency throughout decisions made relating to our programme. This document will explain what volunteers should expect from the Authority and inform

them of where they can find support if something goes wrong. It is also an important tool in educating internal and external stakeholders of the role that volunteers play within the Authority and why.

This policy will outline how volunteering relates to our business plan as well encompassing the following key points defined:

- Volunteer recruitment
- Equality, diversity and inclusion
- Volunteer role accessibility
- Volunteer induction and training process
- Volunteer expenses
- Supervision and support process for volunteers
- Health and safety for volunteers
- Volunteers' role in confidentiality and data protection
- Problem solving and complaints procedures for volunteers

Our values

- **Environmentally focused:** reducing our carbon footprint and delivering nature-based solutions by applying the principles of sustainability and nature conservation in volunteering
- **Community centred:** working with communities across the region and actively promoting Equality, Diversity and Inclusion
- **Commercially driven:** maximising investment and delivering additional income streams to underpin a resilient budget position
- **Innovative:** at the leading edge of new thinking and developments in sport, leisure and conservation
- **Empowering colleagues:** through continuous professional and personal development
- **Collaborative:** with partners and stakeholders to deliver the greatest possible outcomes

1. Volunteer recruitment:

- (i) Match the Authority's business needs with volunteer support through:
 - a) Work with all departments within the Authority to constantly identify new opportunities to meet changing needs and business priorities
 - b) Ensuring each department's capacity can support the volunteer programme by identifying gaps and matching these with existing skill sets of existing and new volunteers
 - c) Reviewing our recruitment processes to ensure new volunteers have the right skill set where possible to serve our business needs.
- (ii) Continually improving awareness and increasing access to volunteering opportunities for both the Authority and its managed venues through advertising
- (iii) Seek to raise the current ratio of volunteers to staff
- (iv) Enable volunteers have the opportunity to communicate what they are looking to gain from their volunteering e.g. give something back to their local community or gain experience that may help them into paid work
- (v) Encourage staff to pursue volunteering opportunities which support communities across the Region by:
 - a) Actively creating volunteering opportunities and then promoting and encouraging staff to pursue those opportunities as part of a Corporate Social Responsibility (CSR) programme

- (vi) **Actively seek opportunities for joint partner programmes for volunteer activities through:**
 - a) **Advertising partner organisations volunteer programmes at our open spaces and venues**
 - b) **Provide opportunities for companies to contribute to the Authority's work through their CSR activities. Actively promote the involvement (including sponsorship of sites) of 'corporates' through presentations and visits. 'Corporates' represent a good opportunity for volunteering as part of their corporate 'social responsibility' programmes.**

- 2. Equality, Diversity and Inclusion:**
 - (i) **Continue to develop a volunteer programme that encourages Equality, Diversity and Inclusion including raising awareness of the Authority's positive approach to Equality, Diversity and Inclusion**
 - a) **Ensure the Authority's Equality Diversity and Inclusion Policy is accessible to all**
 - b) **Ensure volunteers from all backgrounds and ethnicities are represented**
 - (ii) **Consulting with volunteers and staff as well as keeping up to date with the latest research and practices**
 - (iii) **Identifying areas where further joint working with specialist organisations such as Sense.**
 - (iv) **Promoting the Volunteer Strategy and programme to the Global Majority and other Hard-to-Reach groups.**

- 3. Volunteer role accessibility**
 - (ii) **Provide our staff and volunteers with training on how to ensure that as far as practicable we can adapt our roles to make them accessible to as many volunteers as possible**
 - a) **Referring to the Authority's Health and Safety policies, risk assessments, safeguarding and relevant staff for guidance**
 - (iii) **Work with individuals, local authorities and partner organisations to find new ways to reduce barriers into volunteering and support volunteers with specific needs**
 - (iv) **Continue to research and update role descriptions on an annual basis or as and when necessary to improve accessibility including any changes to the language used and the places advertised**

- 4. Volunteer induction and training process**
 - (i) **Volunteers will receive an appropriate level of induction and training before taking part in volunteering**
 - (ii) **Volunteers are made aware of Health and Safety and where to seek help when needed**

5. Volunteer expenses:

- (i) All volunteers are entitled to claim for reasonable out of pocket expenses relating to travel to and from their home and their place of volunteering including as any other travel relating to their volunteering activities throughout the day**
- (ii) Volunteers are encouraged to use public transport or car share wherever practicable to minimise their environmental impact**

6. Supervision and support process for volunteers

- (i) Volunteers can expect to volunteer within a safe, friendly and supportive environment**
 - a) The Authority will review the operation and function of the existing staff team, to ensure there are no capacity issues.**
 - b) Staff who work with volunteers will receive training from Volunteer department on how best to supervise and support volunteers**
 - c) Staff who work with volunteers can approach their line manager, the Volunteer department, Human Resources and the Authority's Health and Safety provider for advice and support to ensure they are providing the right level of supervision to volunteers**
- (ii) The Authority will maintain the enthusiasm and commitment of our existing volunteer base by ensuring individuals and groups are rewarded for their dedication, endeavour and contribution**
 - a) Constantly review and examine our reward and recognition activities**
- (iii) Wherever practicable provide volunteers with opportunities to gain experience relevant to progressing their career, including the areas in which the Authority or its partners may be able to help them find employment**
 - a) Staff who work with volunteers can approach their line manager, the Volunteer department, Human Resources and the Authority's Health and Safety provider for advice and support on how to provide these kinds of experiences in a safe and meaningful way that will also benefit the Authority**

7. Health and safety for volunteers

- (i) Volunteers will be made aware of the importance of Health and Safety from the point of registration and throughout their time volunteering with the Authority and the venues that are managed on its behalf. More information can be found in the Volunteer Handbook.**
- (ii) All registered and inducted volunteers are covered by the Authority's Employers & Public Liability insurance**
- (iii) Staff will ensure that role descriptions, risk assessments are in place and updated on a regular basis in line with any changes. Staff must ensure all volunteers who carry out these roles are made aware of any changes.**
- (iv) The Authority has a Safeguarding Policy in place and each volunteering role is checked by a Safeguarding Officer to determine whether a DBS check is necessary to take part within that role.**
- (v) Staff will ensure the appropriate levels of staff supervision are in place**
- (vi) Volunteers have the right to refuse to take part in any activity that they do not feel consider to be safe**

- (vii) Staff and volunteers are made aware of how to report accidents, incidents and near misses

8. Volunteers' role in confidentiality and data protection

- (i) The Volunteer department works closely with the Authority's legal team to ensure that we have a robust and up-to-date Volunteer Privacy Policy and that any updates are communicated out to all staff and volunteers
- (ii) Staff and volunteers who handle personal data will receive training in data protection
- (iii) Staff and volunteers are made aware of the importance of confidentiality as part of their induction

9. Problem solving and complaints procedures for volunteers

- (i) All volunteer feedback both positive and negative is recorded appropriately
- (ii) The Authority has a Volunteer Problem Solving Policy which is referred to in the Authority's Volunteer Handbook which also includes a Code of conduct for volunteers.

3. Responsibilities

The Head of Human Resources is responsible for the delivery of the Policy and the Volunteers Officer is responsible for the overview, monitoring and evaluation of the Volunteer Policy.

4. Legal Considerations

1. There is no legislation in relation to working with volunteers (although there is case law which provides guidance). As an organisation using volunteers we have a duty to keep abreast of changes in good practice and ensure these are conveyed appropriately. Working with organisations such as National Council for Voluntary Organisations (NCVO), local volunteer centres and holder of the Investing in Volunteers Award (IIV) the Authority is seen as maintaining the highest standards of volunteer management.
2. Set out below are some suggestions (derived from the case law) to reduce the risk for the Authority of creating a legally binding contract with volunteers. It may not be realistic to avoid all of the potential risk factors, but removing some of the indicators of a contractual relationship should be possible:
 - (i) Avoid making payments to volunteers that could be construed as wages. Payments to cover actual expenses should be clearly identified as such and ideally reimbursed against receipts.
 - (ii) Remove or, at least, minimise perks that could be seen as consideration.

- (iii) Reduce obligations on the part of the volunteer. Giving a volunteer the ability to refuse tasks and choose when to work will point away from the existence of a binding contract.
- (iv) Avoid using language that makes the arrangement sound contractual and adopt flexible language, such as "usual" and "suggested".
- (v) Treat volunteers fairly by dealing with problems and grievances and good communication between the parties should reduce the likelihood of disputes with volunteers.

5. Relevant Policy & Procedures

There is a Volunteer Strategy that is directly linked to this policy and a Volunteer Handbook that supports the overall volunteer programme. The volunteer programme is managed through process and procedure that is part of the Quality Management System process and there are relevant procedures available to all staff working with volunteers via the Authority's intranet (Compass) and the Authority's Corporate and Visit web sites. There is also support in the form of a guide for staff who manage volunteers and an e-learning module which is available to all staff.

6. Policy Implementation

The implementation of this policy is the responsibility of the Volunteers Officer and staff who work with volunteers. The policy will be published on Compass for all staff and training will be provided for those working directly with volunteers. The policy will also be available on the Lee Valley Visit and Authority Corporate websites.

7. Monitoring & Evaluation

1. The effectiveness of this policy will be measured against the following targets:
 - Volunteer hours
 - Number of active volunteers
 - Monetary value of volunteering
 - Non-riparian volunteer percentage changes
 - Global majority volunteer percentage changes
 - Ratio of volunteers to staff
2. The following Performance Indicators are reported via the Authority Scorecard to the Members:
 - Usage
 - Customer Satisfaction
 - Complaints
 - Compliments
 - Regionality
 - Health and Safety Audit

8. Review

The policy will be fully reviewed every 3 years or sooner if any legislation comes into place or changes.

9. Glossary of Terms

Some of the terminology used in this document may be unfamiliar so this glossary has been attached to clarify some new terminology.

- **Corporate Social Responsibility (CSR)** – Groups of volunteers who are attached to a company or organisation undertaking a single day of volunteering activity. Normally funded by the company and undertaken on a normal working day. Used also as team building days or also called community days.
- **Diversity** – In this context means the variety of people that you have within your volunteering force and will include ethnic diversity, age diversity, gender diversity, disability diversity and community diversity. The essence is not to discriminate against any level of diversity within an organisation.
- **Global Majority** – NCVO defines this term as “...a shortened version of the term ‘people of the global majority’. It is used to refer to all ethnic groups except white British and other white groups, including white minorities. This includes people from black, Asian, mixed, and other ethnic groups who are often racialised as ‘ethnic minorities’”.
- **Hard-to-Reach** - terminology used by the government and volunteering organisations to describe any person or group who may not have access to general information due to language or technical barriers. This includes many Global Majority communities, people with disabilities or young or old sections of the community.

10. Appendices

There are a several companion documents to this policy:

- Volunteer Strategy
- Volunteer Handbook
- Staff guide to working with volunteers

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Volunteer Strategy

August 2024

Reference: [Version 9]



This document is controlled by Lee Valley Regional Park Authority.

i Document Information**Title: Volunteers Strategy****Status: Draft****Current Version: v9 (August 2024)**

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Approved	Approved by: Approval Date: October 2024 Review Frequency: Every 3 Years. Next Review: October 2027

Version History		
Version	Date	Description
1	16 January 2013	Initial draft, circulated to Performance Team
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1. Context

- 1.1. Although nationally there has been a downward trend in volunteering, especially since the pandemic, volunteering within the Lee Valley Regional Park (Regional Park) has recovered well and is on the rise. Volunteering continues to add value to the delivery of services by many private and public sector organisations. Volunteering as an act demonstrates a strong sense of community and empathy towards others and the environment through commitment to a cause that an individual feels passionate about. In return, volunteering provides unique opportunities for individuals to develop or utilise skills resulting in an increased sense of purpose and achievement, having a positive effect on both mental and physical wellbeing. From a practical perspective volunteering can help to ensure that tasks are completed in a more effective way due the additional resource they provide.
- 1.2. Volunteering plays a key part of the continued transformation of the Regional Park. The vision for the Lee Valley Regional Park Authority (the Authority) is to be a world class leisure destination for nature, sport and discovery. The Authority's adopted strategic objectives are at the heart of this strategy.
- 1.3. The strategy outlines how the aims of the Volunteer Policy are to be delivered.

2. Background

- 2.1. During 2023-24 1,272 volunteers contributed 41,417 hours of their time across the Authority's parklands and venues, a 242% increase on the figures recorded in the previous year financial year. This significant increase is due to targeted data collection aimed at partners organisations across our open spaces and venues to gain a better picture of volunteering. Around 318 of these volunteers were part of the Authority's programme and dedicated 14,911 hours to supporting Rangers service (Rye House Gatehouse, Wildlife Discovery Centre, livestock checking, litter picking, conservation, honorary wardens and events), Biodiversity (wildlife surveys), Myddelton House Gardens (gardening, cataloguing and events), Holyfield Hall Farm (general assistance and cattle checks), Learning & Engagement, Volunteers (admin, volunteers committee and guided walks), Geographical Information Systems (admin and fieldwork) and Sport and Active Recreation (events, Life walks and Sensory walks). Our LSC managed venues had 33 volunteers who contributed 3,398 hours across Lee Valley Riding Centre (vet student placements and "Have a Go" lesson assistants) and Lee Valley White Water Centre (centre maintenance and activity instructors). The remaining contribution is accounted for through a variety of programmes run by various partners ranging from Major Event organisers or National Governing Bodies to smaller voluntary groups or charities who facilitate volunteer involvement.

3. Strategy Vision, Aims and Objectives

- 3.1. This Strategy outlines how the Authority will seek to improve its volunteer programme.

- 3.2. The strategy requires a clear vision to drive forward the strategy and to ensure that we can grow and develop our volunteer network.

The Authority aims to be an exemplar of how it attracts, involves and supports its volunteers in the delivery of its vision.

The successful delivery of this requires integration of a range of service areas to ensure a clear and consistent approach.

- 3.3. The service areas include the following:

- (i) Human resources – there are two elements to this.
 - a) Firstly, although not employed by the Authority the use of volunteers raises many of the same issues that the employment of staff raises in terms of their 'recruitment', training, support and problem solving. We will ensure that the appointment of volunteers is delivered to the same standards to those which underpin our directly employed staff.
 - b) Secondly, the Authority's human resources policies allow 'flexible' working which allows all staff the freedom to become volunteers themselves.
- (ii) The Authority owns just under 43% of the area of the Regional Park. Only through working with partners such as the Canal and River Trust and event providers working with volunteers can this vision be realised. In working with its partners we will ensure that our high standards of support and interest can be maintained through the negotiation of 'local' agreements with partners.

- 3.4. The Volunteer Strategy has six aims which are in turn supported by a series of objectives which will:

1) Develop our volunteer programme at venues and the Authority's parklands for all by:

- (i) Improving awareness and increased access to volunteering opportunities to raise the current ratio of volunteers to staff.
- (ii) Working with Authority departments to continuously identify new opportunities as our business plan directs.
- (iii) Maintain the Investing in Volunteers accreditation at successive renewals.

2) Match the Authority's business needs with volunteer support through:

- (i) Continually reviewing the organisations capacity gaps and matching these with existing volunteer skill set.
- (ii) Regularly reviewing our recruitment processes to ensure new volunteers have the right skill set where possible to serve our business needs.

3) Develop specific opportunities to promote diversity involving Global Majority and Hard-to-Reach community and voluntary sector groups:

- (i) Actively promote volunteering and programmes to specific 'target groups', through new and established links with local authorities, external partnerships, volunteer centres, action groups and community groups.

4) Attract additional support for volunteers by:

- (i) Actively promoting engagement of companies through presentations and visits. 'Corporates' represent a good opportunity for partnerships linked to volunteering as part of their corporate 'social responsibility'.
- (ii) Rewarding dedication, endeavour and contribution.
- (iii) Supporting with routes into employment within the Authority and beyond.

5) Encourage staff to pursue volunteering opportunities to support communities across the Region.

The Authority recognises the importance of volunteering as a means for personal 'enrichment' and the achievement of new skills. These skills should not be denied to our staff.

This will be achieved through:

- (i) The Volunteer team working closely with Human Resources to find a system to actively encourage opportunities for staff either within the park or in other areas across the region to volunteer as part of a Corporate Social Responsibility activity for the Authority or external organisations.

6) Actively seek opportunities for joint partner programmes

- (i) The delivery of joint programmes and the shared use of a 'dedicated' pool of volunteers across the range of opportunities. The Regional Park represents a major extension to our current activity which is consistent with our corporate vision.

This will be sought through:

Identifying partners where jointly agreed volunteer or corporate programmes can be delivered.

4. Responsibilities

The Head of Human Resources is responsible for the delivery of the Volunteer Strategy.

The Volunteers Officer is responsible for the overview, monitoring and evaluation of the of the Volunteer Strategy.

5. Legal Considerations

There is no legislation in relation to working with volunteers (although there is case law which provides guidance). As an organisation using volunteers we have a duty

to keep abreast of changes in good practice and ensure that these are conveyed appropriately. Working with organisations such as National Council for Voluntary Organisations (NCVO), local volunteer centres and holder of the Investing in Volunteers Award (IIV) the Authority is seen as maintaining the highest standards of Volunteer Management.

6. Relevant Policy & Procedures

There is a Volunteer Policy that is directly linked to this strategy and a Volunteer Handbook that supports the overall volunteer programme.

7. Strategy Implementation

This strategy will be implemented through the series of objectives identified above in section 3 and forms the day to day running of the volunteer programme, the responsibility of which is down to the Volunteer team and Authority staff.

8. Monitoring & Evaluation

The effectiveness of this strategy will be measured against the volunteer programme targets and Performance Indicators detailed on the Authority Scorecard.

Stretch Targets set until 2027

Current position in 2024	Targets by 2027
Total volunteer hours 41,417* Authority programme: 14,911 LSE programmes: 3,398 Partner orgs (venues): 18,939 Partner orgs (open spaces): 4,139	Total volunteer hours 45,560 Authority programme: 16,400 Retain the same level of volunteering hours at LSE venues and throughout our partner organisations at our venues and open spaces as achieved in 2024
1,272* total number of active volunteers recorded on Authority database (includes LSE and partnerships) 318** Authority volunteers	1,500 total number of active volunteers recorded on Authority database (includes LSE and partnerships) 350 Authority volunteers
Non-riparian / national volunteers 90**	Non-riparian / national volunteers 100
Global majority volunteers 41**	Global majority volunteers 48
Ratio of Authority volunteers to Authority FTE 2.5:1**	Ratio of Authority volunteers to Authority FTEs 2.8:1
5 employment events attended a year*	10 employment events attended a year
No staff volunteering experiences on record*	Each staff member to have experienced at least one day of volunteering

*end of financial year 2024, **August 2024 estimates

These figures will be monitored annually by the Volunteers department.

9. Review

The strategy will be reviewed every 3 years in line with Investing in Volunteers and rolled out internally to staff via our QMS and publicly via our website. This includes updating the wording within our Volunteers Handbook which is also available on our website.

10. Glossary of Terms

10.1. Some of the terminology used in this document may be unfamiliar so this glossary has been attached to clarify a number of new terminologies.

- **Private and Commercial Sector Groups (Corporate Tasks)** – Groups of volunteers who are attached to a company or organisation undertaking a single day of volunteering activity. Normally funded by the company and undertaken on a normal working day. Used also as team building days or also called community days.
- **Diversity** – In this context means the variety of people within your volunteering force and will include ethnic diversity, age diversity, gender diversity, disability diversity and community diversity. The essence is not to discriminate against any level of diversity within an organisation.
- **Global Majority** – NCVO defines this term as “...a shortened version of the term ‘people of the global majority’. It is used to refer to all ethnic groups except white British and other white groups, including white minorities. This includes people from black, Asian, mixed, and other ethnic groups who are often racialised as ‘ethnic minorities’”.
- **Hard-to-Reach** - terminology used by the government and volunteering organisations to describe any person or group who may not have access to general information due to language or technical barriers. This includes many Global Majority communities, people with disabilities or young or old sections of the community.

11. Appendices

There are three companion documents to this strategy:

- Volunteer Policy
- Volunteer Handbook
- Staff guide to working with volunteers