

LEE VALLEY REGIONAL PARK AUTHORITY

**AUTHORITY MEETING
22 OCTOBER 2020**

Members in remote presence:	Paul Osborn (Chairman)	Heather Johnson
	David Andrews	Denise Jones
	Derrick Ashley	Christopher Kennedy
	Ken Ayling	Graham McAndrew
	John Bevan	Valerie Metcalfe
	Frances Button	Gordon Nicholson
	Rokhsana Fiaz OBE	Nigel Quinton
	Ricki Gadsby	Mary Sartin
	Mike Garnett	Simon Walsh
	David Gardner	Terry Wheeler
	Ross Houston	John Wyllie

Apologies Received From: Rowena Champion

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
	Simon Clark	- Head of Information Technology
	Victoria Yates	- Head of Human Resources
	Stephen Bromberg	- Head of Communications
	Sandra Bertschin	- Committee & Members' Services Manager
	Lindsey Johnson	- Committee Services Officer

Also in remote presence: Matt Bowmer (London Borough of Enfield)
Laurie Elks (Save Lea Marshes)
Ian Kemp (Deputy for East Herts District Council)

Part I

12 DECLARATIONS OF INTEREST

There were no declarations of interest.

13 MINUTES OF LAST MEETING

THAT the minutes of the meeting held on 2 July 2020 be approved and signed.

14 PUBLIC SPEAKING

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

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15 WORK PROGRAMME UPDATE

Paper A/4288/20

The report was introduced by the Chief Executive, where he highlighted various aspects including:

- The making safe and reopening of venues.
- How the Authority workforce has been operating.
- Supporting the government by allowing Picketts Lock carpark to be used as a Covid-19 testing centre.
- Looking ahead to the possibility of further restrictions caused by Covid-19.
- How the emergency budget created by Covid-19 originally forecast a 70% reduction in reserves, but has now improved to 50% reduction.
- Looking next year to recovery where projects and events are resumed, rebuilding reserves and improving the Authority's financial position and resilience to withstand future shocks.
- There will be a focus on the budget for next year in regards to reduce costs which will be shared with Members in the next couple of months.
- The Ice Centre has been granted planning permission from London Borough of Waltham Forest, the planning permission is still subject to the Mayor of London's consent which should be received in the next month. They will be looking to procure a contractor and are hopeful for a competitive price and are also looking at potential funding sources for the project. They hope the project will be completed by autumn 2023.
- The Wildlife Discovery Centre at Fishers Green will be opening to the public in the next couple of weeks. 37 volunteers have expressed interest in helping officers to run it.
- The Wave project has been on hold for the last 6 months, will be looking to resume that project later this year.
- The Leisure Services Contract with GLL is progressing well with the contract due to start on 1 April 2021.

Members expressed thanks to officers for their work during this challenging period.

A Member asked whether officers were exercising caution for the return to work of BAME staff, the Chief Executive replied that this is very much on their mind, especially staff at venues.

A Member asked if we had reached a settlement with London Borough of Enfield on the compulsory purchase order. The Chief Executive replied that we are in discussions with London Borough of Enfield and are working through the issues.

A Member asked what was happening with the Spitalbrook site. The Chief Executive replied that we have been in discussions with Broxbourne Borough Council in the past and are hoping to resume discussions in the next couple of weeks with a report going to the Land and Property Working Group.

A Member asked if we were fully accessing all funding availability and also asked if there was a plan for Covid-19 continuing to drain reserves, especially with so many big projects going on. The Chairman replied that we would be going through the budget process in the next couple of months and that whilst we would be focusing on rebuilding our reserves, they are meant for situations such as Covid-19. The Chief Executive added that we will need to be more outward looking in regards to securing funding opportunities.

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- (1) the report was noted.**

16 AMENDMENT OF FINANCIAL REGULATIONS

Paper A/4287/20

The report was introduced by the Deputy Chief Executive who informed Members that the Financial Regulations needed to be amended to take into account the retirement of the Director of Finance. She also informed Members that under our new S151 arrangement with London Borough of Enfield we would be considering whether we need to align and modernise our regulations.

- (1) that a review of Financial Regulations, as set out in paragraph 6 of Paper A/4287/20, will be brought back to a future Authority meeting following establishment of the Service Level Agreement with the London Borough of Enfield was noted; and**
- (2) the proposed changes to Financial Regulations as detailed in Appendix A to Paper A/4287/20; and**
- (3) delegation to the Deputy Chief Executive and/or the Head of Finance to make any minor changes to Financial Regulations to assist in interpretation or clarification or to correct any administrative errors or omissions that have been overlooked was approved.**

17 HUMAN RESOURCES POLICIES UPDATE

Paper A/4286/20

The report was introduced by the Head of HR, who informed Members that this paper had gone to the Executive Committee last month where it was approved. There would also be a review next April on the Corporate Travel Policy regarding promoting public transport.

A Member pointed out on the Grievance and Problem Solving Policy that under protocols 'conservation' should be changed to 'conversation'.

A Member suggested that paragraph 3.2 of the Corporate Travel Policy, the language was too strong and suggested it be reworded to 'The Authority assumes no obligation to reimburse Business Travellers for expenses until a lack of compliance is clarified and resolved. Business travellers who do not comply with this travel policy, will be subject to delay or withholding of reimbursement'.

A Member asked if we actively encourage staff to use bikes. The Head of HR responded that we are part of the governments scheme where staff can purchase a bike via a loan from the Authority. This is scheme is promoted on the Intranet. The Chairman added that we would look to see if there was more we could do regarding green transport in the New Year. A Member added that we might like to consider purchasing an electric pool car for staff travelling between sites and that when all fleet vehicles are replaced it should be with electric vehicles.

- (1) the Performance and Conduct Policy attached at Appendix A to Paper A/4286/20;**

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- (2) **the Grievance and Problem Solving Policy attached at Appendix B to Paper A/4286/20; and**
- (3) **the Corporate Travel Policy attached at Appendix C to Paper A/4286/20 was approved.**

18 INFORMATION TECHNOLOGY POLICIES UPDATE

Paper A/4285/20

The report was introduced by the Head of IT, where Members were informed that procedural elements had been removed resulting in the policy being much shorter and names had been changing due to staff restructures. They have also removed the use of carbon paper.

A Member asked whether the Authority would be continuing to use Zoom after concerns over its security. The Head of IT responded that both Zoom and Microsoft Teams are conscious of their security and are working to make their systems more secure. The Authority is also constantly looking at new conference systems. The Chairman added that Authority meetings are open to the public, therefore security was not a major concern.

- (1) **the IT Usage Policy attached at Appendix A to Paper A/4285/20; and**
- (2) **the Information and Security Policy attached at Appendix B to Paper A/4285/20 was approved.**

19 NEXT MEETING OF THE AUTHORITY

It was noted that the next meeting of the Authority will be held on Thursday, 21 January 2021 at 2.00pm.

20 CHANGE TO STANDING ORDER 92

Standing Order 92 was suspended in April 2020 as it was envisaged some separate provisions might be made to allow sealing remotely. No provisions have been made but the effect of our suspension of SO 92 means that the provisions of the Park Act applied and the Chairman was in fact the designated signatory for witnessing the seal.

- (1) **the lifting of the suspension of Standing Order 92 and the following amendment which will remain in place until 7th May 2021 during the period of the remote meeting arrangements. Standing Order 92 as amended was approved:**

The application of the seal of the Authority shall be witnessed by two signatories from the Chairman or Vice Chairman of the Authority or in their absence by another Member of the Executive Committee and at the request of the Chairman namely David Andrews, Ross Houston, Chris Kennedy, Heather Johnson, Valerie Metcalfe or Mary Sartin or some other Member so authorised by the Authority and from the Chief Executive or Deputy Chief Executive or an officer similarly authorised. [Schedule para 10].

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20 **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
12	Update on Lee Valley Leisure Trust Ltd Matters	3

21 **UPDATE ON LEE VALLEY LEISURE TRUST LTD MATTERS** Paper A/4289/20

The report was introduced by the Chief Executive.

- (1) the Authority's response since November 2019 to the two legal claims taken against it by Lee Valley Leisure Trust Ltd;**
- (2) the withdrawal of the procurement claim by Lee Valley Leisure Trust Ltd on a 'drop hands' basis; and**
- (3) the status of the outstanding legal claim and the Authority's position as outlined in paragraphs 11 and 12 of Paper A/4289/20 was noted.**

Chairman

Date

The meeting started at 2.05pm and ended at 3.20pm