

LEE VALLEY REGIONAL PARK AUTHORITY

**EXECUTIVE COMMITTEE
23 SEPTEMBER 2021**

Members Present: Paul Osborn (Chairman) Chris Kennedy
David Andrews (Vice Chairman) Graham McAndrew
Susan Barker Mary Sartin

Apologies Received From: Ross Houston and Heather Johnson

In Attendance: John Bevan and David Gardner

Officers Present: Shaun Dawson - Chief Executive
Beryl Foster - Deputy Chief Executive
Dan Buck - Corporate Director
Jon Carney - Corporate Director
Victoria Yates - Head of Human Resources
Keith Kellard - Head of Finance
Jessica Whitehead - Volunteers Officer
Sandra Bertschin - Committee & Members' Services Manager

Part I

985 DECLARATIONS OF INTEREST

There were no declarations of interest.

986 MINUTES OF LAST MEETING

THAT the minutes of the meeting held on 22 July 2021 be approved and signed.

987 PUBLIC SPEAKING

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

988 CUSTOMER COMPLAINTS, COMPLIMENTS AND REQUESTS Paper E/733/21

The report was introduced by the Corporate Director of Sport and Leisure.

A Member suggested that the number of stages in the process be reduced. In response it was advised that the proposed process complied with guidance and best practice. It was a robust process and very few complaints proceeded all the way through the process.

(1) adoption of the revised Customer Communications and Requests procedure attached as Appendix B to Paper E/733/21 was approved.

989 UPDATED SAFEGUARDING POLICY AND DISCLOSURE AND BARRING SERVICE POLICY Paper E/736/21

The report was introduced by the Head of Human Resources.

A Member requested that the definition of a “worker” be reviewed in the Safeguarding Policy.

- (1) **the Safeguarding Policy attached at Appendix A to Paper E/736/21; and**
- (2) **the Disclosure and Barring Service (DBS) Policy attached at Appendix B to Paper E/736/21 be recommended to Authority was approved.**

990 UPDATED VOLUNTEERS STRATEGY AND VOLUNTEERS POLICY Paper E/735/21

The report was introduced by the Head of Human Resources.

In response to a Member regarding a lack of volunteer diversity, it was advised that the Authority was aware of the need to increase volunteer diversity and had sought to improve this for some time. It was proposed to look more at partnership working and networking to widen volunteer diversity. Current volunteers welcomed the opportunity to support increased diversity.

A Member suggested that an additional item be added to the fourth aim of the Volunteer Strategy: “supporting volunteers with routes into employment”.

- (1) **the Volunteers Policy attached at Appendix A to Paper E/735/21; and**
- (2) **the Volunteers Strategy attached at Appendix B to Paper E/735/21 be recommended to Authority was approved.**

Jessica Whitehead left the meeting.

991 LEE VALLEY ICE CENTRE REDEVELOPMENT – EXTERNAL FUNDING Paper E/734/21

The report was introduced by the Corporate Director of Sport and Leisure.

A Member thanked officers for their work in achieving this external funding.

- (1) **entering into a funding agreement with the London Borough of Waltham Forest as set out in paragraph 5 of Paper E/734/21 was approved.**

992 **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
11	Ground Maintenance Contract Renewal	3

The report was introduced by the Corporate Director of Parklands.

- (1) entering into a grounds maintenance contract with the preferred bidder as detailed in paragraph 17 of Paper E/737/21; and**
- (2) application of the Authority seal to the contract was approved.**

Chairman

Date

The meeting started at 10.35am and ended at 11.05am