

You are requested to attend the **ANNUAL GENERAL MEETING** of the **AUTHORITY** at Lee Valley White Water Centre, Station Road, Waltham Cross, Herts, EN9 1AB, on:

**THURSDAY, 8 JULY 2021 AT 14:00**

at which the following business will be transacted:

**A G E N D A**

Part I

1 To note membership of the Authority:

<b>Constituent Council</b>	<b>Member</b>
Essex County Council	Susan Barker Mike Garnett Marshall Vance Holly Whitbread
Hertfordshire County Council	David Andrews Lesley Greensmyth Calvin Horner Graham McAndrew
Broxbourne Borough Council	Ken Ayling Gordon Nicholson
East Hertfordshire District Council	John Wyllie Vacancy
Epping Forest District Council	Steven Heather Mary Sartin
London Borough of Barnet	Ross Houston
London Borough of Camden	Heather Johnson
London Borough of Enfield	Nesil Caliskan
Royal Borough of Greenwich	David Gardner
London Borough of Hackney	Chris Kennedy
London Borough of Haringey	John Bevan
London Borough of Harrow	Paul Osborn
London Borough of Havering	Dilip Patel
London Borough of Islington	Janet Burgess MBE
London Borough of Newham	Rokhsana Fiaz OBE
London Borough of Tower Hamlets	Denise Jones
London Borough of Waltham Forest	Terry Wheeler
Non-riparian London boroughs	2 x Vacancies
Co-opted Members:	
Environment Agency	Ben Radbone
Canal & River Trust	Mark Pearson

2 To receive apologies for absence

3 **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.)

4 (a) **APPOINTMENT OF VICE-CHAIRMAN OF THE AUTHORITY**

The Lee Valley Regional Park Act 1966, Section 9(1) provides that "The Authority may at each annual meeting appoint one of their number to be vice-chairman and the vice-chairman shall unless he resigns his office or ceases to be a Member of the Authority continue in office until immediately after the election of the chairman at the next annual meeting."

(b) **APPOINTMENT OF CHAIRMAN OF THE AUTHORITY**

The Lee Valley Regional Park Act 1966, Section 9(1) provides that "The Authority shall at their annual meeting in each year appoint one of their number to be chairman and the chairman shall unless he resigns his office or ceases to be a Member of the Authority continue in office until his successor is appointed."

5 To approve the Minutes of the meeting held on 29 April 2021 (copy herewith)

6 **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.

7 **PROPOSED COMMITTEES AND GROUPS FOR 2021/22 – APPOINTMENT OF MEMBERSHIP AND CHAIRMEN** Paper A/4302/21

Presented by Beryl Foster, Deputy Chief Executive

8 **APPOINTMENTS TO OUTSIDE BODIES FOR 2021/22** Paper A/4303/21

Presented by Beryl Foster, Deputy Chief Executive

9 **CALENDAR OF MEETINGS 2021/22** Paper A/4304/21

Presented by Beryl Foster, Deputy Chief Executive

10 **UPDATE ON KEY STRATEGIC PROJECTS/INITIATIVES**

Presentation by Shaun Dawson, Chief Executive

**11 PRESENTATIONS**

**Volunteering**  
by Jessica Whitehead, Volunteer Officer

**Biodiversity**  
by Cath Patrick, Conservation Manager

**12 NEXT MEETING OF THE AUTHORITY**

To note that the next meeting of the Authority will be held on Thursday, 21 October 2021 at 2.00pm.

**13 URGENT BUSINESS**

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.

**14 EXEMPT ITEMS**

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 1 of Schedule 12A of the Act as are listed on the Agenda. (There are no items currently listed for consideration in Part II.)

30 June 2021

Shaun Dawson  
Chief Executive

**This page is blank**

## LEE VALLEY REGIONAL PARK AUTHORITY

### AUTHORITY MEETING 29 APRIL 2021

Members  
in remote presence:

Paul Osborn (Chairman)	Denise Jones
David Andrews	Christopher Kennedy
Ken Ayling	Graham McAndrew
John Bevan	Valerie Metcalfe
Frances Button	Gordon Nicholson
Rowena Champion	Dilip Patel
Rokhsana Fiaz OBE	Nigel Quinton
Ricki Gadsby	Mary Sartin
Mike Garnett	George Savva MBE
David Gardner	Simon Walsh
Steven Heather	Terry Wheeler
Ross Houston	John Wyllie
Heather Johnson	

Also remotely present: Ian Kemp (Deputy Member, East Herts District Council)

Apologies Received From: Derrick Ashley

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
Victoria Yates	- Head of Human Resources
Stephen Bromberg	- Head of Communications
Paul Roper	- Head of Project & Funding Delivery
Jeremy Northrup	- Regional Manager South
Gayln Pearce	- Ice Centre Manager
Sandra Bertschin	- Committee & Members' Services Manager
Lindsey Johnson	- Committee Services Officer

Also in remote presence:

- Matt Bowmer (London Borough of Enfield officer, Authority S151 Officer)
- Tracey Webster (Chair, Lee Valley London Ice Skating Club)
- Caroline Day (Save Lea Marshes)
- Laurie Elks (Member of the public)
- Marika Humphreys-Baranova (Elite Skating Co-ordinator)
- Vicky Sholund (Save Lea Marshes)
- Dianne Joseph (Fixtures Secretary, Lions Ice Hockey Club)
- Richard Arnold (Wrenbridge)
- Jessica Gavaghan (Wrenbridge)
- Will Dahlgreen (Member of the public)
- Tara Fehilly (Member of the public)

#### Part I

#### 33 DECLARATIONS OF INTEREST

There were no declarations of interest.

**34 MINUTES OF LAST MEETING**

**THAT the minutes of the meeting held on 21 January 2021 be approved and signed.**

**35 PUBLIC SPEAKING**

**Caroline Day of Save Lea Marshes, spoke on Agenda Item 6 (Corporate Work Programme), key points included:**

- the Area 2 Proposals in the Park Development Framework state that the Waterworks site is for learning, volunteers and heritage;
- she would like to see plans which maintain these essential functions, with an educational centre, base for Rangers and public facilities;
- due to Covid there has been an increased footfall at the meadow. This footfall is likely to increase due to more tower blocks being built in the surrounding area. Green space was vital for these peoples wellbeing;
- there are many environmental and sustainability groups in the local area who would welcome a base at the Waterworks. The café at the site could help to meet any shortfall in income; and
- there are many rare and protected species on the meadow, which could attract outside funding.

**Laurie Elks spoke on Agenda Item 6 (Corporate Work Programme), key points included:**

- he supported the possibility of the Waterworks site being used as youth hostel visitor accommodation, which is consistent with the Area 2 Proposals in the Park Development Framework;
- he thought the Youth Hostel Association (YHA) would be interested in this site and he hoped that the Authority will speak with them during the soft marketing stage;
- if this were to go ahead, he hoped that it could be made more outward facing and visible to the public, unlike the one at Cheshunt; and
- it would be good to have an open day, along with explanatory bulletin explaining plans for the Spitalbrook site.

**Tracey Webster, Chair of the Lee Valley London Ice Skating Club, spoke on Agenda Item 5 (Lee Valley Ice Centre Redevelopment), key points included:**

- consider what closure of the ice rink without a temporary ice rink will mean for users, especially children who will have to go to various different centres and coaches who will have to relaunch their business. What support will Ice Centre users get?
- please ensure that there are penalties for late completion of the build;
- can consideration be given to opening one of the Ice pads halfway through the build? and
- coaches will struggle to work at other rinks so she hoped there will be a financial package for them.

**Marika Humphreys-Baranova, Elite Skating Co-ordinator, spoke on Agenda Item 5 (Lee Valley Ice Centre Redevelopment), key points included:**

- we are reeling from your decision not to have continuous use of the Ice rink, however, we do understand the reasons behind this;

- we request that the closure date be put back until 27 June, to enable us to have one final skate; and
- trust and goodwill with Ice Centre users will need to be rebuilt. We hope you will consult with us throughout the build, as our wealth of knowledge will help to ensure the success of the centre.

## 36 LEE VALLEY ICE CENTRE REDEVELOPMENT

Paper A/4300/21

A presentation was given by the Corporate Director, the Chief Executive, S151 Officer, Head of Finance and Head of Communications, key points included:

- the recommendations in this report were approved by the Executive Committee earlier today;
- we need to approve today options for funding/financing; the outcome of the temporary ice rink feasibility study; business continuity and support packages for coaches and clubs; entering into an agreement with the preferred building contractor; and entering into a Memorandum of Understanding (MOU) with Canal & River Trust;
- the proposed financing route will be short-term loans during construction and refinance on a long-term loan after construction. The total construction budget will be £30m financed over 40 years;
- it was always anticipated return in the initial years would not cover the repayment cost of loans and this was factored into the Authority's Medium Term Financial Plan (MTFP) in January 2021. The Authority will be able to fund this short-term cash flow pressure from its own reserves;
- discussions were being held with external agencies for additional funding.
- an in-principle offer has been made with London Borough of Waltham Forest (LBWF), which would be in place for 10 years, with LBWF providing £1m over five years in exchange for community benefits;
- penalties for the build time being extended are severe, although there are some mitigating circumstances;
- a temporary ice rink has been rejected due to several factors including, no guarantee that planning permission would be granted; a certificate of lawfulness would be needed for permitted development which would be timely to obtain and likely to be challenged due to the site being on Metropolitan Open Land; its closeness to Essex Wharf and Oxbow Island; the utilities under the car park next to the proposed site for the temporary rink are very complicated; it would cost £1m to build; increase the build time of the new facility; and only be in operation between October 2021 and June 2022;
- the support package for coaches and clubs has been increased to £160k. No money will be paid directly to coaches, support will consist of free ice rental in May and June 2021; 6 months free rental in the new venue; rental fees secured for the first 24 months and restriction of new coaches to give current coaches a chance to expand their business;
- we will need to enter into Heads of Terms with Canal & River Trust over Oxbow Island and Lake. As part of the venue's sustainable water system, a process of re-using the ice melt and rain water through a series of filtration methods has been developed. This filtrated water goes through a series of reed beds before being discharged in a controlled fashion into the Oxbow Lake to help oxygenate the water;
- we have developed a communications strategy, which is proactive and controlled process which will take place at key times and cover key groups; and
- subject to Member approval today, we will be applying to the Secretary of State (SoS) for borrowing on 30 April 2021; May 2021 we will (subject to SoS consent) appoint the contractor and design mobilisation will commence; May/June 2021 ground investigation works; 23 July 2021 contractor will commence construction; August/September 2022 operator fit out; 25 September 2022 contractor completion.

The Chairman stated that if coaches and clubs wished to tweak the proposed support package then we would be happy to look at that, as long as it remained within the £160k allocation and to the processes laid out.

A Member noted that interest rates are very low at the moment and asked if a rise was factored into the borrowing? Matt Bowmer responded, stating that interest rates are historically low at the moment and forecasters predict that they are likely to remain that way for a long time, however, if they do rise we will move to long term borrowing sooner. Another Member asked if we had considered continuing the short-term loans for longer. Matt Bowmer responded that we will continue to look at all options.

A Member sought assurance that our level of confidence on future revenues was sufficient to repay the loans. The Chairman responded that the figures are based on the Leisure Services Contract (LSC), business planning consultants, the trading history of the current Ice Centre and other Ice centres around the country.

A Member asked how borrowing in short term from our own reserves would affect them. The Head of Finance replied that the MTFP was factored in and the reserves would not be put into deficit.

A Member asked how confident we were about receiving consent from the SoS. The Deputy Chief Executive responded stating that whilst the decision taken would be subject to consent we have powers in the Lee Valley Regional Park Act 1966 to borrow money and the purpose of the borrowing falls wholly within the remit of the Authority, so there was no reason to believe that consent would not be given to enable the Authority to exercise its borrowing powers.

A Member commented that it was good that we have entered into a partnership with LBWF and suggested we try to enter into more partnerships with other nearby local authorities.

A Member noted that the Ice Centre will be closed over two sets of school summer holidays and asked if this was the high season for the centre. The Corporate Director responded stating that whilst the centre is busy in the summer, the high season was October to March.

Members agreed that the existing facility had reached the end of its lifespan and thought that the new proposal was both exciting and well designed. They offered their thanks to the Corporate Director and other officers who have worked on this project.

On a vote all Members approved the following recommendations:

- (1) the borrowing strategy as set out in paragraphs 4 to 14 of Paper A/4300/21;**
- (2) application to be made to the Secretary of State for consent to borrow up to £30m for the redevelopment of the Lee Valley Ice Centre;**
- (3) the recommendations regarding the outcome of the temporary rink feasibility as set out in paragraph 31 of Paper A/4300/21;**
- (4) the business continuity and support initiatives and budget as set out in paragraph 38 of Paper A/4300/21; and**



- (5) delegation to the Deputy Chief Executive to agree the terms of the agreement with the Canal & River Trust and entering into the agreement as set out in paragraphs 40 and 41 of Paper A/4300/21 was approved.**

37 CORPORATE WORK PRORAMME 2022/21

Paper A/4299/21

The report was introduced by the Chief Executive, key points included:

- there will be a more detailed presentation for Members at the AGM;
- critical venues reopened on 12 April and are trading strongly, combined with furlough our revenue income is looking more positive than at the beginning of the pandemic;
- we have begun looking afresh at The Wave since Covid and will be having detailed discussions with them to take this project forward;
- the approach for the Waterworks is all about visitor accommodation, we will be looking at YHA or something similar for the site and will share ideas over the next year;
- Lee Valley VeloPark will be hosting track cycling for the Commonwealth Games. It will be the only venue to have hosted both Olympics and Commonwealth Games cycling; and
- For 2022/27 we will be looking at strategic objectives and the medium term plan for the Authority.

The Chairman added that he was pleased that East India Dock Basin was progressing and the London Legacy Development Corporation transition plan would be looking at post 2025 estate management for the Queen Elizabeth Olympic Park.

The Chairman stated that we would be looking at how we can make the Velodrome more welcoming to people walking past and how we can encourage them to enter.

A Member asked that we consider the possibility of having wild swimming at the Spitalbrook site or somewhere else within the River Lee Country Park.

A Member stated that they were pleased that we would be looking towards the next 10 years business plan and suggested a new Working Group be set up or the Scrutiny Committee oversee this. The Chairman agreed that it would be something the Scrutiny Committee could be involved with.

- (1) the report was noted.**

38 FINANCIAL REGULATIONS WAIVERS 2020/21

Paper A/4298/21

The report was introduced by the Head of Finance, who informed Members of the need to waive Financial Regulations with the transfer back of venues in April 2020. Some contracts which are due for renewal in the next 12 months, we will go to market, for some, however, this may be impractical and we may need to extend existing arrangements.

- (1) the report was noted; and**

- (2) delegation to the Section 151 officer to waive Financial Regulations 568, 569, 570 and 571 as set out in Appendix C to Paper A/4298/21 in relation to competitive quotes/tendering arrangements for supplies and service contracts to be provided at the 6 sporting venues for a further period of up to 12 months for any of the reasons set out in paragraphs 9 and 11 of Paper A/4298/21 was approved.**

39 WRITE-OFF OF IRRECOVERABLE ARREARS 2020/21 Paper A/4296/21

The report was introduced by the Head of Finance, stating that there was only one debt which had been written off, with provision already set aside for it.

- (1) the delegated write-off for 2020/21 as detailed in paragraphs 3 to 4 of Paper A/4296/21 was noted.

40 TREASURY MANAGEMENT POLICY Paper A/4297/21

The report was introduced by the Head of Finance, stating that this report has already been considered and approved by the Executive Committee this morning.

- (1) the revised Treasury Management Policy and Procedures as set out in Appendix A to Paper E/721/21 attached as Annex A to Paper A/4297/21 was approved.

41 REDUNDANCY POLICY UPDATE Paper A/4295/21

The report was introduced by the Head of Human Resources, stating that the policy was revised in January 2021 due to legislative updates, these have changed again due to removal of the public sector exit cap.

- (1) the Redundancy Policy attached at Appendix A to Paper A/4295/21 was approved.

42 ANY OTHER BUSINESS

A table of changes to Standing Orders had been circulated to Members earlier in the day.

The Deputy Chief Executive advised Members that the changes related to the Regulations which had been brought in due to Covid which permitted public bodies to hold meetings remotely ending on 7 May 2021. The Authority has received legal advice to confirm that it was able to make its own Standing Orders relating to how meetings are held under the Lee Valley Regional Park Act 1966. This will give us flexibility to continue to hold meetings either remotely or physically. The proposed changes remove the amendments to Standing Orders due to the Covid regulations and propose changes to allow the Authority to continue to meet remotely without reference to legislation which applies to Local Government.

43 NEXT MEETING OF THE AUTHORITY

It was noted that the next meeting will be the Annual Authority Meeting and will be held on Thursday, 8 July 2021 at 2.00pm.

The Chairman proposed that the Annual General Meeting be held at the Lee Valley White Water Centre but would be subject to Member discussion later in this meeting.

44 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**  
14

**Subject**

**Exempt Information  
Section Number**  
3

Lee Valley Ice Centre Redevelopment

45 LEE VALLEY ICE CENTRE REDEVELOPMENT

Paper A/4301/21

The report was introduced by the Corporate Director.

On a vote, all Members approved the following recommendations.

- (1) the entering into an agreement under Seal with the Preferred Bidder as set out in paragraph 6 of Paper A/4301/21 was approved;
- (2) the revised Lee Valley Ice Centre 10 year financial profile from the Leisure Service Contract Preferred Bidder as set out in paragraphs 9-12 of Paper A/4301/21; and
- (3) the progress and in principle arrangement for external funding as set out in paragraphs 14-18 of Paper A/4301/21 was noted.

46 FUTURE MEETINGS

Members discussed how they might hold future meetings and agreed that up until September a mix of both remote meetings for non-decision making committees and physical meetings for decision making committees would be put in place. It was also agreed that the AGM would be held at the Lee Valley White Water Centre.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

The meeting started at 2.03pm and ended at 4.06pm

**This page is blank**

**PROPOSED COMMITTEES AND GROUPS FOR 2021/22  
- APPOINTMENT OF MEMBERSHIP AND CHAIRMEN**

Presented by the Deputy Chief Executive

**SUMMARY**

This report outlines the previously adopted Governance Structure of the Authority which flows from the Lee Valley Regional Park Act 1966 and seeks decisions on appointments to the following Committees and Groups and the appointment of a Chairman and Vice Chairman for each:

- Executive Committee;
- Audit Committee;
- Scrutiny Committee;
- Regeneration & Planning Committee;
- Land & Property Review Working Group;
- Leisure Services Contract Review Working Group; and
- Levy Strategy Working Group.

**RECOMMENDATIONS**

Members Approve:                   (1) membership of Committees and Groups for 2021/22 as agreed at the meeting; and

Members Note:                       (4) any appointments unfilled at this meeting will be agreed through Group Leaders and reported to the next Authority meeting or Executive Committee.

**BACKGROUND**

- 1     The Authority is created by its own Act of Parliament, the Lee Valley Regional Park Act 1966 (the 1966 Act) and is able to appoint committees by virtue of the Schedule to the 1966 Act. The Authority periodically reviews its adopted committee structure. The current committee structure serves the Authority's business needs and was streamlined in 2017 replacing two planning committees with a single Regeneration & Planning Committee. Members are reminded that all Members may attend, but not vote at, any committee or working group of which they are not members and, with the agreement of the Chairman, may participate in the discussion.

- 2 Given that a new four year term of office for Members commenced on 1 July 2021 it may be appropriate from a Governance perspective to review the Committee structure to ensure it remains fit for purpose in achieving the Authority's aims and objectives.

### **TASK AND FINISH GROUPS**

- 3 The Authority's Task and Finish Groups/Panels were set up to ensure Member involvement with and input into major projects and/or strategic review at an early stage and as necessary. They are not decision making.
- 4 Members of the Groups/Panels are not responsible for directly progressing or delivering the project, which is officers' responsibility, but rather for contributing to the project's development and enabling a more in depth engagement with the project.
- 5 The Groups for 2020/21 were:  
  
Ice Centre Project Working Group;  
Land & Property Review Working Group;  
Levy Strategy Working Group; and  
Leisure Services Contract Review Working Group.
- 6 The Ice Centre Project Working Group is no longer required as the project has progressed to delivery stage. It is proposed that the other Groups remain unchanged for 2021/22:  
  
Land and Property Review Working Group;  
Levy Strategy Working Group; and  
Leisure Services Contract Review Working Group.
- 7 It is hoped that where possible a core membership of Groups will be maintained in view of the knowledge gained by previous Members of each group.

### **PROPORTIONALITY**

- 8 In accordance with its Standing Orders the Authority has adopted the provisions of Local Government legislation concerning proportionality and applies the requirements to its committees.

### **MEMBERSHIP OF COMMITTEES AND GROUPS**

- 9 Membership of committees and task & finish groups as agreed at the meeting will be circulated subsequent to the meeting.

### **UNFILLED VACANCIES**

- 10 Remaining vacancies will be agreed through Group Leaders after the meeting. Under Standing Order 47, these appointments will be approved by the next available Authority meeting or Executive Committee. A final list of the membership will then be circulated to Members.

### **FOR DECISION**

- 11 Subject to any approved changes in committee structure and terms of reference, to determine appointments to:

- (1) **Executive Committee**
  - a) 8 Members, including Chairman and Vice-Chairman of Authority (at least 50% to be London Members), 1 Member to be nominated jointly by the non-majority groups
- (2) **Audit Committee**
  - a) 7 Members
  - b) Chairman & Vice Chairman
- (3) **Regeneration & Planning Committee**
  - a) 10 Members
  - b) Chairman and Vice Chairman
- (4) **Scrutiny Committee**
  - a) 9 Members
  - b) Chairman & Vice Chairman
- (5) **Land & Property Review Working Group**
  - a) 7 Members
  - b) Chairman
- (6) **Levy Strategy Working Group**
  - a) 8 Members
  - b) Chairman
- (7) **Leisure Services Contract Review Working Group**
  - a) 8 Members
  - b) Chairman

#### **ENVIRONMENTAL IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

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

#### **HUMAN RESOURCE IMPLICATIONS**

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

#### **LEGAL IMPLICATIONS**

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

**RISK MANAGEMENT IMPLICATIONS**

- 16 There is a risk that if committees/groups are not set up at the Annual General Meeting then decisions will be delayed.

**EQUALITY IMPLICATIONS**

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

---

Author: Beryl Foster, 01992 709 836, [bfoster@leevalleypark.org.uk](mailto:bfoster@leevalleypark.org.uk)

**APPENDIX ATTACHED**

- Appendix A Terms of Reference & Membership of Authority, Committees, Task & Finish Groups



**TERMS OF REFERENCE & MEMBERSHIP OF AUTHORITY,  
COMMITTEES, TASK AND FINISH PANELS**

**AUTHORITY**

**Meetings** 4 times a year (including AGM)

**Membership** 28 Members - who are elected Members nominated in accordance with the Lee Valley Regional Park Act plus two non-voting co-opted Members from the Canal & River Trust and the Environment Agency

**Terms of Reference**

- Adopting and changing Standing Orders
- Making, amending, revoking, re-enacting or adapting bylaws
- Sets strategic direction for the Authority
- Approve policy framework including all Plans and Strategies such as:
  - Annual Investment Strategy
  - Asset Management Plan
  - Capital Investment Programme
  - Level of Reserves
  - Park Development Framework
  - Performance Management
  - Reserves Policy
  - Strategic Business Plan
  - Treasury Management Policy
- Approve Annual Budget and Levy
- Appoint Chief Executive
- Statutory matters
- Approve borrowing
- Approve virements over £250,000
- Approve Financial Regulations
- Approve waivers of Financial Regulations
- Approve bad debt write-offs
- Receive reports from Executive and Audit Committees
- Nominations of appointments to Outside Bodies which are made on an annual basis other than those made by Executive Committee
- Take urgent decisions on any matter assigned to any committee
- Receive any report from the Monitoring Officer and/or Chief Finance Officer

**EXECUTIVE COMMITTEE**

**Meetings** 12 times per year and as required by the business

**Membership** 8 members, including Chairman and Vice-Chairman of Authority (At least 50% to be London Members) 2 Members nominated jointly by the non-majority groups (preferably from one of the London Olympic boroughs)

**Terms of Reference**

- To lead the preparation of the Authority's policies and make recommendations to Authority such as

- considering capital financing requirements, borrowing limits, the Annual Investment Strategy and any proposals for budget growth.
- Undertake all the powers and duties on behalf of the Authority with the exception of those reserved to the Authority itself or to committees or sub-committees
- To deliver and implement the budget and policies decided by Authority
- Consider and approve the medium term financial plan and funding strategy to support the Authority's strategic direction (as approved by Authority)
- To approve the annual budget timetable and strategy
- Consider annual Levy options and put forward recommendations to Authority
- Within the budget and policy framework set by the Authority set the Capital Investment programme
- Approve details of major capital projects, land acquisitions and disposals
- Review and approve annually fees and charges.
- Monitor and review revenue and capital budget performance (at least 3 times per annum)
- Review, set and monitor annual business plan, priorities, corporate performance indicators and targets
- Consider and approve service development proposals, including a change in mode of delivery, management systems and the introduction of new technology; and recommend to Authority any proposals involving a change in policy
- Consider and approve capital and revenue budget virements between £50,000 and £250,000 in accordance with Financial Regulation 99
- Consider, approve and review the Authority's Financial Regulations, recommending proposed changes to Authority
- To engage with the Queen Elizabeth Olympic Park legacy agenda and to promote and safeguard the Authority's interests within the parameters of the decisions already taken by Authority. Make recommendations to the Authority on its role and position in relation to the Queen Elizabeth Olympic Park legacy
- To nominate a representative/s to Outside Bodies or other groups that require representation
- To establish a dialogue and develop effective working relationships with relevant key political figures relating to the Authority's business
- To approve staffing proposals as they relate to individual employees and department reviews, including early retirements, redundancy and severance arrangements
- The Chairman to carry out the annual appraisal of the Chief Executive by 31 July and consider the individual pay award of the Chief Executive
- To revise and amend as necessary the salary pay award bands for the Chief Executive, Deputy Chief Executive, Corporate Directors and Heads of Service. To agree the individual pay award of the Chief Executive
- To setup Task and Finish Panels/Groups as required

## **SCRUTINY COMMITTEE**

<b>Meetings</b>	3 per year
<b>Membership</b>	9 Members

### **Terms of Reference**

- To review performance and to scrutinise the activities of the Authority
- To make recommendations to the Executive Committee

- To take evidence from officers of the Authority, interest groups and individuals and make recommendations to the Executive Committee and Authority for policy change and review the performance of outside bodies
- To consider issues referred by the Executive Committee where the views of external bodies/persons may contribute, take evidence and report to the Executive Committee and Authority
- To consider any item to be considered by the Executive Committee (except items of urgent business) before the item is considered by the Executive Committee if required by the Chairman of the Scrutiny Committee. The relevant report to the Executive Committee will be made available to the Scrutiny Committee
- To have regard to the need to avoid duplicating the work of the Audit Committee and Task & Finish Panels/Groups when considering subjects for scrutiny

## **REGENERATION AND PLANNING COMMITTEE**

**Meetings** 6 weekly or as required  
**Membership** 11 Members

### **Terms of Reference**

- Consideration of all planning matters referred to the Committee relating to s14 of the Lee Valley Regional Park Act 1966
- Comment and make representations on planning applications and proposed policies of the riparian boroughs, regional agencies and national government that will impact the Regional Park
- Approval of policies and proposals from officers on planning matters for submission to full Authority
- Endorsement of planning matters dealt with by way of delegation to officers in accordance with approved policy

## **AUDIT COMMITTEE**

**Meetings** 3 Scheduled meetings – end June, end September and end February plus the ability to call further meetings to consider extraordinary matters eg whistleblowing, fraud & corruption, reports from auditors/management, special investigations  
**Membership** 7 Members

### **Terms of Reference**

- Consider and approve the Authority's annual Financial Statement & Accounts
- Consider significant accounting policies, any changes to them and any significant estimates and judgements
- Establish, monitor and review annually the audit programme; and receive reports from the Authority's internal and external auditors
- Monitor and review the Authority's system(s) of internal financial control and authorise/approve the annual Statement of Internal Control/corporate Governance Statement
- Establish, monitor and review a rolling programme of reviews of all Authority services in line with the principles of Best Value
- To monitor and review the Authority's Health & Safety and risk management policies and programmes

- To review and amend the Authority's Whistleblowing, Anti-Fraud, Bribery & Corruption and Fraud Response Plan, and make recommendations to Authority
- Receive and consider reports resulting from Whistleblowing, fraud and corruption, audit investigations

### **APPEALS COMMITTEE**

<b>Meetings</b>	As required
<b>Membership</b>	3-5 Members excluding any Member who has previously considered the particular case of the individual concerned (to be appointed by the Authority or Executive Committee if necessary).

#### **Terms of Reference**

- Hear dismissal appeals for 3<sup>rd</sup> tier officers and above
- Hear grievance appeals for 3<sup>rd</sup> tier officers and above
- Disciplinary hearings for 1<sup>st</sup> and 2<sup>nd</sup> tier officers
- Salary re-grading appeals for 1<sup>st</sup> and 2<sup>nd</sup> tier officers

### **TASK AND FINISH GROUPS/PANELS FOR SPECIFIC PROJECTS REPORTING TO EXECUTIVE/AUTHORITY**

#### **ICE CENTRE PROJECT WORKING GROUP (reporting to Executive Committee)**

<b>Meetings</b>	As required
<b>Membership</b>	11 Members

#### **Terms of Reference**

- to consider the strategic direction of the project;
- to ensure that the project is consistent with the Authority's policy framework;
- to consider the feasibility and viability of the project;
- to assess the capital and revenue implications of the project.

#### **LAND & PROPERTY REVIEW WORKING GROUP (reporting to Executive Committee)**

<b>Meetings</b>	As required
<b>Membership</b>	7 Members

#### **Terms of Reference**

- To review the land and property portfolio in support of delivery of the Authority's statutory remit and overall objectives
- To review adopted land acquisition policies
- Develop a land and property acquisition/disposal strategy within the parameters of the Lee Valley Regional Park Act 1966

**LEVY STRATEGY WORKING GROUP (reporting to Executive Committee)**

**Meetings** As required  
**Membership** 8 Members

**Terms of Reference**

To continue to develop a levy strategy and financial plan that delivers the statutory objectives of LVRPA, whilst reducing the burden on the tax payer.

- i) Review ongoing capital investment requirements beyond 2020 and ensuring capital funding generated from the Land & Property Strategy are utilised for future investment (with short term borrowing to bridge any cash-flow gaps, e.g., ice centre project).
- ii) Reducing Leisure Services Contract management fee and development of future contract to deliver further savings from 2020.
- iii) Review Grounds Maintenance specification.
- iv) Review investment opportunities e.g., Picketts Lock and Ice Centre development.
- v) Consideration of transfer of further services to third party organisations.
- vi) Shared Services with neighbouring Authorities/institutions.
- vii) Recommend income generating stretch target for open spaces.
- viii) Savings targets for service review areas, e.g., IT infrastructure.
- ix) Review level of general reserves £4m – transfer of risk to third parties e.g., Leisure Services Contract and other contracts.
- x) Specify time-scales for reduction e.g., 3, 5, 10 years?
- xi) Assess each income generation/cost saving area in terms of level of confidence and timeline.
- xii) Recommend any levy target for future years.

**LEISURE SERVICES CONTRACT REVIEW WORKING GROUP (reporting to Executive Committee)**

**Meetings** As required  
**Membership** 8 Members

**Terms of Reference**

- To consider matters relating to the future Leisure Services Contract
- To consider the sustainability of all Authority venues/services in relation to future Leisure Services Contract/s

**This page is blank**

**LEE VALLEY REGIONAL PARK AUTHORITY**  
**ANNUAL AUTHORITY MEETING**  
**8 JULY 2021 AT 14:00**

**Agenda Item No:**

**8**

**Report No:**

**A/4303/21**

**APPOINTMENTS TO OUTSIDE BODIES FOR 2021/22**

Presented by the Deputy Chief Executive

**SUMMARY**

This report sets out the current list of outside bodies on which the Authority is represented, together with Authority groups which involve outside agencies or appointees and seeks appointments for 2021/22.

**RECOMMENDATION**

Members Approve: (1) the proposals for appointments to outside bodies for 2021/22 as set out in Appendix A to this report; and

**BACKGROUND**

- 1 Authority Members have been and are involved with a number of outside bodies/partnerships.
- 2 In terms of their strategic importance they vary significantly with several largely of local impact, whilst others are more regional in focus.
- 3 The presence of Members on external bodies helps the Authority to promote its work and input to the policies and programmes of these bodies where they impact on the Park.

**PROPOSALS FOR 2021/22**

- 4 A review of the appointments made in 2020/21 has been undertaken and a brief description of each organisation is set out in Appendix A to this report.

**ENVIRONMENTAL IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

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

**HUMAN RESOURCE IMPLICATIONS**

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

**LEGAL IMPLICATIONS**

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

**RISK MANAGEMENT IMPLICATIONS**

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

**EQUALITY IMPLICATIONS**

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

---

Author: Beryl Foster, 01992 709 836, [bfoster@leevalleypark.org.uk](mailto:bfoster@leevalleypark.org.uk)

**APPENDIX ATTACHED**

Appendix A Appointments to Outside Bodies 2020/21



**APPOINTMENTS TO OUTSIDE BODIES**

**OUTSIDE BODIES**

	No of Reprs	Representative(s) previous year 2020/21	Proposal for 2021/22
--	-------------	---	----------------------

**(a) Waltham Abbey Town Partnership**

1 Steven Heather

This was established to encourage joint working and the development of tourism in Waltham Abbey. **Note - currently not active.**

**(b) Six Authorities Liaison Group (formerly Enfield, Essex & Herts Border Liaison Group)**

4 Ken Ayling  
Valerie Metcalfe  
Gordon Nicholson  
David Andrews

This Forum, consisting of Essex and Herts County Councils, Broxbourne Borough Council, London Borough of Enfield, Epping Forest District Council and the Park Authority, is convened when necessary to consider the implications of major development proposals in the Upper Lee Valley.

**This page is blank**

## **CALENDAR OF MEETINGS 2021/22**

Presented by the Deputy Chief Executive

### **SUMMARY**

This report seeks Member approval of the draft calendar of meetings for the Authority and its main committees for 2021/22.

### **RECOMMENDATION**

Members Approve: (1) the calendar of meetings for 2021/22 as shown in Appendix A to this report.

### **BACKGROUND**

- 1 Every year Members agree the dates of Authority and its main committees for the ensuing year.
- 2 A draft calendar for the year 2021/22 is attached at Appendix A to this report for approval.

### **FACTORS AFFECTING DAYS, TIMES AND PLACE OF MEETINGS**

- 3 The Lee Valley Regional Park Act 1966 provides that the Authority may make Standing Orders with respect to proceedings, including a quorum, place of meeting and notices to be given of meetings of the Authority or any committee appointed by them. In May 2021 Authority approved amendment of Standing Orders to include explanation that "place of meeting" included physical, virtual and hybrid meetings. Most recently meetings have been held by remote access because of social distancing restrictions but this could change for the new term of office commencing 1 July 2021 and any easing of social distancing.

From 4 April 2020 to 7 May 2021 meetings of the Authority and its committees were held remotely in line with emergency legislation (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. Please note that the Authority is not bound to follow Local Government legislation relating to meeting rules.

- 4 With the agreement of Members the majority of meetings are held on a Thursday during the day.

- 5 The Authority meetings are held quarterly at 2pm on the fourth Thursday of the month.
- 6 The Audit Committee meets three times per year – September, February and June – with the ability to call further meetings as required.
- 7 The Executive Committee meets 12 times per year or as required.
- 8 The Regeneration & Planning Committee meets 6 weekly or as required.
- 9 The Scrutiny Committee meets three times per year or as required.
- 10 All other committees, panels and groups are not timetabled but are called when necessary.

### **MEMBER TOURS**

- 11 Due to social distancing restrictions imposed to combat Coronavirus no Member Tours were included in the 2020/21 Calendar. However with the easing of social distancing restrictions and its location, a Member visit to the newly opened Wildlife Discovery Centre was undertaken on 11 October 2020.
- 12 Previously Member Tours to sites in the Park or outside the Park were scheduled relating to:
  - (a) sites where policy decisions will be required during the year;
  - (b) sites where schemes for phased programmes of works over many years are completed/nearing completion; and
  - (c) projects outside the Park for lessons in good practice and for fresh ideas.

Two Member Tours have been included in the 2021/22 Calendar subject to any social distancing restrictions in place at the time.

### **ENVIRONMENTAL IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

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

### **RISK MANAGEMENT IMPLICATIONS**

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

**EQUALITY IMPLICATIONS**

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

---

Author: Beryl Foster, 01992 709 836, [bfoster@leevalleypark.org.uk](mailto:bfoster@leevalleypark.org.uk)

**APPENDIX ATTACHED**

Appendix A Draft Calendar of Meetings 2021/22

**This page is blank**

## CALENDAR OF MEETINGS JULY 2021 – JULY 2022

<b>2021</b>			
22	July	11.00am	Executive Committee
22	July	12.00noon	Regeneration & Planning Committee
22	July	1.00pm	Audit Committee
9	September	All day	Member Tour
23	September	11.30am	Executive Committee
23	September	12.30pm	Regeneration & Planning Committee
23	September	1.30pm	Audit Committee
30	September	All day	Member Tour
21	October	11.30am	Executive Committee
21	October	12.30pm	Regeneration & Planning Committee
21	<b>October</b>	<b>2.00pm</b>	<b>Authority</b>
18	November	11.30am	Executive Committee
18	November	12.30pm	Regeneration & Planning Committee
18	November	1.30pm	Scrutiny Committee
16	December	11.30am	Executive Committee
16	December	12.30pm	Regeneration & Planning Committee
16	December	2.00pm	Budget Workshop
<b>2022</b>			
6	January	10.30am	Budget Workshop (Continued if necessary)
20	January	11.30am	Executive Committee
20	January	12.30pm	Regeneration & Planning Committee
20	<b>January</b>	<b>2.00pm</b>	<b>Authority</b>
24	February	11.00am	Executive Committee
24	February	12.00noon	Regeneration & Planning Committee
24	February	1.00pm	Audit Committee
24	February	2.00pm	Scrutiny Committee
24	March	11.30am	Executive Committee
24	March	12.30pm	Regeneration & Planning Committee
28	April	11.30am	Executive Committee
28	April	12.30pm	Regeneration & Planning Committee
28	<b>April</b>	<b>2.00pm</b>	<b>Authority</b>
26	May	11.30am	Executive Committee
26	May	12.30pm	Regeneration & Planning Committee

**Appendix A to Paper A/4304/21**

<b>23</b>	<b>June</b>	<b>11.00am</b>	<b>Executive Committee</b>
<b>23</b>	<b>June</b>	<b>12.00noon</b>	<b>Regeneration &amp; Planning Committee</b>
<b>23</b>	<b>June</b>	<b>1.00pm</b>	<b>Audit Committee</b>
<b>23</b>	<b>June</b>	<b>2.00pm</b>	<b>Scrutiny Committee</b>
<b>7</b>	<b>July</b>	<b>2.00pm</b>	<b>ANNUAL GENERAL MEETING</b>