

To: Paul Osborn (Chairman)	Lesley Greensmyth	Mary Sartin
David Andrews	Steven Heather	Clive Souter
James Asser	Calvin Horner	Marshall Vance
Ken Ayling	Ross Houston	Terry Wheeler
Susan Barker	Rick Jewell	John Wyllie
Nicholas Bennett	Heather Johnson	Vacancy x 3
John Bevan	Christopher Kennedy	Ben Radbone (EA)
Janet Burgess	Graham McAndrew	Mark Pearson (C&RT)
David Gardner	Gordon Nicholson	
Mike Garnett	Suzanne Rutland-Barsby	

A meeting of the **AUTHORITY** (Quorum - 7) will be held in the **BOARDROOM** at **MYDDELTON HOUSE** on:

THURSDAY 27 APRIL 2023 AT 14:00

at which the following business will be transacted:

A G E N D A

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 19 January 2023 (copy herewith)

4 **PUBLIC SPEAKING**

To receive any representations from members of the public or representative of an organisation which concerns any area of the Authority's business. 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 REVIEW OF 2022/23

Presentation by Shaun Dawson, Chief Executive

6 ENVIRONMENT POLICY

Paper A/4336/23

Presented by Jon Carney, Corporate Director

7 TRAINING AND DEVELOPMENT POLICY

Paper A/4335/23

Presented by Victoria Yates, Head of Human Resources

8 FINANCIAL REGULATIONS WAIVERS 2022/23

Paper A/4333/23

Presented by Keith Kellard, Head of Finance

9 WRITE-OFF OF IRRECOVERABLE ARREARS 2022/23

Paper A/4334/23

Presented by Keith Kellard, Head of Finance

10 AMENDMENT OF STANDING ORDERS

Paper A/332/23

Presented by Beryl Foster, Deputy Chief Executive

11 DATE OF NEXT MEETING OF THE AUTHORITY

To note that the next meeting of the Authority will be held on Thursday, 6 July 2023 at 2.00pm at Lee Valley White Water Centre.

12 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.

13 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.)

19 April 2023

**Shaun Dawson
Chief Executive**

LEE VALLEY REGIONAL PARK AUTHORITY

AUTHORITY MEETING 19 JANUARY 2023

Members Present:

Paul Osborn (Chairman)	Calvin Horner
David Andrews (Vice Chairman)	Ross Houston
James Asser	Heather Johnson
Ken Ayling	Christopher Kennedy
Susan Barker	Graham McAndrew
Nicholas Bennett	Gordon Nicholson
John Bevan	Suzanne Rutland-Barsby
Janet Burgess	Terry Wheeler
David Gardner	John Wyllie
Lesley Greensmyth	
Steven Heather	Clive Souter (Deputy for Mike Garnett)

Apologies Received From: Josh Blacker, Nesil Caliskan, Mike Garnett, Mary Sartin, Marshall Vance, Abdul Wahid, Holly Whitbread

Officers Present:

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
Victoria Yates	- Head of Human Resources
Michael Sterry	- Senior Accountant
Paul Roper	- Head of Project & Funding Delivery
Stephen Bromberg	- Head of Communications
Sandra Bertschin	- Committee & Members' Services Manager
Lindsey Johnson	- Committee Services Officer

Also present:

James Newman	- S151 Officer (London Borough of Enfield)
Laurie Elks	- member of the public

Part I

19 DECLARATIONS OF INTEREST

There were no declarations of interest.

20 MINUTES OF LAST MEETING

THAT the minutes of the meeting held on 20 October 2022 be approved and signed.

21 PUBLIC SPEAKING

Laurie Elks addressed the meeting, including:

- It had been incredibly difficult to get capital funding assigned to countryside and landscape projects over many years;

- capital funding through contortions of S106 monies had been allocated for the Middlesex Filter Beds project but this had yet to be delivered and the filter beds had been dry for over 2 years which was unsatisfactory;
- Walthamstow Marshes was a great open space close to Low Hall and every Park Plan since 1986 had included the proposed connection of these two sites. The impression was that this would never happen due to lack of funding;
- the capital receipt for sale of Mile & Langley Nursery was being used for venue improvements and borrowing for the Ice Centre redevelopment. Members were asked to commit any future capital receipts to countryside projects;
- projects such as the Wildlife Discovery Centre, East India Dock Basin and St Pauls Field were welcomed but more could be done and officers should be instructed to focus on countryside projects which would align with the objectives in setting up the Regional Park;
- it was unlikely that the youth hostel type accommodation proposed for the Waterworks site would provide a revenue stream.

In response it was advised:

- for the youth hostel accommodation at Cheshunt the Authority had entered into an arrangement which provided a future revenue stream which was working well and it was proposed to apply a similar principle at the Waterworks; and
- delay to the Middlesex Filter Beds project had been frustrating but it was hoped to progress soon to see the return of water to the site.

The Chairman noted the request for capital funding for open spaces projects but commented that the major sports venues did require considerable capital investment.

22 2023/24 REVEUE BUDGET AND LEVY

Paper A/4329/23

The Chief Executive gave a presentation including:

- summary of budget position 2022/23 and 2023/24;
- budget challenges 2023/24;
- outturn 2022/23 and draft budget 2023/24;
- addressing the budget deficit;
- savings and additional income;
- levy proposal for 2023/24;
- summary budget 2023/24;
- general reserves;
- medium term financial forecast;
- longer term income and savings initiatives;
- longer term major investment schemes; and
- conclusions and recommendations.

The S151 Officer advised:

- over half the initial £3.2m budget deficit was being met from internally generated savings and additional income, with the proposed levy increase meeting about a quarter of the deficit with a small contribution from reserves;
- this year was unlike any other so all levers had to be used and reserves would have a part to play;
- reserves were projected to drop below the policy level of £3-4m but there was a plan to replenish over the medium term;

- most London boroughs would be using one-off funding to balance their 2023/24 budgets in light of the economic climate; and
- a reserves policy of £3-4m was considered appropriate for the Authority.

The Chairman remarked that the proposed budget struck the right balance between savings and efficiencies, use of reserves and the levy. The proposed levy could be considered as an energy surcharge as utility costs represented approximately half of the proposed levy increase. An increase to the levy was required to meet the extraordinary costs being faced by the Authority but it was hoped to return the levy to a downward trend as soon as possible.

Member comments included:

- proposal from the Labour Group to increase the levy by 9.5% which would raise an additional £49K to restore funding for the Community Access Fund (CAF) with a small contribution to reserves;
- commendation to officers for the savings identified;
- the multiple references in Paper E/795/23 for a strong reserves policy and as previously highlighted by the external auditors the unsustainability of using reserves to fund budget deficits would support a prudent levy increase of 9.5% to maintain CAF funding with a small contribution to reserves;
- the unfortunate position the Authority finds itself in now in having to substantially increase the levy could have been mitigated if the Labour Group's past proposals for small increases to the levy had been implemented instead of delivering a 56% decrease in real terms;
- when setting future levies it should be recognised that there could be unexpected financial pressures and whilst not being profligate this should be accommodated to secure the Authority's sustainability;
- the London Borough of Waltham Forest had contributed £1m towards community programmes focused around the redeveloped Lee Valley Ice Centre and it appeared that the borough was subsidising the Authority's activities as some of this funding had been included in the proposed budget;
- poor public transport links within the London Borough of Waltham Forest meant that it would not be easy for all of the borough's residents to access the Ice Centre;
- the CAF supported the vision and objectives in setting up the Regional Park, to provide a lung for the residents of London, Herts and Essex;
- current users of the Regional Park were unrepresentative of the diversity of London residents and the CAF was a means of attracting those people to the Park and enabling low income residents to access the sporting activities available;
- there was huge potential to attract more people to the Regional Park who could then make return visits;
- the CAF was used to support school travel costs in accessing the Regional Park and by reducing the available funding this would have a detrimental impact.

The Chairman advised that the S106 agreement with the London Borough of Waltham Forest would be honoured in supporting community projects over a ten year period as requested by the borough. The redeveloped Ice Centre was a regional facility but its location would make it of great benefit to the residents of Waltham Forest.

Proposed by Ross Houston, seconded by Heather Johnson, levy increase of 9.5%:

Vote: 9 for (Labour Members and Liberal Democrat) and 12 against (Conservative Members)

Vote for recommended 9% increase: 12 for (Conservative Members and Liberal Democrat), 1 against (Nicholas Bennett) and 8 Abstentions (Labour Members)

- (1) **the proposed Levy Increase of 9% for 2023/24 as recommended by the Executive Committee; and**
- (2) **review the medium term general reserves policy to allow a short term movement in the minimum level of reserves to below £3m was approved.**

23 **PROPOSED CAPITAL PROGRAMME 2022/23 (REVISED) TO 2026/27** Paper A/4330/23

The Head of Finance introduced the report.

- (1) **the revised capital programme for 2022/23 (revised) to 2026/27 as set out in Appendix A to Paper E/793/23;**
- (2) **the proposed capital funding to meet the planned capital programme as set out in Appendix B to Paper E/793/23; and**
- (3) **the use of capital receipts to part finance the redevelopment costs of the Lee Valley Ice Centre as set out in paragraph 9 of Paper E/793/23 was approved.**

24 **CAPITAL STRATEGY 2022/23 TO 2026/27** Paper A/4331/23

The Head of Finance introduced the report.

- (1) **the Capital Strategy as an overarching strategy document as set out in Paper E/794/23 and Appendices B-D attached as Annex A to Paper A/4331/23; and**
- (2) **the Prudential Indicators for 2022/23 to 2026/27 as set out in Appendix A to Paper E/794/23 attached as Annex A to Paper A/4331/23 was approved.**

Laurie Elks left the meeting.

25 **HUMAN RESOURCES POLICY UPDATES** Paper A/4328/23

The Head of Human Resources introduced the report.

- (1) **the Retirement Policy as set out in Appendix A to Paper E/788/22 attached at Annex A to Paper A/4328/23; and**
- (2) **the Early Payment of Pension Benefits Policy as set out in Appendix B to Paper E/788/22 attached as Annex A to Paper A/4328/23 was approved.**

26 **DATA PROTECTION POLICY** Paper A/4327/23

The Deputy Chief Executive and Head of Legal introduced the report.

- (1) **the draft Data Protection Policy attached as Appendix A to Paper A/4327/23 was approved.**

27 ACCESS TO INFORMATION POLICY

Paper A/4326/23

The Head of Legal introduced the report.

A Member proposed that requests in writing should be made to the Authority, not Myddelton House as currently detailed, in paragraph 5.2.

The Chairman advised that he had requested a review of access to meeting information procedures to enable interested parties to receive as much notice as possible of forthcoming key decisions.

(1) the draft Access to Information Policy attached as Appendix A to Paper A/4326/23 subject to amendment as above of paragraph 5.2 was approved.

28 NEXT MEETING OF THE AUTHORITY

It was noted that the next meeting of the Authority will be held on Thursday, 27 April 2023 at 2.00pm at Myddelton House, Bulls Cross, Enfield, Middlesex, EN2 9HG.

29 REQUEST FOR EXTENSION OF MEMBERSHIP

The Chairman advised that 2 Members had requested an extension to their membership as they had not attended a meeting for 6 months.

Members declined the 2 requests for extension of membership.

Chairman

Date

The meeting started at 2.00pm and ended at 3.16pm

This page is blank

ENVIRONMENT POLICY

Presented by Corporate Director

SUMMARY

The Authority currently does not have an adopted Environment Policy in place. The field of environmental policy and solutions to the climate emergency is a complex and evolving field, which lends itself to a number of perspectives and approaches.

Officers have developed a proposed policy (Appendix A to this report) that is designed as an overarching document setting out the framework for a detailed strategy and action plan which is being developed and will look in detail at how we will seek to deliver the aspirations identified in the policy. The policy sets out what feeds into the strategy (e.g. Biodiversity Action Plan, Business Plan, other policies and management plans). It also details the areas of operation and common themes as well as listing a range of options under each theme, which the Authority will undertake to support our environmental work. On adoption of the policy by the Authority, officers will progress a draft strategy and action plan over the next 12 months with guidance from the Scrutiny Committee with the aim to be adopted by the end of 2023.

The policy has been developed to recognise the unique nature of the Authority and the areas that may contribute to the environment whilst identifying others which may be detrimental and any mitigation actions that can be developed. The policy will sit as an overarching direction guiding how the Authority then develops the detailed strategy and action plan.

Following recommendation to Executive by the Scrutiny Committee on 23 February 2023 the policy was accepted by the Executive Committee on 23 March 2023 and it was agreed to recommend to full Authority for adoption.

Members are asked to adopt this policy and approve that the focus of future Scrutiny is the continued review and development of the draft Environmental Strategy and Action Plan.

RECOMMENDATIONS

Members approve: (1) the Environment Policy attached as Appendix A to this report; and

- (2) that the Scrutiny Committee continue to review and guide the development of the Draft Environmental Strategy and Action Plan.

BACKGROUND

- 1 The Authority has for the past fifty years been delivering a range of environmental projects and regeneration in its open spaces that contribute to biodiversity improvement through our Biodiversity Action Plan (BAP), flood mitigation, habitat improvement and through these projects various levels of carbon capture. The Open Spaces are managed very much with the environment at the forefront and have been for many years. It is only in more recent times the climate crisis has raised more actions up the agenda. Officers have recently been working on a suite of "spend to save" projects to seek energy reductions and cost savings across the estate. This programme of activity includes projects fitting LED lighting, energy saving office heating and water heating systems where they are out of date, and is projected to deliver a range of savings and environmental benefits. Consultants have also looked at commercial green energy options across the Authority estate to understand if we can implement technologies to generate green power for either our own use or to feed back into the national grid. The Authority continues to deliver a range of BAP projects increasing biodiversity and looking at new landscape projects on various sites with positive environmental benefits. We have reduced our organisational travel, working in a more hybrid way and reduced the energy requirement at head office. The Asset and Maintenance department is also currently considering options for obtaining additional support for the implementation of the "spend to save" programme and to enable the Authority to take forward new energy saving and energy generating projects.
- 2 The Authority currently does not have an adopted Environment Policy (EP) in place. Following public and stakeholder feedback a draft has been revised (see Appendix A to this report) and this current proposed policy has now been recommended by Scrutiny and Executive committees for adoption.
- 3 The field of environmental policy and solutions to the climate emergency is a complex and evolving area. Environmental awareness has highlighted climate issues in recent years and linked them to carbon in the atmosphere resulting in global warming. The challenges with developing an EP do not just revolve around reducing carbon emission but covers a whole range of environmental actions, which are covered in this policy and will also be threaded throughout a strategy and action plan (currently in draft).
- 4 There are varied perspectives on what should be included in a LVRPA EP and strategy. Various local authorities are doing different things to contribute to the solution. Some are investing, others seeking funding, some doing a lot and others doing the bare minimum. The vast majority of local authorities have followed the Government position and declared a climate emergency. Other organisations have also undertaken various activities and some have done very little. Some only work to a sustainability strategy and others have a programme of green recovery focused around Nature Recovery projects, which are aimed at climate change. The intention is for the Authority's focus to be directed to solutions that are achievable and to deliver tangible improvements in its environmental performance.

- 5 Whilst the Authority has its own statutory remit under the Lee Valley Regional Park Act 1966, which is different to that of a local authority, it will look to adopt local authority best practice, where it is appropriate and practicable. It should be noted that whilst the Authority is not a local authority it is as a public body focused on solutions and contributions that are achievable for us as an organisation.
- 6 The Authority needs to balance ambition with what is realistically deliverable. It is a fairly simple equation in that to deliver all of the improvements that might make the Authority net zero there is a very large cost implication (yet to be calculated) and/or long time scale (yet to be understood what time scale is possible). However, it should be understood that to achieve a move to carbon neutral in a short timescale (for example by 2030) the Authority budget would need to increase significantly. In the medium term (3-5 years) carbon neutral will not be achievable without major increases in the Authority's budget.
- 7 The Authority has not yet undertaken a full cost appraisal of doing everything to move towards a net zero position. The recent refit of Lee Valley VeloPark with LED lighting was at a cost of approximately £800k and the projected total investment on our "spend to save" energy programme has allocated £1.5m (not including the £800k for Lee Valley VeloPark LED lights). Some venues will be more advanced than others and some will require more investment. An exercise still remains to be undertaken to identify the benefits of where we might prioritise further actions and this will be completed as part of the work on the strategy and action plan.
- 8 The London Legacy Development Corporation (LLDC) has recently undertaken an exercise to cost all of the actions required to meet net zero by 2030. This figure is a potential cost of £125m and with current allocations the LLDC has a shortfall of £57m (see Appendix B to this report). Whilst the Authority has not calculated its own projections, and given our estate is much larger than LLDC's, it is unlikely any budget increase in the medium term (2030) to meet net zero would be feasible. We also know that our "spend to save" programme has a large cost associated with it and officers are currently working on pay back times for various retro fitting projects to understand which are priorities to deliver the best environmental benefit and saving against the investment. The Authority also needs to ensure that it is not setting itself up to fail and that this policy and strategy as well as seeking to be ambitious will be allowed to develop with new technologies, improvements and ideas as they become available.

HAVE YOUR SAY EXERCISE

- 9 In June and July 2022 officers undertook a "have your say" exercise. Just under 100 stakeholders and interested parties along with all staff and volunteers were informed and offered the opportunity to comment.
- 10 The draft Strategy and Action Plan was supplied for context and although not requested comments were received on this also. These will be taken into consideration as the work on the strategy and action plan progresses.
- 11 All comments were considered and a view from officers formulated. From the comments made a number were considered and taken on board. A number of revisions were made to the Policy. From the 21 comments made 9 have been incorporated and revisions made.

ENVIRONMENT POLICY

- 12 The policy has been developed to recognise the unique nature of the Authority and the areas that may contribute to improving the environment whilst identifying others which may be detrimental and any mitigation actions that might be developed. The policy will sit as an overarching principle guiding how the Authority then develops a detailed strategy and action plan.
- 13 The proposed Environment Policy (see Appendix A to this report) has now been revised following feedback from the public and stakeholders and is recommended by Executive Committee for full Authority adoption.

ENVIRONMENTAL STRATEGY AND ACTION PLAN

- 14 The draft Environmental Strategy and Action Plan is now proposed to be reviewed and refined with guidance and discussion as part of the Scrutiny Committee's work over the next 12 months. A group of senior officers will look at and understand the resource requirements to progress and a further group of officers will be formed to champion the strategy and action plan going forwards.

BASELINE INFORMATION

- 15 Officers propose that the strategy and action plan is monitored through a review of performance indicators, which will be set out in the monitoring and review section of the strategy. The action plan will set out actions over a period of time yet to be agreed. It is also proposed that the Authority's performance management framework will use the agreed range of performance indicators developed to support this strategy.
- 16 A baseline of information has been collected to understand performance over the financial year 2022/23. We have consultants from Association of Public Service Excellence (APSE) supporting calculation of our carbon emissions baseline for 2022/23 from this data. Results will be presented to Scrutiny Committee in late 2023. The performance and monitoring team are working closely with officers to continue to develop these measures to be meaningful and relevant.

SCOPE OF THE SCRUTINY REVIEW OF ENVIRONMENTAL STRATEGY AND ACTION PLAN

- 17 The scope of the review should allow the Scrutiny Committee to refine the proposals and explore the value of any further amendments to the strategy or action plan required to support the policy.

ENVIRONMENTAL IMPLICATIONS

- 18 Any environmental implications are set out in the body of this report.

FINANCIAL IMPLICATIONS

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

HUMAN RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

- 22 There are potentially some risk management implications arising directly from the recommendations in this report which may lead to reputational damage if the Authority has not adopted an Environment Policy even if it is making progress in environmental areas.

EQUALITY IMPLICATIONS

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

Author: Paul Roper, 01992 709 845, proper@leevalleypark.org.uk

PREVIOUS COMMITTEE REPORTS

Executive Authority	E/234/11 A/4137/12	Environment Strategy Draft Environment Strategy	24 November 2011 26 January 2012
Executive Authority	A/4208/15	Contaminated Land Strategy Contaminated Land Strategy	20 September 2012 26 March 2015
Executive Authority Scrutiny	S/59/21	Contaminated land Strategy Scrutiny Scoping Review – Environmental Policy	30 April 2015 18 November 2021
Scrutiny	S/61/22	Scrutiny Scoping Review – Environmental Policy	23 June 2022
Executive	E/802/23	Proposed Capital LED Lighting Investment at Leisure Service Contract Venues	23 February 2023
Scrutiny	S/62/23	Scrutiny Scoping Review Environmental Policy	23 February 2023
Executive	E/804/23	Environmental Policy	23 March 2023

APPENDICES ATTACHED

- Appendix A Revised draft of Environment Policy following “have your say” exercise and Scrutiny and Executive Committees
- Appendix B Highlights from report taken to LLDC Board meeting, agenda item 11 – 31st January 2023

LIST OF ABBREVIATIONS

BAP	Biodiversity Action Plan
SLM	Save Lea Marshes
RSPB	Royal Society for the Protection of Birds
APSE	Association of Public Service Excellence
LLDC	London Legacy Development Corporation
LED	Light Emitting Diode
EP	Environment Policy
LVRPA	Lee Valley Regional Park Authority
APSE	Association of Public Service Excellence

Environment Policy

January 2023

Reference: [Version 0.3]



This document is controlled by Lee Valley Regional Park Authority.

THIS PAGE IS INTENTIONALLY BLANK

I Document Information

Title: Environment Policy

Status: Policy

Current Version: v0.2 (December 2021)

Author	Paul Roper – Head of Projects and Funding Delivery Tel: 01992 709 845 or Ext 845 proper@leevalleypark.org.uk
Sponsor	Beryl Foster – Deputy Chief Executive Tel: 01992 709 XXX Ext XXX bfoster@leevalleypark.org.uk
Consultation:	Members SMT Heads of Service Biodiversity Planning Open Spaces Procurement AMPD Events Policy and Procedure Review Group
Approved	Approved by: Authority Approval Date: TBC Review Frequency: Every 5 Years or earlier if there is a change in Government legislation Next Review: XXXXXXXX 20XX

Version History		
Version	Date	Description
1	08/08/21	Initial draft, circulated to SMT v0.1
2	18/11/21	Initial draft taken to Scrutiny Committee v0.1
3	22/12/21	Second draft circulated to HOS and SMT v0.2
4	03/03/22	Officer group discussion and amend of v0.2 draft
5	01/01/2023	Revision following 2022 have your say exercise and community consultation. Comments taken on board and v0.3 produced
6		
7		

II Contents

Preliminary Pages		
Section	Title	Page
Cover	Title Page	1
I	Document Information	3
II	Contents	4

Main Body		
Section	Title	Page
1	Mission Statement	5
2	Background	5
3	Policy Aims	7
4	Responsibilities	7
5	Legal Considerations	7
6	Relevant Policies & Procedures	7
7	Monitoring & Evaluation	8
8	Glossary of Terms	8
9	Appendices and References	8
10		8

1. Mission Statement

The Authority is governed by the Lee Valley Regional Park Act 1966 (the Park Act) and has a specific remit under this act which states the general duty of the Authority is:

“to develop improve, preserve and manage or to procure or arrange for the development, improvement, preservation and management of the park as a place for the occupation of leisure, recreation, sport, games or amusements or any similar activity, for the provision of nature reserves and for the provision and enjoyment of entertainments of any kind.”

For over fifty years, the Authority has been in the business of reclamation, remediation, biodiversity improvement, giving access to open space and preventing development (acquiring 5,000 acres) to develop the vision of a green lung.

The Authority produces a periodic business plan, which will link to and consider the Environment Policy along with other relevant documents including the Park Development Framework and our Biodiversity Action Plan.

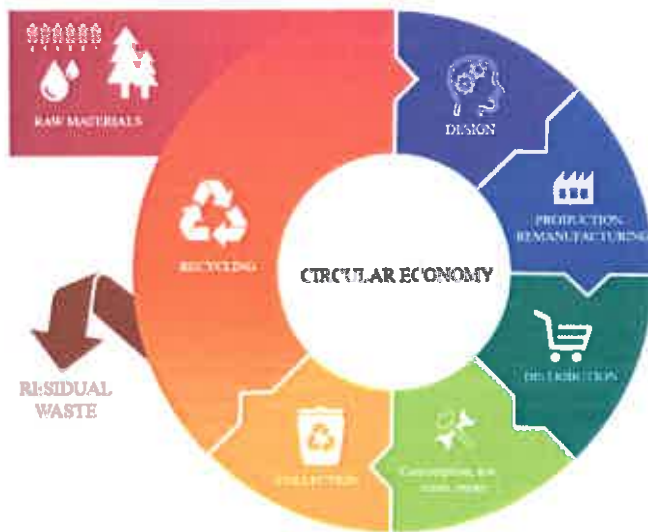
The Authority recognises that the UK government and many local authorities have declared a climate emergency and has set a target date for the UK to meet net zero by 2050. The Authority also has a long term intention to meet net zero which it will develop targets to achieve through our strategy and action plan.

The Authority’s mission statement for how it will consider its future development and management from an environmental perspective given the current climate and biodiversity crisis under its remit through the Park Act and Business plans is set out below:

“The Authority will, in the context of its statutory remit, pursue best practice in environmental innovation for the design, delivery and management of its operation across its, open spaces, biodiversity and built facilities. It will support the UK Government and climate emergency agenda and is committed to its achieving a net zero position, working in partnership with various agencies and the Park’s many communities.”

The overarching aim of this policy is to follow the circular economy principles. A circular economy is based on three principles:

- Design out waste and pollution
- Keep products and materials in use
- Regenerate natural systems



The Authority will keep these principles at the heart of its policy, strategy and action plan development and as initiatives develop the Authority will investigate improvement options and continually revisit these principles.

2. Background

Why Develop a Policy?

The IPCC 2018 report on climate change found that meeting a 1.5°C target is still achievable, success is dependent on an ambitious international effort and an increase in investment. Exceeding the 1.5°C target would affect weather patterns, cause sea levels to rise further, create food and water shortages, and affect human security and economic growth. The special report Global Warming of 1.5°C (IPCC, 2018. Summary for Policymakers) shows that 420 million additional people will be exposed to extreme heat and up to 270 million additional people to water scarcity if global temperatures rise by 2°C, compared with a 1.5°C scenario. The world is now clearly in the midst of a climate and ecological emergency and there is now a unanimous consensus from the scientific community on the need for rapid action.

There is clear recognition that this challenge can only be overcome by taking urgent, radical action. This crisis is something that will have an effect on us all, and for some the impact of climate change is already being felt. The UK is committed to playing its full part in meeting the international target to limit the global average temperature rise to well below 2°C above pre-Industrial levels by the year 2100, and aiming for 1.5°C, known as the Paris Agreement within the United Nations Framework on Climate Change.

The Convention on Biological Diversity (CBD) was opened for signature at the Earth Summit in Rio de Janeiro on 5 June 1992 and entered into force on 29 December 1993. The objective is to develop national strategies for the conservation and sustainable use of biological diversity, and it is often seen as the key document regarding sustainable development.

The Convention developed three main goals: the conservation of biological diversity (or biodiversity); the sustainable use of its components; and the fair and equitable sharing of benefits arising from genetic resources.

It has two supplementary agreements, the Cartagena Protocol and Nagoya Protocol. The Cartagena Protocol on Biosafety to the Convention on Biological Diversity is an international treaty governing the movements of living modified organisms (LMOs) resulting from modern biotechnology from one country to another. The Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (ABS) to the Convention on Biological Diversity is another supplementary agreement to the CBD.

Whilst the Authority has no remit within the Park Act or legal obligation all organisations (including the Authority) have a moral duty to look at what they can do to support international, national, regional and London targets on climate change and biodiversity. Understanding climate risk and threats to biodiversity, in particular to our own operation, and what implications it may have to the public and our users is key to developing a robust policy and strategy for the Authority that contributes to the solution. There are many reports alongside the 2018 IPCC report and the CBD, which detail short, medium and long term risks. These have informed the development of this policy and are listed in section 9. The Authority needs to develop a policy and strategy that is resilient and can adapt to climate change and reverse biodiversity loss as it will seek to do all it can and as new technologies arise or new information unfolds, it will adapt as well as keeping the key aim of contributing to limiting global warming and improve biodiversity. However, the Authority recognises that most individual organisations cannot provide all of the solutions, as combating climate change and reversing biodiversity loss needs system-wide change that involves world leaders, governments, communities, businesses, individuals and stakeholders across all sectors of the economy, across the country and the wider world. This Policy will seek to adapt as these and other changes to how we live start to take shape. The reputation of the Authority is key and developing a policy and strategy seeking to support the current global issues on climate change and biodiversity will demonstrate that the Authority is seeking to play its part and contribute to the solution.

The scale and pace of change needed will require major investments, changes to the way in which we use and interact with energy and changes to how we live our lives and define success. It will also redefine how we manage and interact with our environment. Above all, it will involve a collective leadership and shared ambition to deal with this challenge head on.

The Challenge

The Lee Valley Regional Park Authority recognises that the current balance between economics, climate change, sustainability, carbon reduction, biodiversity improvement and resource usage is a major challenge to all organisations and governments. It recognises that the field of environmental management is a constantly changing and developing subject and some organisations are only currently able to have a small impact due to the nature of their business. Some organisations also have the constraints of their core objectives, some of which will only be able to change as larger industries and governments make headway with many of the proposed changes to how the world operates.

The Authority will play its part in helping to tackle one of the significant challenges of our time: a changing climate, loss of biodiversity and overconsumption of resources. Much of the Authority's work involves activity such as improvements for biodiversity and provision of cycling and walking routes throughout the park. These contribute to nature recovery, reduced use of resources through greener travel, health and wellbeing, provision of nature improvement and biodiversity improvement projects as well as acting as a carbon sink in our green open spaces. These things will remain as core objectives and this policy should also recognise the value of this work and the Authority's remit in this area.

Many local authorities, governments and organisations have declared a climate emergency for which they are directing resource and activity to a range of initiatives ranging from provision of EV charging points, retro fitting their building portfolio with energy saving equipment or replacing vehicle fleets with Electric or HVO powered vehicles. All these initiatives are being implemented to try to slow down and reverse climate change. Other organisations are also seeking ways they can support action or change how they operate to contribute towards a reduction in climate change. Much has been made of reducing carbon emissions and the current aim for many is to become carbon neutral or net zero. This can be achieved in two ways – either reducing the carbon footprint or offsetting by investing in projects which reduce or remove carbon. Organisations will need to find what works for them and seek initiatives that deliver benefits for the climate whilst also ensuring they can remain viable as a business. However, environmental contribution is not just about carbon reduction or net zero. Restoring and protecting land for recreation and to benefit wildlife, managing land to conserve and enhance biodiversity, can be just as important and should be recognised. Biodiversity net gain will be something used in the

future and organisations can look at integrated approaches to create overall benefits this will also be a focus for the Authority as opportunities arise and we will work with partners to realise benefits in our managed land portfolio to ensure BNG is considered in all that we do.

The Authority is in a unique position in that part of its operation involves work which enhances biodiversity, protects land and develops resilient open spaces, which will contribute to a range of climate change objectives in the future. Part of its operation inevitably involves activity, which may create excess carbon emissions or use resources some of which will be difficult to reduce without stopping that activity, we will investigate these areas to reduce our impact.

We recognise many Local Authorities and similar organisations have declared a climate emergency and have set target dates to become carbon neutral or "net zero". It is unclear yet how many of these plans and target dates are achievable and only time will tell if they will be successful. Some organisations are looking at contributing elements to support international or regional targets by smaller contributions such as net zero mobility or carbon zero new builds. To meet a target of full carbon neutral for the Authority as a whole we suspect would be difficult without offsetting or unless we offset our own enhancement activities in open spaces or BAP actions against venues and services.

This policy and associated strategy will seek to determine what can realistically be achieved as a meaningful contribution rather than seeking to aim for the unachievable. Rather than declaring an emergency and setting a date to become net zero our current aim is to support the international, national, regional and London effort to reduce global warming where we can. We will do this by investigating all the things we can change or improve to make our landholdings climate resilient, reduce our carbon footprint, investigating how we can improve biodiversity further, improving air quality, educate people, support ecosystem services, creating flood resilience, health and wellbeing. We will develop targeted actions under each area of operation and themes set out in Appendix 1 of this policy.

The actions

The Authority recognises it has a responsibility and needs to minimise the negative impacts on the environment and support the climate change emergency with the need to operate as an effective public body and the requirement to reduce the burden on the taxpayer. It acknowledges the contribution it can make to protecting and enhancing the land and buildings in its custody whilst being sensitive to environmental, economic and social considerations. The Authority is in a position to lead by example and educate others, in particular park users to develop awareness and behave in an environmentally responsible manner. The Authority will take this opportunity and policy to develop an integrated approach to its environment strategy and action plan.

It will seek to develop appropriate and specific solutions to the different types of sites, venues and open spaces that it owns and manages to meet improvements in the common themes under each area of operation which will be set out in a strategy and action plan. This Policy and the strategy will address options for contractors, leaseholders and other bodies operating within the Park and ensure a joined up approach to maximise the benefit.

The Policy aims are set out in more detail in section 3.

The Authority recognises that it has a number of distinct areas of activity and operation. These can be divided into five main areas of operation as set out in Appendix 1:

- 1 - New Construction and Projects**
- 2 - Open Spaces Management**
- 3 - Facilities Management**
- 4 - Events**
- 5 - Corporate**

Open Spaces and their activities in the main tend to contribute to positive environmental activity (climate change mitigation, biodiversity enhancements and habitat protection). New

builds can use technology to deliver carbon neutral builds but these are often cost prohibitive or difficult to implement to truly achieve a neutral build. We are committed to reviewing new technology on every project and build as part of our business case to deliver more sustainable and greener construction. The venues contribute in many positive ways for example to the health agenda, social cohesion and towards much of the remit of the Park Act. It is a fact this part of our operation contributes to energy use, travel and resource use, as do many elements of the events we run along with our corporate activity and these are necessary to deliver our provision of sporting and leisure activity we have been proud to deliver over the past fifty years. The Authority does need to deliver its broad remit and this policy and supporting strategy will seek to construct a framework which outlines the most effective actions each theme can take to maximise its contribution to the environmental crisis. Although there may be some individual constraints the overall aim and the Authority's Environmental vision is to make improvements that support the effort to reduce climate change. We will also seek to balance out the negative impacts against the positive ones to demonstrate our overall value and understand our true effects on the world whilst providing a world class leisure destination for sport and nature.

The Authority owns assets which are leased to, managed/operated by a third party who will have their own requirements, environmental standards or policies. The Authority will require all third party organisations have their own environment policy in place, which is acceptable to the Authority. Whilst the Authority cannot impose its own standards onto other organisations it will however through its procurement process seek to ensure that all operators meet or exceed our own standards of environmental practice. Operators will be required to provide data and monitoring on a range of KPIs as set out in each contract.

The Authority uses a large number of other contractors for a wide variety of contracts from design and delivery projects through to standard operational maintenance and repair works. As part of the general procurement process the Authority will ensure all contractors have a good standard of environmental practice or an appropriate environment policy in place.

Customers, visitors and regular park users can also play a part and the Authority will demonstrate good practice, lead by example and provide information and interpretation via its website and onsite to engage with people about how it is supporting environmental measures.

This policy and the framework set out in Appendix 1 will link to an overall strategy that the Authority will adopt. The strategy will be a working document and develop specific activity and actions within each theme and a range of common threads to maximise the contribution to the climate emergency. We will become as environmentally supportive as possible in our own actions and in influencing the actions of third party operators and contractors.

Environment Group

The strategy will be steered by an "Environment Group" and specific working groups convened from relevant Authority officers reporting back to Members. The group should seek to champion the policy and strategy including developing ownership and cooperation from specific areas that will be required to deliver the strategy. This will develop a "Golden Thread" running through the organisation which is committed to supporting the objective of ensuring our operations contribute towards the international objective of limiting climate change.

3. Policy Aims

The Authority will undertake all environmental actions and initiatives that it reasonably can to address the climate emergency relevant to the achievement of the vision within its remit. It will work on areas of sustainability and new technologies to support the Policy, Strategy and any associated action plans.

The following list of policy aims is not exhaustive and will be reviewed on an annual basis by an "Environment Group" as to how we will continue to develop actions to maximise our environmental action:

Organisation Policy Aims

- Recognise the climate emergency and biodiversity loss
- Follow the principle of the Circular Economy (see glossary)
- Follow the five business areas to develop a strategy under each theme as set out in Appendix 1
- Within the five business areas, develop and ensure appropriate and achievable environmental objectives and actions and targets are set.
- Review new technology and initiatives through an "Environment Group" which will meet once a quarter to develop and progress the strategy and action plan.
- Consider the environmental implications and opportunities of policies, projects, decisions and working practices.
- Identify environmental risks, prioritise and manage these in an appropriate and timely way.
- Mitigate the impacts of past land uses and activities, in particular remediating contaminated land where possible.
- Manage our operations (directly and through contractors) in ways that are environmentally sustainable and economically feasible.
- Meet or exceed all the environmental legislation that relates to the Authority and suppliers/contractors.
- Ensure the environmental impacts of goods and services are considered within our procurement decisions.
- Raise and maintain environmental awareness amongst staff with appropriate training and awareness activity.
- Develop a set of targets and measures to effectively monitor our environmental performance
- Develop a baseline of performance in 2022/23 and seek areas for improvement with stretch targets
- Work on public awareness of what we are doing and how the public can contribute

4. Responsibilities

All Authority staff are responsible for considering the impact on the environment of any action or activity. Senior Management Team and an Environment Group are responsible for the overview, monitoring and evaluation of the Environment Policy and any subsequent strategy and action plan.

5. Legal Considerations

There is a range of environmental legislation the Authority is required to adhere to, from simple acts within planning applications through to work undertaken in the open spaces. As an organisation we have a duty and it is our policy to keep abreast of changes in legislation and ensure we are compliant at all times.

6. Relevant Policy & Procedures

Environment Strategy and Action Plan
Corporate Travel Policy
Training and Development Policy
Flexible Benefits Statement
New Ways of Working Policy Statement

7. Monitoring & Evaluation

A set of KPIs specifically relating to the effectiveness of our environmental performance will be developed to check if we are meeting targets that we set in our strategy.

The strategy will identify a range of measures which we will develop a baseline in year one (2022/23) then monitor on an ongoing basis through agreed KPIs to identify areas for improvement under each theme and strategy thread. The effectiveness of this policy will be measured against the targets set within the strategy and ongoing monitoring of the environmental KPIs for the Authority.

The implementation of this policy informs the day to day operation of all officers and the discharge of their duties.

The policy will be rolled out via Compass for all staff and via staff training. The policy will also be available on the Lee Valley Visit and Authority Corporate web sites.

8. 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.

IPCC

Intergovernmental Panel on Climate Change

CBD

Convention on Biological Diversity

KPIs

Key Performance Indicators

Net zero

To reach Net zero the basic principle requires reduction of carbon emissions as far as possible *before* considering offsetting.

Carbon neutrality

This is slightly different to Net zero and can be reached *through offsetting alone*.

Circular Economy

A circular economy is based on three principles, 1) design out waste and pollution, 2) keep products and materials in use, 3) regenerate natural systems

Ecosystem Services

This is the many and varied benefits to people that are provided by the natural environment and healthy ecosystems. It can include things like flood defence by soft landscaping rather than hard landscaping, plants for pollination or carbon capture projects – e.g. tree planting projects which also help exchange CO₂ for oxygen.

BNG

Biodiversity net gain

BAP

Biodiversity Action Plan

9. Appendices and References

There are several references and documents which have informed this policy:

IPCC, 2018: Summary for Policymakers.

In: Global warming of 1.5°C.

**COP24 Special Report Health and Climate
Change World Health Organisation 2018**

**Net Zero The UK's contribution to stopping global warming
Committee on Climate Change May 2019**

East Herts Environment and Infrastructure Service Plan 2021-2026

Enfield Physical and Environmental Security Policy 2020

Essex Environmental Statement - Essex County Council 2021

Sustainable Hertfordshire Strategy 2020

Sustainable Hertfordshire Action Plan 2020

**What Do Londoners Think About Climate Change? Results from London Council's 2020
climate change polling**

London Councils Joint Statement on Climate Change March 2020

Mayor of London - London Environment Strategy 2018

Tower Hamlets Net Zero Carbon Plan 2020

London Legacy Development Corporation Environmental Sustainability Report 2019/20

Waltham Forest Climate Change Strategy 2008

Understanding Climate Risk – Buro Hapold LLDC report May 2021

LLDC Board meeting 31 January 2023 - Sustainability Update (agenda item 11)

Appendix 1 – Areas of Operation and Common Themes

Authority Areas of Operation

The focus is on five sub divisions which are key areas of operation as set out in the Authority's Environment Policy and carried through to the Strategy and Action Plan they are:

- 1 - New Construction and Projects
- 2 - Open Spaces Management
- 3 - Facilities Management
- 4 - Events
- 5 - Corporate

Common Themes

Under each area of operation we have identified a list of common environmental themes that can be measured and improved upon. The aims and measures have been grouped under common themes. Two areas, Procurement and Communications will be considered separately as elements under our corporate area of operation but are not common themes across all.

- Travel
- Organisational Resource use (paper, supplies etc.)
- Machinery
- Water usage and quality
- Energy usage
- Waste management
- Property and Land use (including contaminated land)
- Biodiversity and nature improvement
- Learning
- Sustainable Design + Build
- Procurement – (Corporate)
- Communications – (Corporate)

These themes will be carried through to the strategy, developed along with actions to take forward. As business plans are reviewed and technologies develop there may be further additions under each broad theme.

This page is blank

Highlights from report taken to LLDC Board meeting agenda item 11 – 31st January 2023.

LLDC Sustainability Update (agenda item 11)

- Net zero carbon by 2030 is technically achievable, but at a cost. The recently undertaken climate budget estimates this potential cost at £125m.
- The total amount of additional funding that is forecast to be required is c£57m, which is not funded within LLDC's Long Term Model, it does also not contain funding for any additional resources that may be required. LLDC is currently quantifying the resource implications to ensure it has capacity to proactively address the rising challenges.
 - LEDs in London Aquatics Centre (£510k)
 - Solar membrane on London Stadium (£4m)
 - Replacement of chillers at London Aquatics Centre (£650k)
 - Replacement of lighting at Copper Box Arena (£300k)
 - Electric lawn maintenance equipment (£19k)
 - Solar on London Stadium ticket office and shop (£81k)
 - Further LEDs at London Stadium (£900k)
 - Update to London Stadium BMS (£200k)
 - London Stadium vehicle replacements (£100k)
 - Officer to support measures (£400k to 2030)
 - District heat network (£50m)
- Key projects in the 2023/24 budget submission:
 - Street lighting (£210k)
 - Improvements to London Aquatics Centre pumps (£510k)
 - Copper Box Arena LEDs (£101k)
 - London Stadium solar panels (£175k)

4. LLDC path to net zero carbon

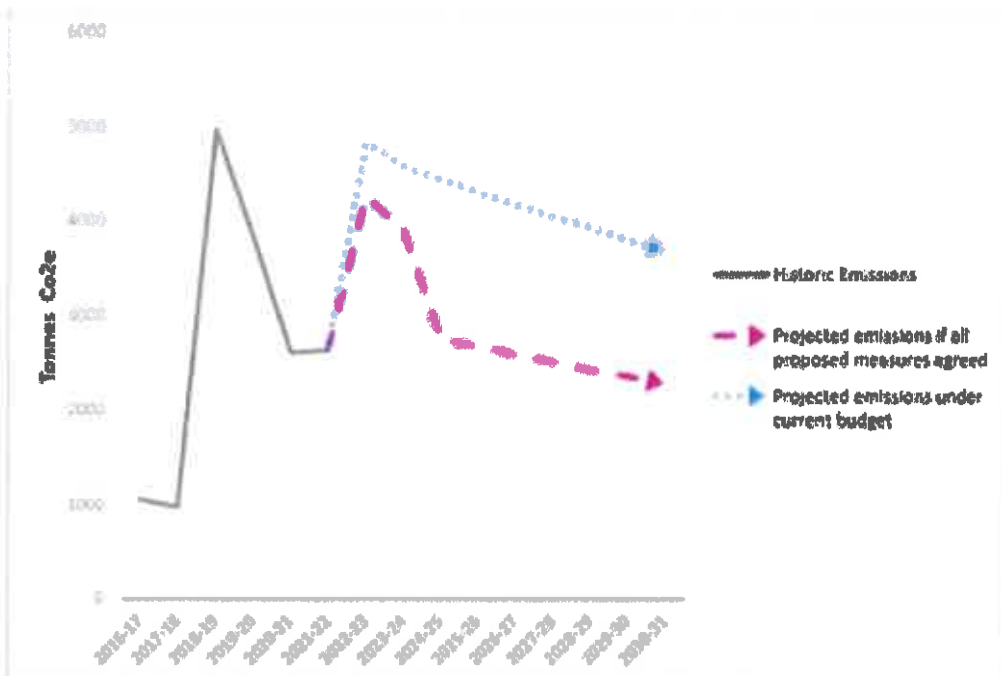


Figure 1: Historic emissions (grey line), projected emissions with current budget (blue line), and projected emissions if further budget is made available (red line). Note: The spike in 2018-2019 represents the acquisition of the London Stadium. It is now followed by low levels of operation due to the pandemic, with operations only returning to near normal in 2021-2022. LLDC's planned procurement of electricity via a power purchase agreement (PPA, see above for explanation) will reduce the peak billed rate by approximately half – the residual being emissions displaced with the district energy network (DEN).

LLDC state that there is still work to do in terms of defining the scope, and that £68M of the £125M total is derived by simply multiplying the total development pipeline by the 5% uplift in construction costs expected to be seen from achieving 1.5 degree alignment (the best data we have to date). The costs of decarbonising Olympic venues and the Olympic Park is significantly lower and many may pay for themselves in energy reduction terms.

This page is blank

TRAINING AND DEVELOPMENT POLICY

Presented by the Head of Human Resources

SUMMARY

The purpose of this report is to seek Member approval for the revised Training and Development Policy that has been updated as part of the ongoing review of all the Authority's existing policies. The policies have been updated to take account of legislative changes, best practice and the Authority's business objectives.

The revised policy was considered and approved for recommendation to Authority by the Executive Committee on 23 March 2023 (Paper E/805/23).

RECOMMENDATION

Members Approve: (1) the Training and Development Policy as set out in Appendix A to Paper E/805/23 attached at Annex A to this paper.

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 There are a number of Human Resources policies and these are currently being updated and will be presented to Members for consideration and approval as and when they are reviewed. The next set of Human Resources policies to be reviewed are Maternity, Paternity and Adoption.
- 3 It should be noted that where possible 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.
- 4 The Executive Committee approved for recommendation to Authority a revised Training and Development Policy at its meeting on 23 March 2023 (Paper E/805/23) and is attached at Annex A to this report for Members' consideration and approval.

- 5 Any environmental, financial, human resource, legal and risk management implications are covered within paper E/805/23 attached as Annex A to this report.

Author: Victoria Yates, 01992 709 915, vyates@leevalleypark.org.uk

PREVIOUS COMMITTEE REPORT

Executive Committee E/805/23 Training and Development Policy 23 March 2023

ANNEX ATTACHED

Annex A Paper E/805/23



Lee Valley
Regional Park Authority

LEE VALLEY REGIONAL PARK AUTHORITY

EXECUTIVE COMMITTEE

23 MARCH 2023 AT 11:30

Agenda Item No:

Report No:

E/805/23

TRAINING AND DEVELOPMENT POLICY

Presented by the Head of Human Resources

EXECUTIVE SUMMARY

The purpose of this report is to seek Members approval for the revised Training and Development Policy which has been updated as part of the ongoing review of all the Authority's existing policies. The policy has been updated to take account of legislative changes, best practice and the Authority's business objectives.

RECOMMENDATION

Members Recommend to Authority: (1) the Training and Development 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 reviewed to ensure they are relevant and up to date with legislation and best practice.
- 2 There are a number of Human Resources policies and these are currently being updated and will be presented to Members for consideration and approval as and when they are reviewed. The next set of Human Resources policies to be reviewed are Maternity, Paternity and Adoption.
- 3 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.

TRAINING AND DEVELOPMENT POLICY

- 4 A draft of the revised Training and Development Policy is attached as Appendix A of this report for Members' consideration and approval. All changes are highlighted in yellow in the document.
- 5 The Authority recognises that its employees are central to its success and is therefore committed to effectively training and developing staff in ways which enable them as individuals and the organisation as a whole to continue to be

successful.

- 6 The Authority is committed to ensuring equal access to appropriate training and development for all employees in the Authority whatever their role or designation.
- 7 This policy aims to ensure that the Authority's high standards are met and maintained and to create an environment, which also encourages all staff to take responsibility for their training and development.

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

HUMAN RESOURCE IMPLICATIONS

- 10 The new 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

- 11 The legal implications are set out in the body of this report.

RISK MANAGEMENT IMPLICATIONS

- 12 In line with the Authority's Corporate Risk Register, there is always a potential risk that the Authority fails to recruit/retain staff at all levels of the appropriate calibre.

Author: Victoria Yates, 01992 709 915, vyates@leevalleypark.org.uk

APPENDIX ATTACHED

Appendix A Training and Development Policy



Training and Development Policy

March 2023

Reference: [Version 2.0]



This document is controlled by Lee Valley Regional Park Authority.

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

THIS PAGE IS INTENTIONALLY BLANK

i Document Information**Title:** Template Policy**Status:** Draft**Current Version:** v2.0

Author	Victoria Yates – Head of Human Resources Human Resources ✉ (vyates@leevalleypark.org.uk) ☎ (01992) 709915
Sponsor	Beryl Foster – Deputy Chief Executive Corporate Services ✉ bfoster@leevalleypark.org.uk ☎ (01992) 709836
Consultation:	Policy and procedure review group, Senior Management Team (SMT)
Approved	Approved by: Authority Approval Date: April 2023 Review Frequency: Every 5 years or earlier if there is a change in Government legislation Next Review: April 2028

Version History		
Version	Date	Description
1.0	16 February 2006	Agreed at HR Panel Paper HR49
1.0	23 February 2006	Signed off at Finance & Audit Committee paper FA82
2.0	Feb 2023	Put into new policy template
2.0	Feb 2023	Updated job titles and names
2.0	Feb 2023	Updated background
2.0	Feb 2023	Updated policy aims
2.0	Feb 2023	Added section on appraisals
2.0	March 2023	Added section on non-attendance
2.0	March 2023	Added relevant legislation
2.0	March 2023	Updated relevant policies and procedures section
2.0	March 2023	Updated identifying training needs
2.0	March 2023	Added responsibilities section
2.0	March 2023	Updated records section
2.0	March 2023	Updated budget section
2.0	March 2023	Added section on training matrices
2.0	March 2023	Added section on annual training schedule

ii Contents

Preliminary Pages		
Section	Title	Page
Cover	Title Page	1
i	Document Information	3
ii	Contents	4

Main Body		
Section	Title	Page
1	Background	5
2	Policy Aims	5
3	The Training System	5
4	Identifying Training and Development Needs	5
5	Training Matrices	6
6	Annual Training Schedule	6
7	Budget	6
8	Further Education	6
9	Professional Membership	7
10	Appraisals	7
11	Records	7
12	Responsibilities	7
13	Non-attendance	8
14	Legal Considerations	8
15	Relevant Policy & Procedures	9
16	Monitoring & Evaluation	9

1. Background

- 1.1 The Authority recognises that its employees are fundamental to its success and is committed to effectively managing and developing people in ways which enable them as individuals and the organisation as a whole to be successful.
- 1.2 The Authority is committed to ensuring that we have employees with the right skills and knowledge to fulfil its strategic aims.
- 1.3 The Authority is committed to ensuring equal access to appropriate training and development for all employees in the Authority whatever their role or designation.
- 1.4 Professional advice and support is available at all stages of the training process from the HR Team.

2. Policy Aims

- 2.1 The Authority has high standards and will provide training and development to ensure those standards are met and maintained. This will be addressed through identifying training and development needs.
- 2.2 To ensure the Authority's Equality, Diversity and Inclusion Policy is adhered to
- 2.3 To create an environment which encourages all staff to take responsibility for their training and development.
- 2.4 To comply with all relevant legislation and reduce any risk to the Authority.

3. The Training System

- 3.1 When training needs have been identified, the needs will be prioritised based on importance, impact, urgency and cost.
- 3.2 Wherever possible, training is delivered on the job.
- 3.3 All training should be discussed and approved by the Head of Human Resources.
- 3.4 Training is to be delivered only where training needs exist, or succession planning or career development identifies relevant training for future roles or development or to build capacity for the Authority.
- 3.5 Training is to be delivered only where it is job related and/or of benefit to the Authority.

4. Identifying Training & Development Needs

- 4.1 Identifying training needs and assessing effectiveness is a continuous activity. They can be identified in a number of ways:
 - At interview stage
 - During the induction and probation process
 - Through annual performance appraisals
 - Changes to working practices/new systems
 - Changes to legislation

- Audits and reviews
- Ongoing dialogue between employees and managers through regular one to one meetings
- Succession planning

5. Training Matrices

- 5.1 Mandatory Training is designed to promote safe practice and/or reduce the risks to visitors and staff which may arise from unsafe and/or out of date practice or procedures.
- 5.2 The Corporate training matrix is managed by Human Resources and lists all the corporate and statutory training that employees require and how often that training needs to be undertaken.
- 5.3 Section/site training matrices are managed by section/site managers and should list all the training that employees require that is specific for their role and section/site.
- 5.4 Managers must ensure that their training matrix is kept up to date for all employees and that these records are accessible to Human Resources

6. Annual training schedule

- 6.1 Human Resources will develop and manage an annual training schedule covering the corporate training needs of each year.
- 6.2 The training schedule will be published on the Intranet in advance with the dates and times of each training course.
- 6.3 The annual training schedule will be discussed and agreed by the Senior Management Team.

7. Budget

- 7.1 Corporate training budget – funds all Authority-led corporate internal and external training and development initiatives and all qualification training and development agreed by the Training Panel.
- 7.2 Section/site training budgets – funds all section/site specific internal and external training and development.
- 7.3 The Head of Human Resources has discretion on where and if training budget is spent.

8. Further Education

- 8.1 Further education relates to academic or professional studies, normally leading to a qualification.

8.2 A Training Panel will be held each year to assess applications for further education and should be approved based on:

- Business priority
- Relevance of the activity for meeting the need identified
- Return on investment
- Equality of opportunity

9. Professional Membership

9.1 The Authority will reimburse annual practice certificates and professional institute membership subscriptions for employees if they are deemed to be an "essential" requirement for the post (as indicated on the person specification). Receipts must be submitted via the Expenses Claim Procedure.

9.2 Professional membership costs will be paid by the Authority if individuals are studying towards the professional qualification and their training has been sponsored via the Authority's Training Panel.

10. Appraisals

10.1 The Authority recognises appraisals as an important process for employees and managers. Appraisals gives employees the opportunity to engage in a dialogue about performance and development.

10.2 Human Resources will record details of completed appraisals and will supply regular reports to SMT to enable them to monitor compliance.

10.3 Managers are required to ensure that all employees have an annual appraisal by 31 March each year, with a six month review in October.

10.4 Managers should hold regular one to one meetings with their staff to discuss and monitor targets set in their appraisal.

11. Records

11.1 Human Resources maintain training records for each employee on the HR Information System.

11.2 Attendance details for all training organised by sections/sites must be sent to HR to be recorded on the HR Information System.

11.3 Any relevant training certificates should be sent to HR so they can be recorded on kept on file.

12. Responsibilities

12.1 Senior Management Team (SMT) has an important part to play in training and development by:

- Demonstrating a commitment to train and develop employees
- Ensuring that training and development plans are focused on the Authority's needs at corporate and service levels and provide adequate resources

12.2 Human Resources (HR) role is to:

- Provide professional guidance on training and development policy and processes
- Assist managers to identify training and development needs
- Develop and publicise an annual corporate training plan/schedule and assist with section/site training plans
- Design and organise specific training activities
- Evaluate training activity at individual, section/site and corporate levels

12.3 Managers main areas of responsibility are to:

- Induct new employees
- Identify training and development needs jointly with employees
- Carry out on the job training and coaching
- Make all employees aware of training and development opportunities available to them, select employees for training and brief them
- Conduct annual appraisals with all employees
- Make appropriate provision for the release of staff from their duties to attend training where appropriate
- Ensure learning is shared other wherever possible and appropriate

12.4 The Individual employees role is to:

- Identify personal training and development needs
- Be aware of training and development opportunities available and request training where appropriate to their training needs
- Evaluate the effectiveness of training with their manager
- Share learning with their colleagues wherever possible and appropriate

13. Non-Attendance

13.1 Employees must make every effort to attend training to which they have committed.

13.2 If an employee needs to withdraw from a training session, they must first seek permission from their line manager and give as much notice as possible to Human Resources.

13.3 Employees who consistently fail to undertake mandatory training, without sufficient reason, may be subject to disciplinary action.

14. Legal Considerations

This policy is written considering the following legislation and or guidance:

- Health and Safety at Work Etc Act 1974
- Part-time Workers (Prevention of Less Favorable Treatment) Regulations 2000
- Fixed-term Workers (Prevention of Less Favorable Treatment) Regulations 2002

- Equality Act 2010

15. Relevant Policy & Procedures

This policy operates in conjunction with the following policies procedures:

- Equality, Diversity & Inclusion Policy
- Recruitment Policy
- Recruitment Procedure
- Training & Development Procedure
- Induction Procedure
- Probation Procedure
- Performance & Conduct Policy
- Qualification Training Panel Terms of Reference
- Health and Safety Management System
- Business Continuity Plan
- Risk Management Strategy and Policy

16. Monitoring & Evaluation

- 16.1 The policy will be monitored and evaluated on effectiveness periodically.
- 16.2 Training and development initiatives will be monitored and evaluated and changes made where necessary.

This page is blank

FINANCIAL REGULATIONS WAIVERS 2022/23

Presented by the Head of Finance

SUMMARY

The purpose of this report is to provide Members with a list of waivers to Financial Regulations during the financial year 2022/23, in accordance with Financial Regulations (FR) 9.

RECOMMENDATION

Members Note: (1) the report.

BACKGROUND

- 1 Financial Regulations (FR) 9 requires the Section 151 Officer to make an annual report to Authority of any waivers to the Regulations which have been agreed during the financial year.
- 2 Financial Regulations (FR) 9 also states that the Section 151 Officer in consultation and agreement with the Chief Executive or Deputy Chief Executive can allow exceptions to the Financial Regulations if it is believed that the interests of the Authority would be best served if the Regulations were not applied. The Section 151 Officer must keep a written record of any exceptions and submit an annual report to full Authority summarising such decisions. The Authority has a Service Level Agreement in place with the London Borough of Enfield (LBE) to provide to the Authority the services of a Section 151 Officer. All waivers have been approved by the relevant LBE officer and the Head of Finance has retained the written record of the exceptions on behalf of the Authority.
- 3 Financial Regulations were waived 11 times between April 2022 and March 2023 under delegated authority within Financial Regulations.
- 4 Appendix A to this report lists the 2022/23 waivers and the reasons that they were agreed.
- 5 The waivers in 2022/23 were on the basis of:
 - procuring from a single supplier as the only/specialist/bespoke supplier;

- insufficient time to seek alternative estimates, or complete a full tendering exercise; and
- prepayment for goods and services.

Wherever possible, where a full procurement exercise could not be completed, officers undertook research to understand if the prices quoted offered value for money, before any agreement to waive Financial Regulations was requested.

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

HUMAN RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

- 10 The standard terms and conditions for the Authority require payment for goods/services after they have been received. In some circumstances this may be waived but measures are taken to mitigate against the risk of potential loss.

These mitigation measures include, but are not limited to:

- value of the transaction is relatively low;
- due diligence checks on the company requesting payment in advance are carried out e.g. verifying their latest set of accounts; previous transaction/work history with the company; checking their website and other sources of recent customer feedback; and
- where negotiable, only a deposit should be paid and final payment on receipt of goods to secure against potential loss.

EQUALITY IMPLICATIONS

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

Authors: Keith Kellard, 01992 709 864, kkellard@leevalleypark.org.uk

BACKGROUND REPORTS

Financial Regulations

October 2020

PREVIOUS COMMITTEE REPORTS

Authority	Paper A/4318/22	Financial Regulations Waivers 2021/22	28 April 2022
Authority	Paper A/4298/21	Financial Regulations Waivers 2020/21	29 April 2021
Executive	Paper E/659/20	Venues Supply Contracts	27 February 2020
Authority	Paper A/4266/19	Financial Regulations Waivers 2018/19	25 April 2019

APPENDICES ATTACHED

Appendix A	List of Authority Financial Regulation Waivers 2022/23
Appendix B	Summary of relevant Financial Regulations

ABBREVIATIONS

FR	Financial Regulations
LBE	London Borough of Enfield

This page is blank

Ref	Waiver Requested By	Waiver Agreed By	Approved	Fin Reg No	Reason for Waiver
1	Head of Asset Maintenance Corporate Director	Chief Executive Section 151 Officer (JN)	07/04/2022	FR570	Estimated Value between £10,000 and £25,000 Three Mills Green - initial site groundwork investigation, testing and reports ahead of full works procurement
2	Head of Asset Maintenance Corporate Director	Chief Executive Section 151 Officer (JN)	16/06/2022	FR571	Estimated Value between £25,000 and the E.U. Thresholds White Water Centre - replacement of 2 x Pumps, and refurbishment of 3 x pumps (Olympic Course) Refurbishment of 3 x pumps (legacy course) <i>Specialist equipment required from original supplier</i>
3	Head of Asset Maintenance Corporate Director	Chief Executive Section 151 Officer (JN)	16/06/2022	FR571	Estimated Value between £25,000 and the E.U. Thresholds White Water Centre - replacement of Pumps Control system, Power Section upgrade, and updated software. Specialist equipment required from original supplier
4	Head of Asset Maintenance Corporate Director	Chief Executive Section 151 Officer (JN)	16/06/2022	FR451	Allows payment in advance of goods and services being supplied White Water Centre - Pumps Controls Payment plan with regards Control units - 33% in advance, 33% on commencement of works, 33% on completion of works
5	Corporate Director	Deputy Chief Executive Section 151 Officer (JN)	01/07/2022	FR569	Estimated Value between £1,000 and £10,000 Lee Valley Golf Course oak processionary moth (OPM) Nest Survey and Removal Urgent works due to risk to public
6	Head of Parklands	Deputy Chief Executive Section 151 Officer (JN)	14/07/2022	FR571	Estimated Value between £25,000 and the E.U. Thresholds Open Spaces Meadow Cuts - August/September 2022 Procurement exercise did not produce any bids - Jun/July resulted in sufficient quotes for period, and FR waiver to use same contractor for remaining two months

Lee Valley Regional Park Authority
FINANCIAL REGULATIONS WAIVERS – 2022/23

Ref	Waiver Requested By	Waiver Agreed By	Approved	Fin Reg No	Reason for Waiver
7	Head of Asset Maintenance	Chief Executive Section 151 Officer (JN)	17/08/2022	FR570	Estimated Value between £10,000 and £25,000 White Wter Centre - Extreme Kayak Starter Ramp Groundwork Investigations - using original contractor involved with the construction of Centre
8	Head of Parklands	Chief Executive Section 151 Officer (JN)	17/10/2022	FR571	Estimated Value between £25,000 and the E.U. Thresholds Ranger Vehicle Fleet - purchase of specific vehicles, and non-availability of similar models from other makers
9	Corporate Director	Chief Executive Section 151 Officer (JN)	06/12/2022	FR569	Estimated Value between £1,000 and £10,000 Stansted Marina - service and certification of crane. Specialist areas and no second quote available.
10	Head of Parklands	Chief Executive Section 151 Officer (JN)	12/02/2023	FR570	Estimated Value between £10,000 and £25,000 White Water Centre - Urgent Habitat Works Only managed to obtain 2 (or of 3 required) quotes, and works required to ensure meeting natural deadline due to wildlife breeding season
11	Corporate Director	Deputy Chief Executive Section 151 Officer (JN)	07/03/2023	FR570	Estimated Value between £10,000 and £25,000 Velopark - design works for spectator barrier Company are only firm working on these currently, and have used previously re Ice Centre

SUMMARY OF RELEVANT FINANCIAL REGULATIONS

- 9 The Section 151 Officer in consultation and agreement with the Chief Executive or Deputy Chief Executive can allow exceptions to these regulations if it is believed that the interests of the Authority would be best served if the regulations were not applied. They must keep a written record of any exceptions and submit an annual report to full Authority summarising such decisions.
- 451 Payments should not normally be made if goods or services have not been received by the Authority. However, if, in exceptional circumstances, it is deemed necessary to make a payment in advance of goods and services being supplied, to ensure that the agreement of the Head of Finance (in consultation with the Chief/Deputy Chief Executive) has been obtained before the order is placed.

Thresholds for the Relevant Competitive Process, Including EU Thresholds

Estimated Value up to £1,000

- 568 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.

Estimated Value between £1,000 and £10,000

- 569 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.

Estimated Value between £10,000 and £25,000

- 570 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 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.

Estimated Value between £25,000 and the E.U. Thresholds

- 571 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. 69 572 Contract award notices must be placed on the Contract Finder portal as required by Public Contract Regulations 2015.

This page is blank

WRITE-OFF OF IRRECOVERABLE ARREARS 2022/23

Presented by the Head of Finance

SUMMARY

This report advises Members of delegated action taken by the Head of Finance in accordance with Financial Regulations to write-off any irrecoverable arrears below the value of £2,000.

Amounts over this value require approval of the full Authority. There are no individual sums of irrecoverable arrears over £2,000 for 2022/23.

During 2022/23, there have been three debts written-off under delegated authority totalling £1,000.

RECOMMENDATION

Members Note: (1) the debts written off under delegated authority in 2022/23.

BACKGROUND

- 1 Members agreed delegated authority to the Head of Finance to write-off irrecoverable debts with a value of up to £2,000 each subject to an annual report on the exercise of that delegation to Authority. This delegation is set out in Financial Regulations (FR 401).
- 2 This report advises Members of action taken by the Head of Finance during 2022/23 to write-off debts considered irrecoverable or uneconomic to pursue.

USE MADE OF DELEGATED POWERS TO WRITE-OFF DEBTS

- 3 Debts written-off under delegated authority occur where costs of recovery are anticipated to significantly exceed the debt and that the likelihood of recovery is small. Debt write-off is only considered when all normal recovery procedures have been followed and exhausted.
- 4 The Head of Finance has approved the write-off of three debts under delegated authority totalling £1,000 during the 2022/23 financial year. A general bad debt

provision of £1,100 was set aside for non-recoverable debts and therefore these write-offs will have no direct impact on revenue in the 2022/23 accounts.

- 5 The three debts written-off in 2022/23 related to hire of sporting facilities at Lee Valley VeloPark and Lee Valley Athletics Centre. All were passed to an external legal recovery company and the customer is either untraceable, or has entered into administration and there is little chance of obtaining settlement.
- 6 Currently the Authority has 11 debts which have been passed to external recovery services. In total, these amount to £57,520, including VAT, court fees, and costs, and relate to periods from 2016 to 2021. Whilst these are in the recovery stage, unless otherwise advised, we assume the full debt will be recovered. Where there is an expectation that this may not be possible, we will in first instance make a bad debt provision. We have an existing provision of £16,800 directly relating to one of these debts, which has been outstanding since 2018. Additionally, we have made a further provision for £620 relating to another debt outstanding since 2020.
- 7 The Authority raised 2,993 invoices during 2022/23, collecting net income of approximately £5.87 million. The written-off debt represents only 0.02% of invoices raised during the year.
- 8 In addition, there were a number of debts owing to the Authority, that are for accounting purposes effectively written-off as part of the Settlement Agreement with Lee Valley Leisure Trust Limited (T/A Vibrant Partnerships) (in Liquidation) (the Trust) and the Liquidator following litigation brought against the Authority following the end of the Leisure Services Contract. In addition, there were sums that the Authority had agreed may be owing to the Trust which for accounting purposes will now be treated as cancelled. These do not require further reporting or authorisation as they have effectively been approved by the Authority by virtue of entering into the Settlement Agreement.

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

- 10 In addition to the specific bad debt provision of £17,420 relating to debts in recovery stage, the Authority has made an additional provision of £2,000 against other current debts that may potentially be written-off at a future date. This represents 0.5% of the outstanding accounts receivable debtor balance as at 31 March 2023, and is in line with historic write-off trends.

HUMAN RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

EQUALITY IMPLICATIONS

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

Author: Keith Kellard, 01992 709 864, kkellard@leevalleypark.org.uk

BACKGROUND REPORTS

Financial Regulations

October 2020

ABBREVIATION

the Trust Lee Valley Leisure Trust Ltd (trading as Vibrant Partnerships)
(in Liquidation)

PREVIOUS COMMITTEE REPORTS

Authority	Paper A/4317/22	Write-off of Irrecoverable Arrears 2021/22	28 April 2022
Authority	Paper A/4296/21	Write-off of Irrecoverable Arrears 2020/21	29 April 2021
Authority	Paper A/4280/20	Write-off of Irrecoverable Arrears 2019/20	23 April 2020
Authority	Paper A/4269/19	Write-off of Irrecoverable Arrears 2018/19	25 April 2019
Authority	Paper A/4253/18	Write-off of Irrecoverable Arrears 2017/18	26 April 2018

This page is blank

AMENDMENT OF STANDING ORDERS

Presented by the Deputy Chief Executive

SUMMARY

This report seeks Members' approval of an amendment to Standing Orders in regard to authentication of documents, to enable the recently appointed Head of Legal to sign legal agreements, contracts, leases, notices or otherwise on behalf of the Authority. Currently only the Chief Executive and Deputy Chief Executive are authorised to do so. Executive Committee has approved recommendation of this amendment to Authority (Paper E/807/23).

RECOMMENDATIONS

- Members Approve:
- (1) the amendment of Standing Order 94 as detailed in paragraph 6 of this report; and
 - (2) delegation to the Deputy Chief Executive to make any minor changes to assist in interpretation or clarification or to correct any administrative errors or omissions that have been overlooked.

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 Standing Orders with respect to the proceedings of its meetings.
- 2 The Authority's present Standing Orders (SO) were last revised in April 2021 and 2020 to reflect Regulations (Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) which had been brought in due to Covid and ended on 7 May 2021, and establishment of a new senior management structure from April 2020 (Paper E/649/19). The Deputy Chief Executive has delegation to make minor changes to assist in interpretation or clarification or to correct any administrative errors or omissions that have been overlooked.

- 3 The senior management structure which was put in place from April 2020 included the post of Head of Legal. This post has now been recruited to and the proposed amendment of SO94 reflects this.

STANDING ORDERS

- 4 For Members' information, the following are provisions adopted by Authority Members which do not flow directly from the Park Act:
- the Authority generally adopts the principles of the Local Government Acts (pre-amble to Standing Orders);
 - proportionality in relation to political balance (SO42);
 - Substitute Members (SO73);
 - extra provisions in relation to co-opted Members (SO76);
 - Politically Restricted posts (SO89); and
 - Access to Information provision (SO98).
- 5 Approval is sought for amendment of SO94 in regard to authentication of documents, to enable the Head of Legal to also sign legal agreements, contracts, leases, notices or otherwise on behalf of the Authority. Executive Committee has approved recommendation of this amendment to Authority (Paper E/807/23).
- 6 The proposed amendment of SO94 is shown in strikethrough and red:

Where any document will be a necessary step in legal proceedings or shall be a legal agreement, contract, lease, notice or otherwise on behalf of the Authority, it shall (unless any other enactment requires or authorises or the necessary delegated authority shall be given to some other person) be signed by the Chief Executive, ~~or~~ Deputy Chief Executive or Head of Legal. Where permitted by law, this signature may be applied electronically.

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

HUMAN RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

EQUALITY IMPLICATIONS

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

Author: Beryl Foster, 01992 709 836, bfoster@leevalleypark.org.uk

ABBREVIATIONS

the Park Act SO	Lee Valley Regional Park Act 1966 Standing Order
--------------------	-----------------------------------------------------

PREVIOUS COMMITTEE REPORTS

Executive Committee	E/807/23	Amendment of Standing Orders	23 March 2023
Authority	A/4279/20	Amendment of Standing Orders and Financial Regulations Following Emergency Legislation Relating to Coronavirus	23 April 2020
Authority	A/4261/18	Review of Standing Orders	5 July 2018
Authority	A/4207/15	Review of Standing Orders	30 April 2015
Authority	A/4194/14	Amendments to Standing Orders	23 October 2014
Authority	A/4191/14	Modification of Standing Orders in regard to Substitutes	31 July 2014
Authority	A/4178/14	Review of Standing Orders	23 January 2014
Executive Committee	E/333/14	Review of Standing Orders	23 January 2014
Authority	A/4172/13	Review of Standing Orders and other related Governance matters	11 July 2013
Executive Committee	E/198/12	Review of Standing Orders	22 March 2012
Authority	A/4079/10	Proposed changes to Standing Orders to provide for the public to ask questions and speak at meetings	21 January 2010
Authority	A/4078/10	Legal position of deputies under the Lee Valley Regional Park Act 1966 and the options for Members to appoint substitutes to committees	21 January 2010
Authority	A/3978/08	Revision of Standing Orders	27 March 2008
Authority	A/3890/06	Revision of Standing Orders	28 September 2006
Authority	A/3664/03	Revision of Standing Orders	25 September 2003
Authority	A/3263/99	Revision of Standing Orders	21 January 1999

This page is blank