



**Lee Valley Regional Park Authority  
STANDING ORDERS**

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# LEE VALLEY REGIONAL PARK AUTHORITY

## STANDING ORDERS

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# LEE VALLEY REGIONAL PARK AUTHORITY

## STANDING ORDERS

The Lee Valley Regional Park Act 1966 (the Act) provides that the Authority may make Standing Orders with respect to proceedings including a quorum, place of meeting and notices to be given of meetings of the Authority or any committee appointed by them [Schedule 8].

“Place of meeting” includes virtual and hybrid meetings, whereby Members must be able to hear and (where practicable) see and be heard and (where practicable) be seen by other Members and meeting attendees.

The Authority is governed by its own Act as referenced above which contains references to some of the Local Government Acts. In general, where there is no statutory provision, the Authority follows the principles of the appropriate Local Government Act.

Relevant sections of the Act (or other Local Government Acts) on which the order is based are shown in brackets.

### GENERAL

#### Meaning of Terms

- 1 ‘The Act’ means the Lee Valley Regional Park Act 1966 and any statutory amendment or extension to it.
- 2 ‘The Authority’ means the Lee Valley Regional Park Authority.
- 3 ‘Member’ and ‘Member of the Authority’ means a Member or Deputy appointed under Sections 4 and 8 of the Act, but not a co-opted Member.
- 4 ‘Chief Executive’ means the Chief Executive or, in his/her absence, the Deputy Chief Executive, or in his/her absence a Corporate Director.
- 5 ‘Director’ where used in these Standing Orders shall mean a Corporate Director.

#### Interpretation of Standing Orders

- 6 The ruling of the Chairman as to the interpretation of these Standing Orders shall not be challenged at any meeting to which they apply.

#### Suspension/Waiving of Standing Orders

- 7 Any or all of these Standing Orders may be suspended at any meeting to which they apply by a resolution passed by not less than two thirds of the whole number of Members present at the time.

#### Remuneration

- 8 Any payment of remuneration made in accordance with Section 43 shall be made available on request.

## **AUTHORITY MEETINGS**

### **Meetings of the Authority**

- 9 The annual meeting of the Authority shall be held as soon as is practical after 1<sup>st</sup> July. [Schedule para.3(1)]
- 10 In addition to the annual meeting of the Authority and any additional or special meeting convened by the Chairman or by Members of the Authority, at least three meetings for general business shall be held as far as is possible at regular intervals every year. [Schedule para.3(2)]

### **Additional Meetings of the Authority**

- 11 The Chairman of the Authority may call a meeting of the Authority at any time. [Schedule para.3(3)]
- 12 The Chairman shall call a meeting on receipt of a request signed by five Members of the Authority. If s/he refuses or fails to do so within seven days after the request, on that refusal or on the expiration of seven days as the case may be, any five Members of the Authority may call a meeting by giving notice to the Chief Executive [Schedule para.3(4)]. No business other than that set out in the notice of the meeting shall be considered at that meeting.

### **Location of Meetings**

- 13 Meetings of the Authority shall be held at a time and place approved by the Chairman of the Authority and specified in the notice of the meeting.

### **Notices of Meeting**

- 14 Notices of meetings specifying the business to be transacted shall be despatched to Members at least five clear days before the date fixed for the meeting or, where the meeting is convened at shorter notice, at the time it is convened. [Schedule para.8(1)]

### **Urgent Business**

- 15 No business other than that specified in the notice of the meeting shall be considered unless, by reason of special circumstances which shall be recorded in the Minutes, the Chairman agrees that it should be included as a matter of urgency. Notice of such items shall be given to the Chairman at least thirty minutes before the meeting. [Schedule para.8(1)]

### **Request for Agenda Item**

- 16 Any Member of the Authority may ask for an item to be placed on the agenda of the next meeting of the Authority, provided that notice of the matter is given to the Chief Executive or Deputy Chief Executive by the Member concerned at least seven clear working days before the meeting.

### **Motions**

#### **Scope**

- 17 Motions must be about matters for which the Authority has a responsibility or which affect Lee Valley Regional Park.

#### **Motions without Notice**

- 18 The following motions may be moved without notice:

- (a) to appoint a chairman of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to appoint a committee or Member arising from an item on the summons for the meeting;
- (e) to receive reports or adoption of recommendations of committees or officers and any resolutions following from them;
- (f) to amend a motion; the Chairman will determine whether an amendment is so great that it constitutes a new motion and is therefore not an amendment as such;
- (g) to proceed to the next business;
- (h) that the question be now put;
- (i) to adjourn a debate;
- (j) to adjourn a meeting;
- (k) to suspend a particular Authority procedure rule;
- (l) to exclude the public and press in accordance with the Access to Information Rules.

### **Quorum**

- 19 No business shall be transacted at a meeting of the Authority unless one quarter of the whole number of Members, excluding co-opted Members, of the Authority are present.
- 20 If during any meeting of the Authority the Chairman, after counting the number of Members present, declares that there is not a quorum present, the meeting shall stand adjourned.
- 21 The consideration of any business not transacted shall be adjourned to a time fixed by the Chairman, or, if a time is not fixed, to the next ordinary meeting of the Authority or a committee as appropriate.

### **Adjournment of Meeting**

- 22 The Chairman may at any time if s/he thinks it desirable in the interests of order adjourn a meeting of the Authority for such time as s/he considers expedient.

### **Minutes**

- 23 The minutes of the Authority shall be signed, including electronically, by the Chairman, or in his absence the Chief Executive or Deputy Chief Executive, on behalf of the Authority following approval by the Chairman of the meeting. No discussion shall take place upon the minutes, except upon their accuracy. [Schedule para.9]

### **Voting**

- 24 Unless otherwise stated in the Act or in these Standing Orders all decisions of the Authority shall be by a majority of the Members of the Authority present and voting. In the case of an equality of votes the person presiding at the meeting shall have a second or a casting vote.
- 25 The method of voting at meetings of the Authority shall be by show of hands unless the Chairman agrees otherwise.
- 26 At the time a vote is taken, a Member may request that his/her name is recorded in the Minutes as voting for or against or abstaining from voting.

## **Petitions and Public Speaking at Meetings**

- 27 Subject to the Chairman's discretion, petitions may be presented by a Member or members of the public to the Authority or a Committee as appropriate.
- 28 The public will be given the opportunity to speak at the beginning of every Authority meeting or at another time during the meeting at the discretion of the Chairman.

At each Committee meeting there shall be an opportunity for any member of the public or representative of an organisation to speak or make a deputation on an item which is on the agenda of the meeting.

At each Authority meeting there shall be an opportunity for any member of the public or representative of an organisation to speak or make a deputation on any item which concerns any area of the Authority's business.

Subject to the Chairman's discretion, a total of 20 minutes will be allowed for the presentation of petitions and deputations at each meeting.

- 29 A member of the public who wishes to speak or make a deputation at a meeting should give notice in writing, verbally or by electronic mail to the Committee Office who will receive it on behalf of the Authority at least 2 working days before the meeting is due to take place. They must give the name and address of the person wishing to speak or make a deputation and must identify the meeting and item number their representation relates to.

## **AUTHORITY – CHAIRMAN AND VICE CHAIRMAN**

### **Appointment of Chairman**

- 30 The Authority shall at their annual meeting each year appoint one of their number to be Chairman and the Chairman shall, unless the office is resigned or the Chairman ceases to be a Member of the Authority, continue in office until a successor is appointed. [Section 9(1)]

### **Appointment of Vice-Chairman**

- 31 The Authority may at each annual meeting appoint one of their number to be Vice-Chairman and the Vice-Chairman shall, unless the office is resigned or the Vice Chairman ceases to be a Member of the Authority, continue in office until immediately after the election of the Chairman at the next annual meeting. [Section 9(2)]

### **Casual Vacancy in office of Chairman or Vice-Chairman**

- 32 A casual vacancy occurring in the office of Chairman or Vice-Chairman of the Authority shall be filled by the appointment by the Authority of one of their number at a meeting held as soon as practicable after the vacancy occurs, and where the office vacancy is that of Chairman the meeting may be convened by such officer as shall be appointed for the purpose by the Authority. [Section 9(3)] Chairman of the meeting may not be somebody who has been nominated for election.
- 33 The person appointed to fill a vacancy shall hold office until the date upon which the person in whose place s/he is appointed would ordinarily have retired and that person shall then retire. [Section 9(4)]

### **Voting on Appointments**

- 34 Where more than two Members are nominated for any position to be filled by the Authority, and there is not an overall majority in favour of one Member, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes cast is given in favour of one person.

### **Chairman of Meetings**

- 35 At a meeting of the Authority the Chairman of the Authority, if present, shall preside. [Schedule para.4(1)]
- 36 If the Chairman of the Authority is absent from a meeting of the Authority, the Vice-Chairman of the Authority, if present, shall preside. If both the Chairman and Vice-Chairman of the Authority are absent from a meeting of the Authority such Member as the Members of the Authority present shall choose, shall preside. [Schedule 4 (2 & 3)]
- 37 Any power or duty of the Chairman in relation to the conduct of a meeting of the Authority may be exercised by the person presiding at the meeting.

### **Action between Meetings**

- 38 The Chairman of the Authority, or in the absence of the Chairman the Vice-Chairman of the Authority, or in the absence of both the Chairman and Vice-Chairman, such other Member as the Authority may from time to time determine, may take action on behalf of the Authority on matters which are of an administrative, procedural or routine character not involving the exercise of any statutory discretion nor which may affect legal rights and liabilities. All such action is to be reported to the next appropriate meeting for ratification.

### **Delegation to Officers**

- 39 Any specific function of the Authority may be exercised by an officer of the Authority provided that the extent of any delegation is clearly set out on a resolution or any scheme of delegation agreed by the Authority and the post occupied by the officer concerned is specifically identified.
- 40 Subject to order 38 above, the Chief Executive and Deputy Chief Executive shall have power to take any necessary decisions relating to the day to day management of the Authority, provided that the effect of such decisions is not to alter any existing policies of the Authority.

## **COMMITTEES**

### **Terms of Reference of Standing Committees and Sub-Committees**

- 41 Terms of Reference of standing committees and sub-committees are set out at Appendix A. In addition to the terms of reference specified, committees and sub-committees may consider any other matter which in the opinion of the Chief Executive is properly within the terms of reference of that committee.

### **Appointment to Committees and Sub-Committees**

- 42 In making appointment to committees and sub-committees the Authority will normally follow the requirements of Section 15(4) of the Local Government & Housing Act 1989 with regard to political balance unless agreed otherwise by the



Authority.

- 43 At its annual meeting the Authority (unless it decides otherwise) will make appointments to, or agree allocation of seats for, all the standing committees and sub-committees specified in Appendix A to these Standing Orders.
- 44 A Member so appointed to a committee or sub-committee shall, unless s/he resigns or becomes disqualified, continue in office during the committee or sub-committee term until a successor is appointed.
- 45 Nothing in this Standing Order precludes a committee from setting up a sub-committee for a specific purpose. [Schedule 6]
- 46 The Authority may at any time dissolve a committee or a sub-committee which it has appointed or alter its membership. [Schedule 5]
- 47 Appointments to casual vacancies on committees and sub-committees shall be made by the Authority or Executive Committee as necessary.

#### **Rights of Members to Attend Committees and Sub-Committees**

- 48 Except for the Appeals Committee, all Members of the Authority may attend, but not vote at, any meeting of a committee or sub-committee of which they are not members and, with the agreement of the Chairman, may participate in the discussion.

#### **Appointment of Chairman and Vice-Chairman of Committees and Sub-Committees**

- 49 The Chairman and Vice-Chairman of standing committees and sub-committees shall be appointed by the Authority at the annual meeting. If a Committee is appointed by the Authority otherwise than at the AGM then the Chairman and Vice-Chairman shall be appointed by the Authority when the membership of that Committee is determined. If at any meeting, the Chairman and Vice Chairman are both absent, the Members shall as the first item of business appoint a Chairman for the meeting.
- 50 Appointment as Chairman or Vice-Chairman of a committee or sub-committee or as Chairman of a particular meeting of a committee or sub-committee shall be limited to Members of the Authority appointed to serve on such committees.

#### **Ex-Officio Appointments of Chairman and Vice-Chairman of the Authority to Committees**

- 51 The Chairman and the Vice-Chairman of the Authority shall be ex-officio members of every committee except the Appeals Committee. These positions will be in a non-voting capacity, except for the Executive Committee (see Standing Order 66 below) and for any committee to which they have been appointed as an ordinary Member of the Authority.

#### **Special Meetings of Committees**

- 52 The Chairman of a committee or the Chairman of the Authority may call a special meeting of a committee at any time. A special meeting shall also be called at the request of at least a quarter of the whole number of the committee (excluding any co-opted Members), delivered in writing to the Chief Executive to the Authority, provided that a special meeting cannot be requisitioned by fewer than three Members. No business other than that set out in the notice of the meeting shall be considered at that meeting.

### **Notices of Meetings of Committees**

- 53 Notices of meetings of committees or sub-committees specifying the business to be transacted shall be despatched to Members not later than five clear days before the date fixed for the meeting or, where the meeting is convened at shorter notice, at the time it is convened. [Schedule para.8(1)]

### **Request for Agenda Item**

- 54 Any Member of the Authority may ask for an item to be placed on the agenda of the next meeting of a committee or sub-committee, provided that notice of the matter is given to the Chief Executive or Deputy Chief Executive by the Member concerned at least seven clear working days before the meeting.

### **Urgent Business**

- 55 No business other than that specified in the notice of the meeting shall be considered unless, by reason of special circumstances, which shall be recorded in the Minutes, the Chairman agrees that it should be included as a matter of Urgency. Notice of such items shall be given to the Chairman thirty minutes before the meeting. [Schedule para.8(1)]

### **Quorum of Committees and Sub-Committees**

- 56 Except where authorised by a statute or ordered by the Authority, business shall not be transacted at a meeting of any committee unless at least one quarter of the whole number of the committee is present. In no case shall the quorum of a committee or sub-committee be fewer than three Members.

### **Voting**

- 57 All decisions of a committee shall be by a majority of the Members of the Authority present. In the case of an equality of votes the person presiding at the meeting shall have a second or a casting vote.
- 58 The mode of voting at meetings of committees or sub-committees shall be by show of hands including virtual.
- 59 At the time a vote is taken, a Member may request that his/her name is recorded in the minutes as voting for or against or abstaining from voting.

## **EXECUTIVE COMMITTEE**

### **Additional Meetings and Notice of Meetings**

- 60 Additional meetings of the Executive Committee shall be called with approval of the Chairman of the committee, or in the Chairman's absence the Vice-Chairman of the committee, or in the Vice-Chairman's absence the Chief Executive or Deputy Chief Executive. In the case of emergency such notice as is possible in the circumstances shall be given.

### **Chairman and Vice Chairman of Executive Committee**

- 61 The Chairman and Vice-Chairman of the Executive Committee shall be the Chairman and Vice Chairman of the Authority respectively.
- 62 Any Member of the Executive Committee may requisition a meeting of that committee by notice delivered in writing to the Chief Executive or Deputy Chief Executive.

### **Quorum**

- 63 No business shall be transacted at an Executive Committee unless at least four appointed Members are present (excluding Deputies, including Substitutes SO73).
- 64 If during any meeting of the Executive the Chairman, after counting the number of Members present, declares that there is not a quorum present, the meeting shall stand adjourned.
- 65 The consideration of any business not transacted shall be adjourned to a time fixed by the Chairman or, if a time is not fixed, to the next ordinary meeting of the Executive.

### **Standing Orders to apply to Executive Committee**

- 66 In addition to the above, all Standing Orders relating to committees, excepting Orders 42, 51 and 56 will apply to the Executive Committee.

## **TASK AND FINISH GROUPS/PANELS**

### **Appointment**

- 67 The Executive may appoint non-decision making Task and Finish Groups/Panels to discuss specific issues and make recommendations to the Executive Committee in accordance with their terms of reference.

### **Chairmen of Task and Finish Groups/Panels**

- 68 Chairmen of Task and Finish Groups/Panels will be appointed by the Executive Committee.

### **Standing Orders Applying to Task and Finish Groups/Panels**

- 69 All Standing Orders relating to committees, excepting Standing Orders 34, 38, 41 43 and 45 will apply to Task and Finish Groups/Panels.

### **Protocol for Task and Finish Groups/Panels**

- 70 The protocol shown at Appendix D to these Standing Orders shall be used for all meetings of Task and Finish Groups/Panels.

## **MEMBERS OF AUTHORITY**

### **Terms of Appointment**

- 71 Members are elected for a term of appointment of four years and will continue in office for that period unless they resign, cease to be a councillor or their membership ceases under Standing Order 78 (Absence from Meetings). A Member appointed to fill a casual vacancy shall hold office for the remainder of the term of office of the person in whose place he/she is appointed. [Sections 4-7]

### **Deputy Members**

- 72 Constituent Councils may appoint Deputy Members to represent one or more of their appointed Members. Deputy Members may only attend in place of one appointed Member at a time. Deputy Members may be appointed or replaced at any time, subject to the proper officer of the Constituent Council notifying the Authority's Committee Office accordingly. In the case of non-riparian Members,

the deputy must be appointed by another non-riparian council which is not already represented on the Authority. [Section 8]

### **Substitute Members**

- 73 Substitute members from the membership of the Authority may be appointed by the Authority to its committees to represent one or more Members. Substitutes may attend in place of one Member at a time. Substitutes must be full members of the full Authority. The Authority itself must make the appointments of named substitutes to the Committees and not the individual Members of the Committee with the exception of the Executive Committee which all full Members of the Authority, other than Scrutiny and Audit Committee members, are able to attend as substitute Members. The substitute would only be able to attend and participate (as a Member of the Committee) if the Member for whom he or she was substituting was absent from the meeting. The Member of the Committee will also be required to advise the Committee Office of the substitute that will be attending in their place to ensure that meetings are conducted as efficiently as possible.
- 74 If a Deputy Member attends a meeting in the absence of the appointed Member then their attendance will take precedence over any substitute in attendance. Substitutes are still permitted to attend but will not have a vote or be participating as a member of the Committee.

### **Co-opted Members**

- 75 Any committee, sub-committee or panel, except those for regulating and controlling the finance of the Authority, may appoint co-opted non-voting members, which may comprise persons who are not Members of the Authority, provided that at least two thirds of the members of each committee, sub-committee or panel are Members of the Authority. [Schedule 5(2)]

### **Canal & River Trust and Environment Agency**

- 76 Canal & River Trust and the Environment Agency shall each be entitled to appoint one person as a non-voting member to attend meetings of an appropriate committee. They may also, unless Members decide otherwise, attend Part I of meetings of the Authority, but may not be present for Part II of the agenda [matters exempt under Schedule 12A to the Local Government Act 1972 (as amended)] unless invited to attend for specific items. They may take part in all discussions other than:
- (a) matters affecting the regulation and control of the finances of the Authority. [Schedule 5(3)]; and
  - (b) matters concerning the appointment, promotion, dismissal, superannuation, conditions of service or the conduct of any person employed by the Authority.

### **Record of Attendances**

- 77 A record shall be kept of every Member of the Authority attending a meeting of the Authority, its committees, sub-committees, or task and finish groups/panels or for any other Authority business which qualifies for payment of expenses by the constituent Authority. A Member is deemed as attending a meeting in a specific place if they are attending at different types of location, including physical, electronic, digital or virtual locations.

### **Absence from Meetings**

78 Subject to the exceptions prescribed by statute as regards members of HM Forces etc during war or emergency, if a Member of the Authority fails throughout a period of six consecutive months from their last attendance to attend a qualifying meeting of the Authority, commencing from the AGM at which the Member was appointed for a 4 year term or their appointment to a casual vacancy, they shall cease to be a Member of the Authority, UNLESS the Authority or the Executive Committee approves an extension of the period of absence before the expiry of that. Qualifying meetings will be any meeting of the Authority Members conducting Authority business excepting site visits and workshops.

### **Interests & Conduct of Members**

79 When dealing with Authority business whether in a meeting or otherwise, elected and co-opted Members are covered by the terms of the Code of Conduct adopted by their appointing councils/organisations.

Riparian Members should refer to the "Members' Planning Code of Good Practise" in relation to planning and development matters (Appendix C).

### **Record of Members' Interests**

80 The Chief Executive shall record in a book to be kept for the purpose particulars of any notice given by a Member of the Authority of any disclosable pecuniary and other interests and the book shall be open during office hours for inspection by any Member of the Authority.

### **Hospitality**

81 Members will record in a book kept by the Chief Executive any hospitality provided or offered to them by persons or outside bodies with whom the Authority has or is likely to have a professional or business relationship.

### **Inspection of Lands, Premises etc.**

82 A Member of the Authority shall not issue any order respecting any works which are being carried out by or on behalf of the Authority.

83 A Member may enter and inspect Authority premises where it is required in the course of Authority business. Where a charge is made Lee Valley Member Photo Badges will grant entry to the holder. Where facilities are in the course of construction the Chief Executive shall be authorised to arrange visits by Members.

## **APPOINTMENT OF STAFF**

### **Canvassing of and Recommendations by Members**

84 Canvassing of Members of the Authority directly or indirectly for any appointment under the Authority shall disqualify the candidate concerned for that appointment. The purport of this paragraph of this Standing Order shall be included in any form of application for employment.

85 A Member of the Authority shall not solicit for any person any appointment under the Authority.

### **Relatives of Members or Officers**

86 A candidate for any appointment under the Authority who knows that he has a

family relationship with any Member or officer of the Authority shall disclose that relationship when making application. A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal. Every Member and officer of the Authority shall disclose to the Chief Executive any family relationship known to exist between themselves and any person whom they know to be a candidate for an appointment under the Authority. The Chief Executive shall report to the Authority any such disclosure made.

- 87 The purport of this Standing Order shall be included in any form of application for employment.

### **Eligibility for Appointments**

- 88 A person shall, for the time of their membership of the Authority and for twelve months after the membership ceases, be disqualified from being appointed to any paid office of the Authority other than the office of Chairman or Vice-Chairman. [Section 11(3)]

### **Politically Restricted Posts**

- 89 As from 5 September 2002 the Authority will adopt and apply the provisions of Sections 1, 2 and 3 of the Local Government & Housing Act 1989 and any regulations made there under (treatment of political activity by certain senior post holders) as if the legislation applied to the Authority.

## **SEALING, SIGNING AND AUTHENTICATION OF DOCUMENTS**

### **Custody of Seal**

- 90 The Common Seal of the Authority shall be kept in the custody of the Chief Executive and shall be kept in a locked place, the key of which shall be kept by the Chief Executive or by an officer specifically nominated by the Chief Executive.

### **Sealing of Documents**

- 91 The Common Seal of the Authority shall not be affixed to any document unless the sealing has been authorised by a resolution of the Authority or gives effect to any decision by an officer of the Authority or committee exercising delegated powers, but a resolution of the Authority or committee authorising the acceptance of any tender, the purchase, sale, letting, or taking of any petition, memorial, or address, the making of any contract or the doing of any other thing, shall be sufficient authority for sealing any document necessary to give effect to the resolution or delegated power providing financial regulations have been complied with (see Financial Regulation 603 and 604).
- 92 The application of the seal of the Authority shall be witnessed by two signatories from the Chairman or Vice Chairman of the Authority or in their absence by another Member of the Executive Committee and at the request of the Chairman namely Susan Barker, Ross Houston, Chris Kennedy, Heather Johnson, Graham McAndrew or Gordon Nicholson or some other Member so authorised by the Authority and from the Chief Executive or Deputy Chief Executive or an officer similarly authorised. [Schedule para 10]
- 93 An entry of every sealing of a document shall be made in a book kept for the purpose by the Chief Executive and shall be signed by one of the persons attesting the sealing.

### **Authentication of Documents and Other Matters**

- 94 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, Deputy Chief Executive or Head of Legal. Where permitted by law, this signature may be applied electronically.
- 95 Order 94 above shall not apply to Building Regulation submissions and applications for planning consents made on behalf of the Authority which shall be signed by the Chief Executive or by an officer specifically nominated by the Chief Executive for the purpose.
- 96 All authorities under Sections 19 (authority to enter land) and 31 (appointment of Rangers) of the Act shall be signed and issued by the Chief Executive.
- 97 Where the Act or any statute or regulation applied thereby requires some action to be taken by an officer to be authorised or appointed by the Authority that officer shall be the Chief Executive or Deputy Chief Executive.

## **ACCESS TO INFORMATION**

### **General**

- 98 Except as otherwise provided in these Standing Orders, the provisions of Section 100 of the Local Government Act 1972 (as amended) will be followed in relation to meetings of the Authority and its committees and sub-committees. See Appendix B to these Orders.

### **Reporting on Meetings**

- 99 Members of the public may film, audio-record, take photographs and use social media to report on physical meetings as they are taking place and the Authority will make appropriate arrangements within the practical constraints of the meeting room for this to take place. Members of the public are advised to contact the Authority in advance, no less than 2 working days before the meeting in question, in order that reasonable facilities can be arranged. Any person whose recording activities are disruptive to the meeting may be required by the Chairman to stop recording and may be removed from the meeting.

### **Presence of Co-opted Members**

- 100 If any question arises at a meeting at which co-opted Members or any visitors are present as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the Authority, such questions shall not be the subject of discussion or decision until the co-opted Members or visitors have left the meeting.

### **Inspection of Documents**

- 101 A Member of the Authority may, for purposes of their duty as Member but not otherwise, on application to the Chief Executive or Deputy Chief Executive, inspect any document which is under the control of the Authority and shall on request be supplied with a copy of the document or extracts from it as soon as possible but no later than 5 working days following the request:

PROVIDED that a Member shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which they have a professional interest or in which they have had any personal or prejudicial interest covered by the terms of the Code of Conduct adopted by their appointing councils, and that this Standing Order shall not (subject to the decision of the Chairman of the Authority in the event of any disagreement between the Member and officer concerned) preclude the Chief Executive and Deputy Chief Executive from declining to allow inspection of any document which is or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client.

**Documents and proceedings to be confidential**

- 102 All agendas, reports, minutes or other documents and all proceedings of the Authority and its appointed bodies shall be treated as confidential until they are made public by the Authority.

**CONTRACT STANDING ORDERS (currently Financial Regulations)**

- 103 All contracts authorised by the Authority or by a committee shall be made in accordance with the Authority's Financial Regulations.



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

### **AUTHORITY**

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

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

### **Terms of Reference**

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

### **EXECUTIVE COMMITTEE**

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

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

### **Terms of Reference**

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

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

## **SCRUTINY COMMITTEE**

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

### **Terms of Reference**

- To review performance and to scrutinise the activities of the Authority
- To make recommendations to the Executive Committee
- To take evidence from officers of the Authority, interest groups and individuals and make recommendations to the Executive Committee and Authority for policy

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

## **REGENERATION AND PLANNING COMMITTEE**

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

### **Terms of Reference**

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

## **AUDIT COMMITTEE**

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

**Membership**                7 Members

### **Terms of Reference**

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

- Receive and consider reports resulting from whistleblowing, fraud and corruption, audit investigations

## **APPEALS COMMITTEE**

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

### **Terms of Reference**

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

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

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

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

### **Terms of Reference**

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

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

<b>Meetings</b>	As required
<b>Membership</b>	8 Members

### **Terms of Reference**

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

- i) Review ongoing capital investment requirements beyond 2020 and ensuring capital funding generated from the Land & Property Strategy are utilised for future investment (with short term borrowing to bridge any cash-flow gaps, e.g., ice centre project).
- ii) Reducing Leisure Services Contract management fee and development of future contract to deliver further savings from 2020.
- iii) Review Grounds Maintenance specification.
- iv) Review investment opportunities e.g., Picketts Lock and Ice Centre development.

- v) Consideration of transfer of further services to third party organisations.
  - vi) Shared Services with neighbouring Authorities/institutions.
  - vii) Recommend income generating stretch target for open spaces.
  - viii) Savings targets for service review areas, e.g., IT infrastructure.
  - ix) Review level of general reserves £4m – transfer of risk to third parties e.g., Leisure Services Contract and other contracts.
  - x) Specify time-scales for reduction e.g., 3, 5, 10 years?
  - xi) Assess each income generation/cost saving area in terms of level of confidence and timeline.
  - xii) Recommend any levy target for future years.
-

**PUBLIC ACCESS:**

**SUMMARY OF THE RIGHTS TO ATTEND MEETINGS AND TO INSPECT AND COPY DOCUMENTS AND TO BE FURNISHED WITH DOCUMENTS UNDER THE PROVISIONS OF THE LOCAL GOVERNMENT ACT 1972 (AS AMENDED) SECTION 100 (ACCESS TO INFORMATION)**

- 1 The public have the right to attend meetings of the Authority, its committees and sub-committees, if any, except when “confidential information” or “exempt information” as defined in the Act would be disclosed without prejudice to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting.
- 2 Public notice of the time and place of meetings is given by posting it on the Authority’s website three clear days at least before the meeting or if the meeting is convened at shorter notice, then at the time it is convened.
- 3 The public have the right to inspect
  - (a) a register of the name and address of every Member of the Authority and its committees and sub-committees, if any;
  - (b) a list of those powers of the Authority, if any, exercisable by specified officers of the Authority;
  - (c) a written summary of the right to attend meetings and to inspect and copy documents and to be furnished with documents.
- 4 Five clear days before a meeting, the public have the right to inspect a copy of the agenda and reports for the meeting excluding any report the whole or part of which relates to “confidential information” or “exempt information” as defined in the Act. If the meeting is convened at shorter notice, or if an item is added to an agenda, then inspection is from the time the meeting is convened and the report(s) is delivered to Members of the Authority.
- 5 For a period of six years beginning with the date of the meeting, the public have the right to inspect a copy of:
  - (a) the minutes of the meeting;
  - (b) a summary (if any) of the proceedings;
  - (c) the agenda for the meeting; and
  - (d) so much of any report for the meeting as relates to any item during which the meeting was open to the public.
- 6 For a period of four years beginning with the date of the meeting, the public have the right to inspect a copy of a list of the background papers for a report for the meeting as relates to any item during which the meeting was open to the public.

**MEMBERS' PLANNING CODE OF GOOD PRACTICE**

1. Section 25 of the Localism Act 2011 came into force on 15 January 2012 and states that “a decision-maker is not to be taken to have had, or to have appeared to have had, a closed mind when making the decision just because: the decision-maker had previously done anything that directly or indirectly indicated what view the decision-maker took, or would or might take, in relation to a matter, and the matter was relevant to the decision”.
2. Thus the concept of predetermination is abolished, permitting Members to express views on planning applications in advance of determination of those planning applications. Members will still have to have an open mind, but previous actions will not be evidence that they do not do so. Members will still have to be careful however as planning applications must be determined in accordance with the adopted National Planning Policy Framework and development plan, unless material considerations indicate otherwise, and so they must still retain an open mind when making determinations. The main difference is that their campaign of either support or objection for a proposal will not be taken as proof that they are not open-minded.
3. The aim of this code of good practice is to ensure that in the planning process there are no grounds for suggesting that a decision has been biased, partial or not well founded in any way.
4. The purpose of the planning role within the Lee Valley Regional Park Authority (the Authority) is a consultation role. The Authority will be consulted by Local Planning Authorities (LPA) and invited to make representations on any applications for planning permission that have been made to the LPA where it appears to the LPA that the development is likely to affect any part of the Park. The LPA shall take into account any representations received from the Authority when making its determination. The Authority will also be invited to comment on plans and policies.
5. Your role as a Member of the Regeneration & Planning Committee is to make planning decisions openly, impartially, with sound judgement and for justifiable reasons, taking into account the remit of the Park Authority.
6. The Members' National Code of Conduct should be applied first and must always be complied with. Members should then apply the rules in this Planning Code of Good Practice which seeks to explain and supplement the Members' Code of Conduct.
7. The Code applies to Members at all times when involved in the planning role of the Authority. If you have any doubts about the application of this Code to your own circumstances you should seek advice early, from the Monitoring Officer or one of his/her staff, and preferably well before any meeting takes place.
8. Planning is not an exact science but relies on the use of informed judgement within a clear policy context. Whilst the Committee does not have the power to grant or refuse applications for planning permission its recommendations to LPAs are material considerations and can shape the officer recommendations and

ultimately the planning decisions.

9. If a Member makes a visit to an application site he/she must not have private meetings with the applicant or others with an interest in the application site unless accompanied by an officer of this Authority. The officer must make a note of the meeting and include this in his/her presentation to the Committee meeting.
10. If a Member makes a visit to an application site then he/she should report any information gained from the site visit back to the Committee so that all Members have the same information.
11. Any Member when discussing a planning and development matter at any Authority meeting should be mindful of the need to consider whether they have to declare an interest as set out in the National Code of Conduct for Members. This could be either personal or prejudicial.
12. Any riparian Member when discussing a planning and development matter at any Authority meeting, which relates to their 'home' authority, should be mindful of the fact that they may need to declare an interest.
13. The responsibility for declaring an interest lies with the individual Member.



## **PROTOCOL FOR THE CONDUCT OF TASK AND FINISH PANELS/GROUPS**

This protocol is considered necessary to ensure that the deliberations of Task and Finish Panels/Groups [TFP/G] are undertaken giving the meetings considerable autonomy and not subject to individual requests from either Members or officers. The deliberations of PSGWP will be conducted in accordance with normal procedures for meetings of the Authority.

1. TFP/G will be formed, as required, to undertake work on specific tasks set by the Executive Committee.

Their role will be to:

- determine the strategic direction for a major project or policy initiative;
- ensure that the project is consistent with the Authority's policy framework;
- determine the feasibility and viability of the project;
- assess the capital and revenue implications.

They will have no role in the management of the delivery of a project or in the day-to-day operation of a facility/activity.

TFP/G will have a maximum membership of nine (9). This would allow up to one quarter of the elected membership to be involved in a project thus increasing the legitimacy of their deliberations.

2. The membership of TFP/G will be determined by the Executive and the chairman of the TFP/G will be determined in accordance with Standing Order 67.
3. The TFP/G will have the power to ask for reports from officers and, following discussion can make recommendations to the Executive Committee. Until the Executive Committee has considered the recommendations no change can be made to them without the permission of the relevant chairman.
4. The chairman of the TFP/G shall be the first point of reference for officers and no other Member should be consulted without prior consultation with the relevant chairman.
5. As far as possible, TFP/G meetings will take place on the days programmed for meetings of the Authority but it should not be the case that recommendations arising from those meetings are then considered by the Authority on that day, unless there is clear urgency in the case of a specific matter.
6. Ideally the recommendations (with supporting information) of a TFP/G should be made available to all Members of the Executive Committee as quickly as possible after the meeting so as to allow due consideration before they are to be considered at the next Executive Committee.

## Conflict of Interests/Loyalties Protocol

Conflicts of interest can occur naturally as a product of the way a system is designed. Providing services via third parties increases the potential for conflicts of interest as organisations act as both commissioner and provider of related services. A clear approach to managing these conflicts is necessary to counter concerns about lack of transparency and the view that conflicts of interest are influencing decisions.

It is important to recognise the risk of conflicts of interest and their impact on how decisions and operations are perceived. A failure to recognise a conflict of interest can give the impression that the organisation or individual is not acting in the public interest and could potentially lead to a decision being subject to challenge. This can damage reputations and undermine confidence in organisations.

Serving on outside bodies has always been an established part of a Member's role. The Authority encourages Members to participate in the wider community to use their knowledge and skills to help the organisation to which they are appointed. It brings the benefit of enabling the Authority to participate in partner organisations and also means that Members can bring back knowledge and experience which are of value to the Authority.

The Authority is now increasingly working in partnership with outside bodies and clarity and understanding of the roles that Members play is important. This guidance note aims to help you understand the main implications of such arrangements. For more detailed advice you can contact the Monitoring Officer.

When dealing with Authority business Members are bound by their own Authority's Code of Conduct (SO79) and statutory legislation, such as the Localism Act 2011 (which amended the way in which Members interests need to be registered and declared). Members are also required to complete a Register of Interests declaration on an annual basis (SO80) and this is reviewed annually by the external auditors.

### Potential areas of conflict

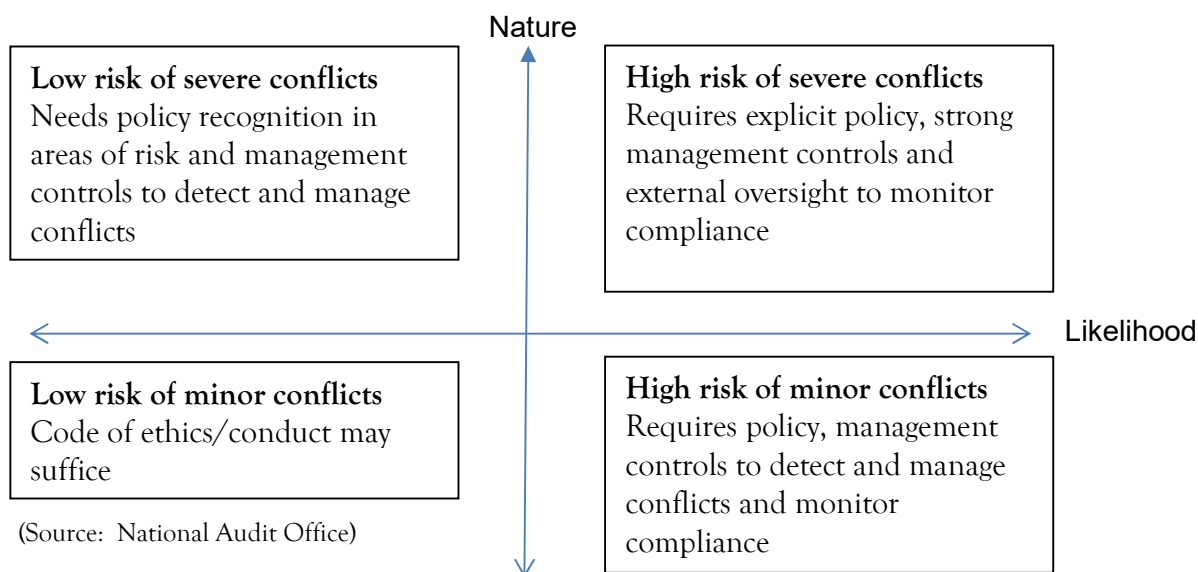
These conflicts arise because although the Member does not stand to gain any benefit, the Member's decision making at the Authority could be influenced by their other interest.

*Conflict of interest:* is a set of circumstances that creates a risk that an individual's ability to apply judgement or act in one role is, or could be, impaired or influenced by a secondary interest. The perception of competing interests, impaired judgement or undue influence can also be a conflict of interest.

*Conflict of loyalty:* is when a Member's loyalty or duty to another person or organisation could compete with or prevent them from making a decision only in the best interests of the Authority.

The test is always that there is a conflict of interest if the Members' other interest could, or could be seen to, interfere with the Member's ability to decide an issue only in the best interests of the Authority, independently of any competing interest. Where Members decide that a conflict of loyalty poses no risk or a low risk to decision making in the best interests of the Authority, the affected Member, having declared their other interest, can participate in decision making.

## Taking a proportionate approach to managing conflicts



- Members appointed to outside bodies should declare an interest at Authority meetings where anything pertaining to the outside body is to be considered. (The outside body may also require you to declare an interest as an Authority Member at its meetings.)
- In relation to matters which concern deliberations connected with the transfer of property, financial matters and contract negotiations between the outside body and the Authority, Members appointed to the outside body should not participate in the discussion or debate when an Authority decision is going to be taken and must absent themselves from the meeting because of the inherent tension between loyalties. Consideration should include all the circumstances of the particular decision, but with the guiding principle that at Authority meetings the best interests of the Authority, independent of any competing interest, are paramount and the importance of how matters may appear to a fair-minded and well-informed observer.
- Where you might be inclined to the view that you have no disclosable pecuniary interest, your appointment to the outside body may well be regarded, on an objective appraisal, as giving rise to a legitimate fear of lack of impartiality, especially having regard to the desirability of maintaining public confidence. Participation in decision making at the Authority by a Member who is biased potentially lays the decision open to challenge.
- In almost all circumstances, when making decisions at the body to which you have been appointed, you will owe a duty to act in the best interests of that body. It is permissible to take account of the Authority's wishes, but in any conflict, you must act in the best interests of the outside body.
- Where there is a decision at the outside body which also affects the Authority (the appointing body), the similarity of purpose between the two organisations means that conflicts of loyalty which do crop up often present only low risk. However, the Member should decide in each case how the conflict of loyalty should be handled and should ensure that they can demonstrate that any decision was taken only in the best interests of the outside body.
- Failure to act properly where there is a conflict of interest is a breach of the Members responsibilities. A decision affected by a conflict of interest could be challenged. In some circumstances the decision may be unsafe and capable of being invalidated or, in the worst case, might be void from the start. If this situation arises then the Authority will consider making a complaint to the Member's home Council and requesting that the matter be referred to the relevant Councillor's Conduct Committee.

## Confidentiality

- All agendas, reports, minutes or other documents and all proceedings of the Authority and its appointed bodies shall be treated as confidential until they are made public by the Authority (SO102).
- Members cannot use information obtained from outside bodies for their own benefit or that of another organisation including the Authority if it has been obtained in confidence or has special value, such as commercial sensitivity.