

**AMENDMENT OF STANDING ORDERS AND  
FINANCIAL REGULATIONS ARISING FROM  
INTRODUCTION OF NEW SENIOR MANAGEMENT STRUCTURE**

Presented by the Director of Corporate Services

**EXECUTIVE SUMMARY**

This report asks Members' approval to amend Standing Orders and Financial Regulations as a result of the introduction of a new senior management structure from 1 April 2020 (Paper E/649/19); the new structure was designed to enable the Authority to effectively deliver what is both a challenging and exciting business plan over the next 5 years. In addition, the Director of Finance & Resources will be leaving the organisation early in July 2020. Standing Orders were last amended in 2018 (Paper A/4261/18) and Financial Regulations in 2015 (Paper A/4206/15).

**RECOMMENDATIONS**

- Members recommend to Authority:
- (1) the proposed changes to Standing Orders as detailed in Appendix A to this report;
  - (2) the proposed changes to Financial Regulations as detailed in Appendix B to this report;
  - (3) delegation from the 1<sup>st</sup> April 2020 to the Deputy Chief Executive to make any minor changes to Standing Orders to assist in interpretation or clarification or to correct any administrative errors or omissions that have been overlooked;
  - (4) delegation to the Head of Finance from the 1<sup>st</sup> April 2020 to make any minor changes to Financial Regulations to assist in interpretation or clarification or to correct any administrative errors or omissions that have been overlooked.

**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 and Financial Regulations with respect to the operation of its finances.

- 2 The Authority's present Standing Orders were last revised in July 2018 (Paper A/4261/18) although the Director of Corporate Services 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 Authority's present Financial Regulations were last revised in April 2015 (Paper A/4206/15) following the establishment and commencement of Lee Valley Leisure Trust Ltd (the Trust).

### **STANDING ORDERS**

- 3 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).
- 4 The proposed changes fall into the categories below:
  - change in post titles to reflect the new senior management structure;
  - extension of powers delegated to the Chief Executive to include the Deputy Chief Executive; and
  - to incorporate relevant Authority decisions since the last revision.

### **FINANCIAL REGULATIONS**

- 5 Financial Regulations should be relevant and up to date and continue to meet requirements under the Chartered Institute of Public Finance & Accountancy's (CIPFA) Code of Practice.
- 6 Financial Regulations (FR4) requires that the Director of Finance & Resources reviews and updates Financial Regulations with Member approval to ensure that the regulations remain current and relevant. Financial Regulations were last fully reviewed in 2015 and a full review will be undertaken later in the year. This review is to acknowledge changes to the Authority's Management structure and to adjust and update the current Financial Regulations accordingly.
- 7 The proposed changes fall into the categories below:
  - change in post titles to reflect the new senior management structure;
  - minor corrections; and
  - changes in legislation.
- 8 There will be a further full review of Financial Regulations at the end of the current term to pick up any further changes required.

**ENVIRONMENTAL IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

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

**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.

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**ABBREVIATIONS**

the Park Act	Lee Valley Regional Park Act 1966
LSC	Leisure Services Contract
the Trust	Lee Valley Leisure Trust Ltd (trading as Vibrant Partnerships)

**PREVIOUS COMMITTEE REPORTS**

Authority	A/4261/18	Review of Standing Orders	5 July 2018
Authority	A/4207/15	Review of Standing Orders	30 April 2015
Authority	A/4206/15	Review of Financial Regulations 2015	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/4154/12	Financial Regulations Review	19 April 2012
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

**APPENDICES ATTACHED**

Appendix A	Proposed changes to Standing Orders
Appendix B	Proposed changes to Financial Regulations (To Follow)

## PROPOSED CHANGES TO STANDING ORDERS

Change Number	Standing Order Number	Current Standing Order	Proposed Standing Order
1	4	'Chief Executive' means the Chief Executive or, in his/her absence, the Director of Corporate Services, or in his/her absence, the Director of Finance & Resources	'Chief Executive' means the Chief Executive or, in his/her absence, the <b>Deputy Chief Executive</b>
2	5	'Director' where used in these Standing Orders shall mean the Director of Corporate Services or the Director of Finance & Resources	'Director' where used in these Standing Orders shall mean <b>a Corporate Director</b>
3	16	Request for Agenda Item 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 by the Member concerned at least seven clear working days before the meeting.	Request for Agenda Item 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 <b>Deputy Chief Executive</b> by the Member concerned at least seven clear working days before the meeting.
4	17	Scope Motions must be about matters for which the Authority has responsibility or which affect Lee Valley Regional Park and/or Lee Valley Leisure Trust Limited.	Scope Motions must be about matters for which the Authority has a responsibility or which affect Lee Valley Regional Park and/or Lee Valley Leisure Trust Limited.
5	40	Subject to order 38 above, the 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.	Subject to order 38 above, the Chief Executive <b>and Deputy Chief Executive</b> 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.
6	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 by the Member concerned at least seven clear working days before the meeting.	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 <b>Deputy Chief Executive</b> by the Member concerned at least seven clear working days before the meeting.

7	60	<p>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. In the case of emergency such notice as is possible in the circumstances shall be given.</p>	<p>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.</p>
8	62	<p>Any Member of the Executive Committee may requisition a meeting of that Committee by notice delivered in writing to the Chief Executive.</p>	<p>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.</p>
9	72	<p>Deputy Members 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 Chief Executive of the Authority 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]</p>	<p>Deputy Members 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]</p>
10	83	<p>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.</p>	<p>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 and Deputy Chief Executive shall be authorised to arrange visits by Members.</p>
11	92	<p>The application of the seal of the Authority shall be witnessed by two signatories from the Chairman or Vice Chairman of the Authority or some other Member so authorised by the Authority and from the Chief Executive or Director of Corporate Services or an officer similarly authorised. [Schedule para 10]</p>	<p>The application of the seal of the Authority shall be witnessed by two signatories from the Chairman or Vice Chairman of the Authority 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]</p>

12	94	<p>Where any document will be a necessary step in legal proceedings or shall be a legal agreement, contract, 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 the Director of Corporate Services.</p>	<p>Where any document will be a necessary step in legal proceedings or shall be a legal agreement, contract, 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.</p>
13	97	<p>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.</p>	<p>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.</p>
14	101	<p>A Member of the Authority may, for purposes of their duty as Member but not otherwise, on application to the 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:</p> <p>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 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.</p>	<p>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:</p> <p>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.</p>
15	Executive Committee Terms of Reference	<ul style="list-style-type: none"> <li>To revise and amend as necessary the salary pay bands for the Chief Executive, Directors and Heads of Service.</li> <li>To agree the individual pay award of the Chief Executive.</li> </ul>	<ul style="list-style-type: none"> <li>To revise and amend as necessary the salary pay bands for the Chief Executive, Deputy Chief Executive, Corporate Directors and Heads of Service.</li> <li>To agree the individual pay award of the Chief Executive.</li> </ul>

16	Leisure Services Contract Review Working Group Terms of Reference	<ul style="list-style-type: none"> <li>• To input into the joint (Authority and Trust) 3 year review as required under the Leisure Services Contract which commenced on 1 April 2015</li> <li>• To consider any service amendment proposals, i.e., changes to operation of the contract, to be voluntarily agreed by the Trust for the remaining term of the contract</li> <li>• To consider the procurement strategy for the future Leisure Services Contract</li> <li>• To consider the sustainability of all Authority venues/services in relation to future Leisure Services Contract/s</li> </ul>	<ul style="list-style-type: none"> <li>• To consider the procurement strategy for the future Leisure Services Contract</li> <li>• To consider the sustainability of all Authority venues/services in relation to future Leisure Services Contract/s</li> </ul>
17	Appendix E Conflict of Interests /Loyalties Protocol	For more detailed advice you can contact Beryl Foster, Director of Corporate Services	For more detailed advice you can contact the <b>Deputy Chief Executive (Monitoring Officer)</b>