



LEE VALLEY REGIONAL PARK AUTHORITY
ANNUAL AUTHORITY MEETING
9 JULY 2015 AT 14:00

Agenda Item No:

6

Report No:

A/4211/15

**GENERAL GOVERNANCE MATTERS INCLUDING
AMENDMENT OF EXECUTIVE COMMITTEE
TERMS OF REFERENCE AND
PROPOSED COMMITTEES, PANEL AND GROUPS FOR
2015/16 - APPOINTMENT OF MEMBERSHIP AND CHAIRMEN**

Presented by the Director of Corporate Services

SUMMARY

This report details the existing Committee structure and seeks decisions on the appointments to the following Committees, Panel and Groups and the appointment of a Chairman and Vice Chairman for each:

- Executive Committee
- Audit Committee
- Lower Lee Valley Regeneration & Planning Committee
- Upper Lee Valley Regeneration & Planning Committee
- Scrutiny Committee
- Park Development Framework Panel
- Communications & Access Group
- Contaminated Land Working Group
- Contract Monitoring Working Group

A change to the terms of reference for Executive Committee is also proposed.

RECOMMENDATIONS

- Members Approve:
- (1) amendment of Executive Committee terms of reference as detailed in paragraph 4 of this paper;
 - (2) any changes to other committee and groups terms of reference;
 - (3) subject to (1) & (2) above membership of Committees, Panel and Groups for 2015/16 as set out in Appendix A to this paper; and

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

BACKGROUND

- 1 The Committee Structure was revised in July 2009 (Paper A/4071/09) and it was agreed at the Annual Meeting in July 2010 that the current committee structure is retained until after the 2012 London Games and a further review of the committee structure should take place at the annual meeting of the Authority in 2013. This was considered as part of the Review of Standing Orders and Governance report (Paper A/4172/13) and it was agreed that the existing committee structure be retained.

MATTERS FOR CONSIDERATION – General Governance Matters

- 2 Following establishment of the Lee Valley Leisure Trust Limited on 1 April 2015 and as set out in the approved Annual Governance Statement for 2014/15 (Paper AUD/62/15), Members are asked to consider whether a further review of the Authority's committee structure should be undertaken.
- 3 The Authority set up an Independent Review Panel in 2010 and the Panel carried out a review of the remuneration paid to the Authority Chairman and Vice-Chairman. The Authority has considered in 2013 and 2014 at its Annual General Meeting whether it would undertake a further review but due to work commitments relating to the Olympic Legacy and more recently the implementation of the Lee Valley Leisure Trust, and the unknown outcome in relation to the workload of the Chairman and Vice-Chairman following the changes, it was not considered appropriate to review. Members are asked to consider the timing for a review of remuneration which is regulated in local authorities and generally carried out every 3 to 5 years. A review would be considered to be best practice for this Authority and it is officers' recommendation that a review is carried out before the end of the financial year 2015/16.

PROPOSED AMENDMENT TO TERMS OF REFERENCE OF EXECUTIVE COMMITTEE

- 4 It is proposed that membership of the Executive Committee be increased to 8 Members from 6 Members as on occasion it has been difficult to get sufficient Members in attendance because of the restriction on substitute Members: SO73 prohibits Members of Scrutiny Committee and Audit Committee from substituting at Executive Committee to preserve the independence of these committees which either make recommendations to Executive Committee or monitor internal control and undertake risk management (Paper A/4191/14).
- 5 Increasing membership of Executive Committee will also:
 - share Executive decision making across a greater proportion of Authority Members;
 - increase capacity and skills at Executive level to deliver a broadened responsibility;
 - give flexibility to act quickly when necessary.

TASK AND FINISH PANEL/GROUPS

- 6 The Authority's Task and Finish Panel/Groups were set up to ensure Member involvement with and input into major projects at an early stage.
- 7 Members on the Panel and Groups are not responsible for directly progressing or delivering the project, which is officers' responsibility, but rather for contributing to the project's development and enabling a more in depth engagement with the project.
- 8 The Project Panel and Groups for 2014/15 were:

Park Development Framework Panel;
Communications & Access Group;
Contaminated Land Working Group;
Contract Negotiation & Monitoring Working Group.
- 9 Given progression of the Ice Centre Feasibility Study, Members may wish to consider setting up an Ice Centre Project Working Group to enable engagement at an early stage in any development plans. The Terms of Reference for this Working Group could be as follows:
 - to consider the strategic direction of the project;
 - to ensure that the project is consistent with the Authority's policy framework;
 - to consider the feasibility and viability of the project;
 - to **assess** the capital and revenue implications of the project.
- 10 The Park Development Panel has substantially completed the majority of its work and the next phase consists of the area based proposals. These are being dealt with in the main by the respective Planning and Regeneration Committees. It is proposed however to retain the Panel membership for any further work required and to provide a steer to officers when needed.
- 11 It is hoped that where possible membership of panel and groups will be maintained in view of the knowledge gained by previous Members of each group.

PROPORTIONALITY

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

MEMBERSHIP OF COMMITTEES, PANEL AND GROUPS

- 13 The suggested membership of committees, task and finish panel and groups will be tabled at the meeting after discussion at today's Group Meetings.

UNFILLED VACANCIES

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

membership will then be circulated to Members.

FOR DECISION

15 Subject to any approved changes in committee terms of reference, to determine appointments to:

(1) Executive Committee

a) 8 Members, including Chairman and Vice-Chairman of Authority (at least 50% to be London Members), 1 Member to be nominated jointly by the non-majority groups

(2) Audit Committee

a) 7 Members
b) Chairman & Vice Chairman

(3) Lower Lee Valley Regeneration & Planning Committee

a) 11 Members; 6 London Riparian, 3 other London, 1 Essex and 1 Herts
b) Chairman & Vice Chairman

(4) Upper Lee Valley Regeneration & Planning Committee

a) 11 Members, 5 Herts (County and Districts), 4 Essex (County and District) and 2 London
b) Chairman & Vice Chairman

(5) Scrutiny Committee

a) 9 Members
b) Chairman & Vice Chairman

(6) Park Development Framework Panel

a) 6 Members
b) Chairman

(7) Communications & Access Group

a) 7 Members
b) Chairman & Vice Chairman

(8) Contaminated Land Working Group

a) 4 Members
b) Chairman & Vice Chairman

(9) Contract Monitoring Working Group

a) 9 Members, Executive Committee and 3 others

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

HUMAN RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

EQUALITY IMPLICATIONS

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

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

APPENDICES ATTACHED

- Appendix A Terms of Reference & Membership of Authority, Committees, Task & Finish Panels
Appendix B Membership of Committees, Panel & Groups 2014/15

This page is blank

**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 6 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, 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

Meetings 3 per year

Membership 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

UPPER LEE VALLEY REGENERATION AND PLANNING COMMITTEE

Meetings To meet bi-monthly or as required

Membership 11 Members, 5 from Herts (County and Districts), 4 from Essex (County and District) and 2 from London.

Terms of Reference

- To deal with the general aspects of regeneration and planning matters having regard to objectives set by the Authority's strategic business plan and its performance framework, in an area north of the M25 to Ware in Herts.
- To receive and determine all planning consultation reports and consider and make recommendations which relate to the geographical area of responsibility in accordance with s.14 of the Lee Valley Regional Park Act.
 - i) Comment and make representations on proposed policies of the riparian boroughs, regional agencies and national government that will impact on the Park within the geographical area.
 - ii) Approve policies and proposals from officers that deal with planning matters for submission to Executive Committee.
 - iii) Endorse planning matters dealt with by way of delegation to officers in accordance with approved policy.
- Consider and make recommendations to the Authority on aspects of the Park Development Framework within this Committee's Geographical Area.

- To ensure that the Authority's remit is considered within the context of the local planning framework and any other future statutory or non-statutory regional plans.
- To maximise the Authority's influence and impact in the overall regeneration of the ULV and to ensure in so far as possible that consideration is given to the Authority's position and statutory role taking into account its vision, strategic business plan and Park Development Framework.

LOWER LEE VALLEY REGENERATION AND PLANNING COMMITTEE

Meetings To meet bi-monthly or as required

Membership 11 Members, 6 London Riparian, 3 Other London, 1 Essex and 1 Herts

Terms of Reference

- To deal with the general aspects of regeneration and planning matters having regard to objectives set by the Authority's strategic business plan and its performance framework in an area stretching from an area south of the M25 and continuing to East India Dock Basin.
- To receive and determine all planning consultation reports and consider and make recommendations which relate to the geographical area of responsibility in accordance with s.14 of the Lee Valley Regional Park Act:
 - i) Comment and make representations on proposed policies of the riparian boroughs, regional agencies and national government that will impact on the Park within the geographical area.
 - ii) Approve policies and proposals from officers that deal with planning matters for submission to Executive Committee.
 - iii) Endorse planning matters dealt with by way of delegation to officers in accordance with approved policy.
- Consider and make recommendations to the Authority on aspects of the Park Development Framework within this Committee's Geographical Area.
- To ensure that the Authority's remit is considered within the context of the adopted LLV and draft ULV Opportunity Area Planning Frameworks which are material considerations for the determination of applications for planning permission within London and any other future statutory or non-statutory regional plans
- To maximise the Authority's influence and impact in the overall regeneration of the LLV to ensure in so far as possible that consideration is given to the Authority's position and statutory role taking into account its vision, strategic business plan and Park Development Framework.

AUDIT COMMITTEE

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

Membership 7 Members

Terms of Reference

- Consider and approve the Authority's annual Financial Statement & Accounts

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

APPEALS COMMITTEE

Meetings As required

Membership 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 3rd tier officers and above
- Hear grievance appeals for 3rd tier officers and above
- Disciplinary hearings for 1st and 2nd tier officers
- Salary re-grading appeals for 1st and 2nd tier officers

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

COMMUNICATIONS & ACCESS GROUP (reporting to Executive)

Meetings As required

Membership 7 Members

Terms of Reference

- The determining of an effective structure for the communications and P.R. function looking at the balance between in house and external resourcing
- To steer the development of a communications & P.R Plan which will set out the priorities and targets for the Authority
- To look specifically at how Members can be supported to play their part in promoting the Park and raising its profile
- To steer the production an 'Outreach' strategy that will through practical and innovative initiatives deliver a more accessible Park from across the region
- To provide experience and guidance in the development of an effective website/intranet

CONTAMINATED LAND WORKING GROUP (reporting to Executive)

Meetings As required

Membership 4 Members

Terms of Reference

- To oversee delivery of the Contaminated Land Strategy
- To consider the conclusions and recommendations of further environmental assessment of the four identified sites
- To consider any intrusive work that should be undertaken on the four sites, at which sites and whether any further funding is required

PARK DEVELOPMENT FRAMEWORK PANEL (reporting to Authority)

Meetings As required

Membership 6 Members

Terms of Reference

- Agree programme for completion of PDF
- Review vision, strategic aims and objectives and proposals
- Review stakeholder and other consultation arrangements
- Agree PDF documentation for approval by Authority.

CONTRACT MONITORING WORKING GROUP (reporting to Executive Committee)

Meetings As required

Membership 9 Members

Terms of Reference

- To monitor and review delivery of the Leisure Services Contract
- To ensure that delivery of services by the Trust remains consistent with the Authority's policy framework
- To consider any service development proposals, including a change in mode of delivery, management systems and the introduction of new technology, and recommend to Authority any appropriate proposals

MEMBERSHIP OF COMMITTEES, GROUPS/PANELS 2014/15

COMMITTEES

EXECUTIVE COMMITTEE – 6 Members (at least 50% to be London Members), 1 Member nominated jointly by the non-majority groups preferably from one of the London Olympic Boroughs. MEETINGS: 12 per year or as required		
Labour (2)	Conservative (4)	Lib Dem (0)
John Bevan	Derrick Ashley	
Heather Johnson	Valerie Metcalfe	
	Paul Osborn	
	Alan Searing	
Chairman: Derrick Ashley		Vice Chairman: Paul Osborn

AUDIT COMMITTEE – 7 Members MEETINGS: 3 per year		
Labour (3)	Conservative (4)	Lib Dem (0)
Kathy Bee	David Andrews	
Ross Houston	Ricki Gadsby	
Gerry Lyons	Graham McAndrew	
	Vacancy	
Chairman: David Andrews		Vice Chairman: Vacancy

LOWER LEE VALLEY REGENERATION & PLANNING COMMITTEE – 11 Members, 6 LLV London Riparian (Enfield, Hackney, Haringey, Newham, Tower Hamlets and Waltham Forest), 3 other London, 1 from Essex, 1 from Herts MEETINGS: Bi-monthly or as required			
Labour (6)	Conservative (5)	Lib Dem (0)	Named Substitutes (2)
John Bevan	David Andrews		Kathy Bee
Christine Hamilton	Derrick Ashley		Alan Smith
Denise Jones	Linda Haysey		
Chris Kennedy	Valerie Metcalfe		
Gerry Lyons	Paul Osborn		
Ellie Robinson			
Chairman: John Bevan		Vice Chairman: Derrick Ashley	

UPPER LEE VALLEY REGENERATION & PLANNING COMMITTEE – 11 Members, 5 from Herts and 4 from Essex (County & Districts), 2 London MEETINGS: Bi-monthly or as required			
Labour (3)	Conservative (7)	Lib Dem (1)	Named Substitutes (2)
John Bevan	David Andrews	Malcolm Cowan	Kathy Bee
Ross Houston	Ricki Gadsby		Alan Smith
Heather Johnson	Valerie Metcalfe		
	Gordon Nicholson		
	Mary Sartin		
	Syd Stavrou		
	Vacancy		
Chairman: David Andrews		Vice Chairman: Syd Stavrou	

SCRUTINY COMMITTEE – 9 Members MEETINGS: 3 per year		
Labour (3)	Conservative (5)	Lib Dem (1)
Ross Houston	Stephen Carr	Gwyneth Deakins
Chris Kennedy	Gordon Nicholson	
Alan Smith	Mary Sartin	
	Syd Stavrou	
	Lyn White	
Chairman: Ross Houston		Vice Chairman: Stephen Carr

TASK AND FINISH PANELS/GROUPS

PARK DEVELOPMENT FRAMEWORK PANEL – 6 Members		
MEETINGS: As required		
Labour (2)	Conservative (4)	Lib Dem (0)
Ross Houston	Derrick Ashley	
Heather Johnson	Linda Haysey	
	Gordon Nicholson	
	Paul Osborn	
Chairman: Derrick Ashley		

COMMUNICATIONS & ACCESS GROUP – 7 Members		
MEETINGS: As required		
Labour (2)	Conservative (4)	Lib Dem (1)
Ross Houston	David Andrews	Malcolm Cowan
Heather Johnson	Sarah McDermott	
	Mary Sartin	
	Alan Searing	
Chairman: Alan Searing		Vice Chairman: David Andrews

CONTAMINATED LAND WORKING GROUP – 4 Members		
MEETINGS: As required		
Labour (1)	Conservative (3)	Lib Dem (0)
Heather Johnson	Gordon Nicholson	
	Mary Sartin	
	Syd Stavrou	
Chairman: Mary Sartin		Vice Chairman: Vacancy

CONTRACT MONITORING WORKING GROUP – 9 Members		
MEETINGS: As required		
Labour (4)	Conservative (5)	Lib Dem (0)
Christine Hamilton	David Andrews	
Ross Houston	Derrick Ashley	
Heather Johnson	Valerie Metcalfe	
Chris Kennedy	Paul Osborn	
	Alan Searing	
Chairman: Derrick Ashley		

APPOINTMENT TO OUTSIDE BODIES

Waltham Abbey Town Partnership	Syd Stavrou
Enfield, Essex & Herts Border Liaison Group	Valerie Metcalfe Ricki Gadsby Syd Stavrou Lyn White
North London Strategic Alliance Leaders Board	Heather Johnson
White Water Canoe Centre Legacy Board	Ricki Gadsby
Hertfordshire Young Mariners	David Andrews
Riding for the Disabled at LV Riding Centre	Syd Stavrou
Lee Valley Leisure Trust	John Bevan Linda Haysey Vacancy