

You are requested to attend the **ANNUAL GENERAL MEETING** of the **AUTHORITY** to be held by remote access on:

**THURSDAY, 2 JULY 2020 AT 14:00**

at which the following business will be transacted:

**A G E N D A**

**Part I**

1 To note membership of the Authority:

<b>Constituent Council</b>	<b>Member</b>
Essex County Council	Ricki Gadsby Mike Garnett Valerie Metcalfe Simon Walsh
Hertfordshire County Council	David Andrews Derrick Ashley Frances Button Nigel Quinton
Broxbourne Borough Council	Ken Ayling Gordon Nicholson
East Hertfordshire District Council	Graham McAndrew John Wyllie
Epping Forest District Council	Mary Sartin Steven Heather
London Borough of Barnet	Ross Houston
London Borough of Camden	Heather Johnson
London Borough of Enfield	vacancy
Royal Borough of Greenwich	David Gardner
London Borough of Hackney	Christopher Kennedy
London Borough of Haringey	John Bevan
London Borough of Harrow	Paul Osborn
London Borough of Islington	Rowena Champion
London Borough of Newham	Rokhsana Fiaz OBE
London Borough of Tower Hamlets	Denise Jones
London Borough of Waltham Forest	Terry Wheeler
Non-Riparian London Boroughs	3 vacancies
Co-opted Members:	
Environment Agency	Debbie Jones
Canal & River Trust	Sam Anderson-Brown

2 To receive apologies for absence

3 **DECLARATION OF INTERESTS**

Members are asked to consider whether or not they have disclosable pecuniary, other pecuniary or non-pecuniary interests in any item on this agenda. Other pecuniary and non-pecuniary interests are a matter of judgement for each Member. (Declarations may also be made during the meeting if necessary.)

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

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

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

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

5 To approve the Minutes of the meeting held on 23 April 2020 (copy herewith)

6 **PROPOSED COMMITTEES AND GROUPS** Paper A/4282/20  
**FOR 2020/21 – APPOINTMENT OF MEMBERSHIP**  
**AND CHAIRMEN**

Presented by Beryl Foster, Deputy Chief Executive

7 **APPOINTMENTS TO OUTSIDE BODIES FOR 2020/21** Paper A/4283/20

Presented by Beryl Foster, Deputy Chief Executive

8 **CALENDAR OF MEETINGS 2020/21** Paper A/4284/20

Presented by Beryl Foster, Deputy Chief Executive

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

Presentation by Shaun Dawson, Chief Executive

10 **PRESENTATIONS**

Volunteering  
by Jessica Whitehead, Volunteer Officer

Wildlife Discovery Centre  
by Paul Roper, Head of Project & Funding Delivery

**Active Communities**  
by Paul Coates, Head of Active Communities

**11 NEXT MEETING OF THE AUTHORITY**

To note that the next meeting of the Authority will be held on Thursday, 22 October 2020 at 2.00pm.

**12 URGENT BUSINESS**

Such other business as in the opinion of the Chairman of the meeting is of sufficient urgency by reason of special circumstances to warrant consideration.

**13 EXEMPT ITEMS**

Consider passing a resolution based on the principles of Section 100A(4) of the Local Government Act 1972, excluding the public and press from the meeting for the items of business listed on Part II of the Agenda, on the grounds that they involve the likely disclosure of exempt information as defined in those sections of Part 1 of Schedule 12A of the Act as are listed on the Agenda. (There are no items currently listed for consideration in Part II.)

24 June 2020

Shaun Dawson  
Chief Executive

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## LEE VALLEY REGIONAL PARK AUTHORITY

### AUTHORITY MEETING (by remote access) 23 APRIL 2020

Members in remote attendance	Paul Osborn (Chairman)	Heather Johnson
	David Andrews	Denise Jones
	Derrick Ashley	Christopher Kennedy
	Ken Ayling	Graham McAndrew
	John Bevan	Valerie Metcalfe
	Frances Button	Gordon Nicholson
	Rowena Champion	Nigel Quinton
	Ricki Gadsby	Mary Sartin
	Mike Garnett	Simon Walsh
	David Gardner	Steven Heather (Deputy Member)
	Ross Houston	Ian Kemp (Deputy Member)

Apologies Received From: Christine Hamilton, John Wyllie

Officers in remote attendance	Shaun Dawson	- Chief Executive
	Beryl Foster	- Deputy Chief Executive
	Simon Sheldon	- Director of Finance & Resources
	Dan Buck	- Corporate Director
	Jon Carney	- Corporate Director
	Simon Clarke	- Head of IT (part time)
	Sandra Bertschin	- Committee & Members' Services Manager

Also in remote attendance: Laurie Elks  
Celia Coram, Caroline Day, Vicky Sholund, Abigail Woodman,  
Paul Charman, Peter Mudge (Save Lea Marshes)

#### Part I

The Chairman welcomed everyone to the Authority's first meeting to be held by remote access. He advised that Syd Stavrou had resigned from the Authority due to ill-health and expressed thanks on behalf of the Authority for her contribution to the Authority's work. He advised amendment of the order of the agenda.

#### 30 DECLARATIONS OF INTEREST

Name	Agenda Item No.	Nature of Interest	
Ken Ayling	7	Member of Broxbourne Borough Council	<i>Non-Pecuniary</i>
Chris Kennedy	4	Knows the public speaker as one of his constituents	<i>Non-Pecuniary</i>

#### 31 AMENDMENT OF STANDING ORDERS AND FINANCIAL REGULATIONS FOLLOWING EMERGENCY LEGISLATION RELATING TO CORONAVIRUS

Paper A/4279/20

The report was introduced by the Deputy Chief Executive, including:

- emergency legislation had come into force on 4 April 2020 to enable public bodies to hold remote meetings, although this legislation does not apply to the Authority it was considered to be best practice in light of the current Covid-19 situation;
- this was for a time limited period until 7 May 2021;
- the Authority has previously adopted provisions that apply to other public bodies which do not flow directly from the Lee Valley Regional Park Act 1966;
- under the new Regulations Members are considered to be attending a meeting if they can hear, and where practicable see, and be heard and, where practicable, be seen by other Members and the public. If these conditions were satisfied then access to meetings and absence rules would be fulfilled; and
- proposed changes to Financial Regulations were interim and a full review would be undertaken ahead of the Annual General Meeting.

In response to questions from Members it was advised that:

- in normal circumstances and ideally the Authority would have met physically to approve amendment of Standing Orders but in accordance with public health guidance (i.e. social distancing) this was not practicable. The Regulations, made under section 78 of the Coronavirus Act 2020, apply notwithstanding any other legislation of current pre-existing standing orders or any other rules of local authorities governing meetings;
- there was provision in Standing Orders which allows the Chairman to decide a process of voting other than by a show of hands and this was something which would be tested via the remote access platform;
- officers were reviewing available platforms to allow the Authority to consider webcasting some of its meetings in the future.

- (1) **the proposed changes to Standing Orders as detailed in Appendix A of Paper A/4279/20;**
- (2) **the proposed changes to Financial Regulations as detailed in Appendix B of Paper A/4279/20;**
- (3) **delegation 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; and**
- (4) **delegation to the Head of Finance 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 was approved.**

## 32 MINUTES OF LAST MEETING

The Chairman requested amendment of Minute No 24 by deletion of remarks attributed to him in response to a Member's comment about contaminated land. His remarks had related to the unattractiveness of the current Ice Centre and that in his opinion the proposed new Ice Centre would significantly improve the surrounding open spaces and links to them from Lea Bridge Road.

**THAT the minutes of the meeting held on 23 January 2020 be approved and signed subject to amendment as above.**

### 33 PUBLIC SPEAKING

Laurie Elks addressed the meeting, including:

- acknowledgement of amendment of Minute No 24 of the Authority meeting of 23 January 2020;
- that Waltham Forest Council's environmental assessment of Metropolitan Open Land in the borough referred to the Ice Centre site as representing an important strategic open space;
- this, supported by the reference to the area in the Authority's Landscape Strategy, part of the Park Plan, highlighted that the land was an important and valuable part of the Park;
- the Authority appeared to have an entrenched problem recognising and supporting the value of landscape and ecology in this part of the Park;
- request for an update on compilation of a list of priority landscape projects.

The Chairman reiterated his view that the current Ice Centre was a particularly poor building, not the land area around it.

In response the Chief Executive remarked:

- the Authority had always taken its statutory role as guardian of land across the Park seriously which had been recognised externally with awards such as Green Flags;
- compilation of landscape projects had been delayed due to differing pressures but a detailed list of projects across the Park had now been developed and would be consulted upon with key stakeholders following the lifting of lockdown.

### 34 WRITE-OFF OF IRRECOVERABLE ARREARS 2019/20 Paper A/4280/20

The report was introduced by the Director of Finance & Resources.

- (1) that no debts were written-off under delegated authority during 2019/20 was noted.**

### 35 COVID-19 RESPONSE AND WORK PROGRAMME UPDATE Paper A/4281/20

The report was introduced by the Chief Executive, including:

- excellent collaboration work had been undertaken with Lee Valley Leisure Trust Ltd to close the sports venues;
- staff were providing practical support to 'resident' static caravan owners who have remained at the campsites;
- marinas remained open with reduced services;
- day-to-day focus has been on open spaces to keep them safely activated;
- commencing with the Easter weekend open spaces car parks will be closed at weekends and Bank Holidays in support of the social distancing policy;
- comprehensive process undertaken to support staff changed working practices;
- an emergency budget 2020/21 was being prepared to reflect impact of the Covid-19 emergency on cash-flow;
- 67 staff had been furloughed to date and it was anticipated that by June approximately 80% of staff would be furloughed;

- furloughed staff would continue to receive their full salary as the Authority was meeting the 20% difference in the Government's furlough scheme;
- officers had begun to develop modelling to reopen venues following lifting of lockdown restrictions;
- the Authority continued to work with partner bodies to support the Covid-19 emergency;
- outcome of the new Ice Centre planning application was expected in the autumn;
- works were progressing on the new Wildlife Discovery Centre to replace the Bittern Information Point;
- officers were working with the London Borough of Enfield to simplify land ownership at Rammey Marsh.

The Chairman advised that the Authority was reviewing potential to safely open some outside facilities at venues, such as the cycle track at Lee Valley VeloPark and running track at Lee Valley Athletics Centre, to support local residents physical wellbeing.

In response to a question from a Member, it was advised there was a long history of complex land ownerships at Rammey Marsh and it was hoped that negotiations with the London Borough of Enfield would simplify this and enable the Authority to go out to the market to identify potential future uses for this currently inaccessible area of land.

**(1) the report was noted.**

### **36 ORAL UPDATE ON EMERGENCY BUDGET 2020/21**

The Director of Finance & Resources advised:

- the Authority's cash flow had been greatly reduced, however cash reserves and the levy put the Authority in a reasonably strong financial position to manage the next 9 to 12 months;
- It was not proposed to raise a supplementary levy for the 2020/21 financial year as permitted under S48 of the Lee Valley Regional Park Act 1966; and
- future budgets would require far more critical decision making.

In response to Member questions it was advised:

- presently it was not necessary to redeploy staff to open spaces activities but this would be kept under review;
- the cleaning regime for the milk vending machine had been elevated and most car parking machines were contactless but more frequent cleaning of other car parking machines was being undertaken;
- medium term financial planning was in progress and would be reported later in the year. However, the funding basis for future schemes would probably need to change.

The Chairman advised that a review of maintenance work was being undertaken to assess if any works could safely be undertaken during the current lockdown and so avoid future closures.

### **37 NEXT MEETING OF THE AUTHORITY**

It was noted that the next meeting of the Authority will be held on Thursday, 2 July 2020 at 2.00pm.



38 **EXEMPT ITEMS**

**THAT based on the principles of Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting for the items of business below on the grounds that they involve the likely disclosure of exempt information again on the principles as defined in those sections of Part I of Schedule 12A of the Act indicated:**

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Section Number</b>
<b>9</b>	<b>Oral update on conclusion of the Leisure Services Contract with Lee Valley Leisure Trust Ltd</b>	<b>3</b>

39 **ORAL UPDATE ON CONCLUSION OF THE LEISURE SERVICES CONTRACT WITH LEE VALLEY LEISURE TRUST LTD**

Senlor officers highlighted issues regarding conclusion of the Leisure Services Contract with Lee Valley Leisure Trust Ltd.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

The meeting started at 10.05am and ended at 11.28am

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**PROPOSED COMMITTEES AND GROUPS FOR 2020/21  
- APPOINTMENT OF MEMBERSHIP AND CHAIRMEN**

Presented by the Deputy Chief Executive

**SUMMARY**

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

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

**RECOMMENDATIONS**

Members Approve: (1) membership of Committees and Groups for 2020/21 as agreed at the meeting; and

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

**BACKGROUND**

- 1 The Authority is created by its own Act of Parliament, the Lee Valley Regional Park Act 1966 (the 1966 Act) and is able to appoint committees by virtue of the Schedule to the 1966 Act. The Authority periodically reviews its adopted committee structure. The current committee structure serves the Authority's business needs and was streamlined in 2017 replacing two planning committees with a single Regeneration & Planning Committee. From a Governance perspective it would be appropriate to review the Committee

structure at the start of the next four year term of office in 2021. Members are reminded that all Members may attend, but not vote at, any committee or working group of which they are not members and, with the agreement of the Chairman, may participate in the discussion.

#### **TASK AND FINISH GROUPS**

- 2 The Authority's Task and Finish Groups were set up to ensure Member involvement with and input into major projects and/or strategic review at an early stage and as necessary. They are not decision making.
- 3 Members of the 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.
- 4 The Groups for 2019/20 were:  
  
Ice Centre Project Working Group;  
Land & Property Review Working Group;  
Levy Strategy Working Group; and  
Leisure Services Contract Review Working Group.
- 5 It is proposed that Groups for 2020/21 remain unchanged, i.e.:  
  
Ice Centre Working Group;  
Land and Property Review Working Group;  
Levy Strategy Working Group; and  
Leisure Services Contract Review Working Group.
- 6 It is hoped that where possible membership of Groups will be maintained in view of the knowledge gained by previous Members of each group.

#### **PROPORTIONALITY**

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

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

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

#### **UNFILLED VACANCIES**

- 9 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**

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

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

#### **ENVIRONMENTAL IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

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

#### **HUMAN RESOURCE IMPLICATIONS**

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

### **LEGAL IMPLICATIONS**

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

### **RISK MANAGEMENT IMPLICATIONS**

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

### **EQUALITY IMPLICATIONS**

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

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### **APPENDIX ATTACHED**

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

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

**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 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

## **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 e.g. whistleblowing, fraud & corruption, reports from auditors/management, special investigations  
**Membership** 7 Members

### **Terms of Reference**

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

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

## **APPEALS COMMITTEE**

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

### **Terms of Reference**

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

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

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

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

### **Terms of Reference**

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

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

**Meetings** As required  
**Membership** 7 Members

**Terms of Reference**

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

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

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

**Terms of Reference**

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

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

- xi) **Assess each income generation/cost saving area in terms of level of confidence and timeline.**
- xii) **Recommend any levy target for future years.**

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

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

**Terms of Reference**

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

**LEE VALLEY REGIONAL PARK  
AUTHORITY**

**ANNUAL AUTHORITY MEETING**

**2 JULY 2020 AT 14:00**

**Agenda Item No:**

**7**

**Report No:**

**A/4283/20**

**APPOINTMENTS TO OUTSIDE BODIES**

Presented by the Deputy Chief Executive

**SUMMARY**

This report sets out the current list of outside bodies on which the Authority is represented, together with Authority groups which involve outside agencies or appointees and seeks appointments for 2020/21. Please note in the majority of appointments this period runs from the date of this meeting until 30 June 2021.

**RECOMMENDATION**

- Members Approve: (1) the proposals for appointments to outside bodies for 2020/21 as set out in Appendix A to this report; and
- Members consider: (2) termination on 31 July 2020 of Authority appointments to the Board of Lee Valley Leisure Trust Ltd as set out in paragraph 10.

**BACKGROUND**

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

**PROPOSALS FOR 2020/21**

- 4 A review of the appointments made in 2019/20 has been undertaken and a brief description of each organisation is set out in Appendix A to this report.
- 5 Appointment to Waltham Abbey Town Partnership is not required as the Partnership no longer meets.

## **APPOINTMENTS TO LEE VALLEY LEISURE TRUST LIMITED**

- 6 The Authority set up Lee Valley Leisure Trust Ltd (the Trust) in December 2013 (a registered society under the Co-operative and Community Benefit Societies Act 2014) and entered into a Leisure Services Contract (LSC) with the Trust following a non-competitive procurement procedure and the publication of a Contract Award Notice. It should be noted that the Trust is an independent entity and not controlled by the Authority.
- 7 The rules of the Trust provide that up to 3 Board Members may be nominated by the Authority for a period of 3 years.
- 8 The Authority appointed 3 founding Trustees to the Trust to perform the early task of setting up the Trust and following establishment of the Trust and recruitment to the Trustee Board 2 of the founding Trustees resigned. The Authority has made subsequent appointments to the Trust from within its membership but decided in 2018, in light of the competitive procurement for a new LSC, that its appointees should be persons who are not Members of the Authority but persons who were known or connected to the Authority.
- 9 The Authority currently has 2 appointees (Gwyneth Deakins, appointed on 6 July 2018, and Linda Haysey, appointed on 19 October 2017). In accordance with the Rules of the Trust these appointments are made for 3 years (Linda Haysey's appointment ends on 19 October 2020 and Gwyneth Deakins' appointment ends on 6 July 2021).
- 10 The LSC with the Trust concluded on 31 March 2020 and the Trust was unsuccessful in the procurement of a new LSC. The Authority's business relationship with the Trust is therefore at an end and it may no longer require representation on the Trust Board. Consideration should be given to terminating the Authority appointments to the Trust Board. The Authority is able to give Notice (under Rule 12.4.5) to the Trust that the Authority's appointees to the Trust Board will terminate. The Authority's intention to review its appointments at the AGM was communicated to the Trust by the Authority Chairman in recent correspondence. If Members agree with the termination of its appointments then it is suggested that notice could be given for termination to be effected on the 31<sup>st</sup> July 2020. Thus Authority appointed Trustees will remain in place for 4 months following the end of the LSC to assist with end of contract processes and procedures.

## **ENVIRONMENTAL IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

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

## **HUMAN RESOURCE IMPLICATIONS**

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

**LEGAL IMPLICATIONS**

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

**RISK MANAGEMENT IMPLICATIONS**

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

**EQUALITY IMPLICATIONS**

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

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

**APPENDIX ATTACHED**

Appendix A Appointments to Outside Bodies 2019/20

## APPOINTMENTS TO OUTSIDE BODIES

OUTSIDE BODIES	No of Reps	Representative(s) previous year 2019/20	Proposal for 2020/21
<p>(a) <b>Waltham Abbey Town Partnership</b></p> <p>This was established to encourage joint working and the development of tourism in Waltham Abbey.</p>	1	Syd Stavrou	No longer required The Partnership no longer meets.
<p>(b) <b>Six Authorities Liaison Group</b> (formerly Enfield, Essex &amp; Herts Border Liaison Group)</p> <p>This Forum, consisting of Essex and Herts County Councils, Broxbourne Borough Council, London Borough of Enfield, Epping Forest District Council and the Park Authority, is convened when necessary to consider the implications of major development proposals in the Upper Lee Valley.</p>	4	Ken Ayling Valerie Metcalfe Gordon Nicholson <b>vacancy</b>	
<p>(c) <b>Lee Valley Leisure Trust Limited</b></p> <p>Board comprising independent Trustees, there can be up to 3 Authority Trustee appointments.</p>	3	Linda Haysey Gwyneth Deakins	Possibly no longer required Notice of termination on 31 July 2020 to be considered.



 <p><b>LEE VALLEY REGIONAL PARK AUTHORITY</b></p> <p><b>ANNUAL AUTHORITY MEETING</b></p> <p><b>2 JULY 2020 AT 14:00</b></p>	<p><b>Agenda Item No:</b></p> <p><b>8</b></p> <p><b>Report No:</b></p> <p><b>A/4284/20</b></p>
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## **CALENDAR OF MEETINGS 2020/21**

Presented by the Deputy Chief Executive

### **SUMMARY**

This report seeks Members approval of the draft calendar of meetings for the Authority and its main committees for 2020/21.

### **RECOMMENDATION**

Members Approve:                   (1)   the calendar of meetings for 2020/21 as shown in Appendix A to this report.

### **BACKGROUND**

- 1   Every year Members agree the dates of Authority and its main committees for the ensuing year.
- 2   A draft calendar for the year 2020/21 is attached at Appendix A to this report for approval.

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

- 3   In April 2020 Authority approved amendment of Standing Orders as a result of emergency legislation (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) which came into force on 4 April 2020 to enable remote meetings to be held through "electronic, digital, virtual locations and telephone conferencing" for a time limited period (to 7 May 2021) in response to public health guidance (i.e. social distancing) introduced to combat coronavirus (Paper A/4279/20). So currently meetings are being held by remote access but this may change upon the lifting of social distancing.
- 4   With the agreement of Members the majority of the meetings are held on a Thursday during the day.
- 5   The Authority meetings are held quarterly at 2pm on the fourth Thursday of the month.

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

#### **MEMBERS' VISITS**

- 11 Previously Members' Visits to sites in the Park or outside the Park are scheduled relating to:
  - (a) sites where policy decisions will be required during the year;
  - (b) sites where schemes for phased programmes of works over many years are completed/nearing completion; and
  - (c) projects outside the Park for lessons in good practice and for fresh ideas.

However, given current social distancing restrictions imposed to combat coronavirus no Member Visits have been included in the 2020/21 Calendar. Should social distancing restrictions be sufficiently lifted later in the year ad-hoc Member Visits could be arranged.

- 12 In the meantime, an optional Member visit to the new Wildlife Discovery Centre, which is scheduled to be completed late Autumn, will be arranged with Members making their own way to the site and following any social distancing restrictions which may still be in place at that time.

#### **ENVIRONMENTAL IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

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

#### **HUMAN RESOURCE IMPLICATIONS**

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

#### **LEGAL IMPLICATIONS**

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

#### **RISK MANAGEMENT IMPLICATIONS**

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

**EQUALITY IMPLICATIONS**

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

Appendix A Draft Calendar of Meetings 2019/20

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## CALENDAR OF MEETINGS JULY 2020 – JULY 2021

2020			
2	July	3.00pm	Audit Committee
30	July	10.30am	Ice Centre Working Group
30	July	11.30am	Executive Committee
24	September	10.30am	Ice Centre Working Group
24	September	11.30am	Executive Committee
24	September	12.30pm	Regeneration & Planning Committee
24	September	1.30pm	Audit Committee
22	October	10.30am	Ice Centre Working Group
22	October	11.30am	Executive Committee
22	October	12.30pm	Regeneration & Planning Committee
22	October	2.00pm	Authority
19	November	10.30am	Ice Centre Working Group
19	November	11.30am	Executive Committee
19	November	12.30pm	Regeneration & Planning Committee
19	November	1.30pm	Scrutiny Committee
17	December	10.30am	Ice Centre Working Group
17	December	11.30am	Executive Committee
17	December	1.00pm	Budget Workshop
2021			
7	January	10.30am	Budget Workshop (Continued if necessary)
21	January	10.30am	Ice Centre Working Group
21	January	11.30am	Executive Committee
21	January	12.30pm	Regeneration & Planning Committee
21	January	2.00pm	Authority
25	February	10.00am	Ice Centre Working Group
25	February	11.00am	Executive Committee
25	February	12.00noon	Regeneration & Planning Committee
25	February	1.00pm	Audit Committee
25	February	2.00pm	Scrutiny Committee
25	March	10.30am	Ice Centre Working Group
25	March	11.30am	Executive Committee
25	March	12.30pm	Regeneration & Planning Committee

**Appendix A to Paper A/4284/20**

<b>29</b>	<b>April</b>	<b>10.30am</b>	<b>Ice Centre Working Group</b>
<b>29</b>	<b>April</b>	<b>11.30am</b>	<b>Executive Committee</b>
<b>29</b>	<b>April</b>	<b>12.30pm</b>	<b>Regeneration &amp; Planning Committee</b>
<b>29</b>	<b>April</b>	<b>2.00pm</b>	<b>Authority</b>
<b>27</b>	<b>May</b>	<b>10.30am</b>	<b>Ice Centre Working Group</b>
<b>27</b>	<b>May</b>	<b>11.30am</b>	<b>Executive Committee</b>
<b>27</b>	<b>May</b>	<b>12.30pm</b>	<b>Regeneration &amp; Planning Committee</b>
<b>24</b>	<b>June</b>	<b>10.00am</b>	<b>Ice Centre Working Group</b>
<b>24</b>	<b>June</b>	<b>11.00am</b>	<b>Executive Committee</b>
<b>24</b>	<b>June</b>	<b>12.00noon</b>	<b>Regeneration &amp; Planning Committee</b>
<b>24</b>	<b>June</b>	<b>1.00pm</b>	<b>Audit Committee</b>
<b>24</b>	<b>June</b>	<b>2.00pm</b>	<b>Scrutiny Committee</b>
<b>8</b>	<b>July</b>	<b>2.00pm</b>	<b>ANNUAL GENERAL MEETING</b>

- **Meetings are normally held at Myddelton House, Bulls Cross, Enfield, EN2 9HG unless otherwise stated – please check agendas for confirmation**