

**LEE VALLEY REGIONAL PARK  
AUTHORITY**

**ANNUAL AUTHORITY MEETING**

**2 JULY 2020 AT 14:00**

**Agenda Item No:**

**6**

**Report No:**

**A/4282/20**

**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

<b>Meetings</b>	4 times a year (including AGM)
<b>Membership</b>	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

<b>Meetings</b>	12 times per year and as required by the business
<b>Membership</b>	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**
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