

You are requested to attend the **ANNUAL GENERAL MEETING** of the **AUTHORITY** to be held at **MYDDELTON HOUSE** on:

THURSDAY, 5 JULY 2018 AT 14:00

at which the following business will be transacted:

AGENDA

Part I

- 1 To note the membership of the Authority:

Constituent Council	Member
Essex County Council	Mike Garnett Valerie Metcalfe Maggie McEwen Simon Walsh
Hertfordshire County Council	David Andrews Derrick Ashley Frances Button Barbara Gibson
Broxbourne Borough Council East	Ken Ayling Gordon Nicholson
Hertfordshire District Council	Keith Warne!! John Wyllie
Epping Forest District Council	Mary Sartin Syd Stavrou
London Borough of Barnet	Ross Houston
London Borough of Camden	Heather Johnson
London Borough of Enfield	Christine Hamilton
London Borough of Hackney	Christopher Kennedy
London Borough of Haringey	John Bevan
London Borough of Harrow	Paul Osborn
London Borough of Islington	Claudia Webbe
London Borough of Kensington & Chelsea	David Lindsay
London Borough of Lewisham	Alan Smith
London Borough of Newham	Zuber Gulamussen
London Borough of Sutton	Jill Whitehead
London Borough of Tower Hamlets	Denise Jones
London Borough of Waltham Forest	Paul Douglas
Non-Riparian London Borough	Vacant

Co-opted Members:

**Environment Agency
Canal & River Trust**

**Debbie Jones
Jon Guest**

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 26 April 2018 (copy herewith)

**6 GOVERNANCE STRUCTURE - PROPOSED COMMITTEES, Paper A/4258/18
PANEL AND GROUPS FOR 2018/19 —
APPOINTMENT OF MEMBERSHIP AND CHAIRMEN**

Presented by Beryl Foster, Director of Corporate Services

7 APPOINTMENTS TO OUTSIDE BODIES FOR 2018/19 Paper A/4259/18

Presented by Beryl Foster, Director of Corporate Services

8 CALENDAR OF MEETINGS 2018/19 Paper A/4260/18

Presented by Beryl Foster, Director of Corporate Services

9 REVIEW OF STANDING ORDERS Paper N4261/18

Presented by Beryl Foster, Director of Corporate Services

10 UPDATE ON KEY STRATEGIC PROJECTS/INITIATIVES

Presentation by Shaun Dawson, Chief Executive

11 NEXT MEETING OF THE AUTHORITY

To note that the next meeting of the Authority will be held on Thursday, 18 October 2018 at 2.00pm at Myddelton House, Bulls Cross, Enfield, Middlesex, EN2 9HG.

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.)

27 June 2018

Shaun Dawson
Chief Executive

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LEE VALLEY REGIONAL PARK AUTHORITY

**AUTHORITY MEETING
26 APRIL 2018**

Members Present: Paul Osborn (Chairman) Same Kane (Deputy for Mary Sartin)
David Andrews Christopher Kennedy
Derrick Ashley Maggie McEwen
Ken Ayling Valerie Metcalfe
John Bevan (Deputy for Peray Ahmet) Paul Seeby (Deputy for Gordon Nicholson)
Frances Button Syd Stavrou
Paul Douglas Simon Walsh
Mike Garnett Keith Warnell
Ross Houston John Wyllie
Heather Johnson Jon Guest (Canal & River Trust)

Apologies Received From: Peray Ahmet, Stephen Carr, Gwyneth Deakins, Barbara Gibson,
Christine Hamilton, Denise Jones, Gordon Nicholson, Mary Sartin

Officers Present: Shaun Dawson - Chief Executive
Beryl Foster - Director of Corporate Services
Simon Sheldon - Director of Finance & Resources
Dan Buck - Head of Sport & Leisure
Shammy Batra - Commercial Solicitor
Michael Sterry - Head of Procurement
Gavin Embley - Information Officer
Cath Patrick Paul - Conservation Manager
Roper Sandra - Volunteers & Community Engagement Manager
Bertschin - Committee & Members' Services Manager
Lindsey Johnson - Committee Services Officer

Also Present: Graham McAndrew (Deputy for East Herts District Council)

Part I

27 DECLARATIONS OF INTEREST

Name	Agenda Item No.	Nature of Interest	<i>Prejudicial</i>
<i>John Bevan</i>	9	<i>Trustee for Lee Valley Leisure Trust</i>	<i>Non-Pecuniary</i>
<i>Ken Ayling</i>	5	<i>Member of Broxbourne Borough Council</i>	<i>Non-Pecuniary</i>
<i>Paul Seeby</i>	5	<i>Member of Broxbourne Borough Council</i>	<i>Non-Pecuniary</i>

28 MINUTES OF LAST MEETING

THAT the minutes of the meeting held on 18 January 2018 be approved and signed.

29 PUBLIC SPEAKING

No requests from the public to speak or present petitions had been received for this meeting.

30 ROLE AND KEY FUNCTIONS FOR THE LEE VALLEY REGIONAL PARK AUTHORITY POST 2020 Paper A/4255/18

The report was introduced by the Chief Executive, including:

- we have a large estate which needs constant maintenance; Olympic venues are relatively new but we will need to invest and plan for their maintenance in the future and consider new opportunities;
- we will need a coherent document, with investment aspirations and consider our funding options;
- we will also need to consider our management and staffing structure to ensure that it is effective and efficient going forward.

The Vice Chairman asked that officers keep in mind all the new development that is going on in the Park and warned against developers seeing the Park as fulfilling their planning obligations for recreational space without giving the Park money for additional maintenance. He also asked if we had a method of calculating the additional cost of looking after open space when a large development is built nearby. Officers said that they would look into this and include it in the new business plan.

A Member asked that the new business plan consider the Parklands as well as the Olympic venues and suggested that work on the Bittern Information Point (BIP) would be a good place to start. The Chairman replied that a report on the BIP would be coming to Members shortly.

A Member asked what the outcome was on placing the SS Robin at East India Dock Basin. The Chairman replied that we had to give permission by a deadline due to Trinity Buoy Wharf renting a crane, we weren't comfortable that full due diligence had been carried out regarding ensuring that the infrastructure was sufficient to take the weight of the ship, so sadly we had to pull out.

- (1) the business direction, future role and functions of the Authority post 2020 was approved;**
- (2) the update on the medium term business priorities as set out in Paper A/4255/18;**
- (3) the last business plan has seen many achievements in the last 10 years, including a 22% reduction in the levy, 45% in real terms, yet delivering far more than it was before. Members offered their thanks to officers and the Trust for delivering the business plan and looked forward to achieving another exciting 10 year business plan, was noted.**

31 FINANCIAL REGULATIONS WAIVERS 2017/18

Paper N4252/18

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

The Chairman noted that the major waiver was for the Lee Valley Ice Centre repairs, which was already approved by Members.

(1) the report was noted.

32 WRITE-OFF OF IRRECOVERABLE ARREARS 2017/18 Paper N4253/18

The report was introduced by the Director of Finance & Resources, including:

(1) the delegated write-offs for 2017/18 as detailed in paragraphs 3 to 7 of Paper A/4253/18 was noted.

33 GENERAL DATA PROTECTION REGULATIONS (GDPR) & DATA PROTECTION POLICY Paper N4257/18

The report was introduced by the Director of Corporate Services, including:

- the policy has been prepared by the Trust and is about how we keep, access and collect personal data;
- there will be a new Data Protection Officer, which for now will be the Director of Corporate Services;
- an email will be sent to all people whose data we hold, asking for permission to keep it;
- there will be training sessions for all staff which will be completed online with a Q&A session afterwards; and
- if there are any changes to the Policy it will be brought back to Members for approval.

(1) the revised Data Protection Policy as set out in Annex A to Paper A/4257/18;

(2) delegation to the Director of Corporate Services to make any non-material amendments to the policy was approved.

Michael Sterry and Gavin Embley left the meeting.

34 CONFLICT OF INTERESTS — PERSONS NOMINATED BY LEE VALLEY REGIONAL PARK AUTHORITY TO LEE VALLEY LEISURE TRUST LTD Paper A/4256/18

The above paper was withdrawn and will be considered again at the next Authority meeting on 5 July 2018.

35 BIODIVERSITY PRESENTATION

The Conservation Manager gave a presentation on Biodiversity, key points included:

- the Park is an internationally important wetland resource;
- we have 2 full time staff and 30 volunteers and deliver £50k capital works annually;
- we work in partnership with national and regional conservation organisations, comment on planning issues, act as an advisory role for the Authority and Trust and raise awareness of biodiversity issues at public events;
- we have been working with RSPB and HMWT with surveys, public engagement and management of sites to help increase numbers of wading birds;
- we have been working on the Barbel Species Action Plan and secured £36k for enhancement works to improve the spawning habitats for these fish;

- we have been involved in the Hertfordshire Water Vole Project, doing surveys, raising awareness, Mink monitoring and providing land management advice;
- we have installed 6 owl boxes in Tottenham Marshes, Walthamstow Marshes and River Lee Country Park and a large Common Tern raft on Seventy Acres Lake;
- we have been enhancing habitats in standing open water sites at Langridge Scrape and Ponders End Lake;
- we have been involved in surveys for invertebrates, otters, habitats in the lower lee valley and creeping Marshwort;
- we have introduced goat grazing on Cheshunt Marsh as a means of sustainable management of the grassland. The goats are being looked after by volunteers and the site has now been entered into Countryside Stewardship;
- the consultation for our Biodiversity Action Plan closed in February; we had responses from 34 people;
- for next year we will deliver the Biodiversity Action Plan, continue regional representation for the Regional Habitat and Species Action Plan groups, the Lee Catchment Nature Improvement Area and continue habitat enhancement works at Glen Faba and we will continue with surveys on Creeping Marshwort, invertebrates and habitat surveys at Stanstead Innings.

A Member asked if the otters were starting to displace minks. The Conservation Manager replied that whilst they had seen less mink, she didn't think that the otters were the cause of that.

A Member asked if we were engaged with the Environment Agency on natural flood management. The Conservation Manager replied that we were on sites that are not landfill.

A Member asked why the numbers of wading birds were falling. The Conservation Manager replied that this was due to habitat loss and decline, but that the Lee Valley is managing their sites to ensure this does not happen here.

A Member mentioned the problems with Floating Pennywort at Stonebridge Lock and asked if we were working with Canal & River Trust and the Environment Agency to prevent it in our waters. The Conservation Officer replied that this was more of a problem for the River Stort, Lower Lee and Tottenham Marshes and that she has met with the Environment Agency regarding this. It is hoped that a biological control may soon be available. Jon Guest from Canal & River Trust stated that they are also working with the Environment Agency to deal with waters that are in their control, but that some of it comes in off tributaries that they cannot control.

The Vice Chairman asked if we knew what population of otters we have in the Park. The Conservation Officer replied that it is probably between 3-4 and it is hoped that we might be able to extract DNA from their faeces in order to find out how many individuals there are.

36 VOLUNTEERS PROGRAMME 2017

The Volunteers & Community Engagement Manager gave a presentation on Volunteers, key points included:

- we have over 800 volunteers on our database, with 350 regularly working which remain a key community engagement initiative for the Park;

- we have developed 5 new roles in 2017, successfully gained IIV for the 12th year, worked with three new partners and signposted our volunteers to over 10 events;
- Volunteer hours have increased by over 3000 in 2017;
- we will be looking at a change in how we look at corporate activity for 2018 onwards due to a fall in numbers;
- using the Heritage Lottery formula to calculate the monetary value of volunteers shows in excess of £335k for 2017;
- the regional spread of volunteers is mainly in the Regional Park, with an even gender make up, 10% with disabilities and the majority from the 26-44 and 46-64 age ranges; and
- to recognise the hard work of our volunteers we have an annual party, photo competition and long service awards.

The Chairman mentioned that there was a good attendance from Members at the Volunteers Party this year, and that it was well worth going to, was appreciated by the volunteers and good to hear of the effort and value that they contribute to the Park. A Member suggested that others should join in with Volunteer projects as it was impressive to see how hard working they were.

A Member asked what we could do to increase corporate take up. The Volunteer and Community Engagement Manager responded stating that it was difficult because there is a lot of competition from other organisations that do not charge for volunteering.

35 NEXT MEETING OF THE AUTHORITY

It was noted that the next meeting of the Authority will be held on Thursday, 5 July 2018 at 2.00pm at Myddelton House, Bulls Cross, Enfield, Middlesex, EN2 9HG.

The Chairman informed Members that it was the last Authority meeting for Jon Guest from the Canal & River Trust, he thanked Jon for his work and stated that the Authority valued its relationship with them.

Paul Roper, Cath Patrick, Jon Guest, Graham McAndrew and John Bevan left the meeting.

36 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:

Agenda Item No	Subject	Exempt Information Section Number
14	New Leisure Services Contract — Procurement Strategy	3
37	NEW LEISURE SERVICES CONTRACT - PROCUREMENT STRATEGY	Paper N4254/18

The report was introduced by the Chief Executive.

- (1) a Competitive Procedure with Negotiation (CPN) approach for procurement of the six major sports venues in the new Leisure Services Contract as detailed in paragraph 9 of Paper A/4254/18; and**
- (2) exploration of business lease arrangements for the eight smaller venues as detailed in paragraph 9 of Paper A/4254/18 was approved.**

Chairman

Date

The meeting started at 2pm and ended at 3.30pm.

Lee Valley
Regional Park Authority

LEE VALLEY REGIONAL PARK AUTHORITY
ANNUAL AUTHORITY MEETING
5 JULY 2018 AT 14:00

Agenda Item No:

6

Report No:

A/4258/18

**GOVERNANCE STRUCTURE -
PROPOSED COMMITTEES, PANEL AND GROUPS
FOR 2018/19
- APPOINTMENT OF MEMBERSHIP AND CHAIRMEN**

Presented by the Director of Corporate Services

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, Panel and Groups and the appointment of a Chairman and Vice Chairman for each:

- Executive Committee;
- Audit Committee;
- Scrutiny Committee;
- Regeneration & Planning Committee;
- Park Development Framework Panel;
- 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, Panel and Groups for 2018/19 as agreed at the meeting; and

Members Note: (4) any appointments unfixed 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 was introduced in July 2009 (Paper A/4071/09) and it was agreed at the Annual Meeting in July 2010

that this committee structure be retained until after the 2012 London Games when a further review of the committee structure should take place in 2013. This was considered as part of the Review of Standing Orders and Governance report (Paper N4172/13) and it was agreed that the existing committee structure be retained. Again, following establishment of the Lee Valley Leisure Trust Limited (the Trust) on 1 April 2015 Members further considered the committee structure at the annual meeting of the Authority in 2015 and agreed that this committee structure be retained. 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. 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 PANEL/GROUPS

- 2 The Authority's Task and Finish Panel/Groups were set up to ensure Member involvement with and input into major projects and/or strategic review at an early stage. They are not decision making.
- 3 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.
- 4 The Panel and Groups for 2017/18 were:

Park Development Framework Panel;
Ice Centre Project Working Group;
Land & Property Review Working Group;
Levy Strategy Working Group;
50th Anniversary Working Group;
Leisure Services Contract Review Working Group.
- 5 The proposal for 2018/19 is as follows:

Ice Centre Working Group;
Land and Property Review Working Group;
Levy Strategy Working Group;
Leisure Services Contract Review Working Group;
Park Development Framework Panel.
- 6 The work of the 50th Anniversary Working Group was completed at the end of the anniversary year.
- 7 The Park Development Framework Panel has substantially completed the majority of its work. It is proposed however to retain the Panel membership for any further work required and to provide a steer to officers when needed.
- 8 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

- 9 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

- 10 The suggested membership of committees, task and finish panel and groups will be tabled at the meeting after discussion at Group Meetings on the day of the meeting.

UNFILLED VACANCIES

- 11 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

- 12 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
 - (⁵) **Park Development Framework Panel**
 - a) 6 Members
 - b) Chairman
 - (6) **Ice Centre Project Working Group**
 - a) 10 Members
 - b) Chairman
 - (⁷) **Land & Property Review Working Group**
 - a) 7 Members
 - b) Chairman

(⁸) **Levy Strategy Working Group**

- a) 8 Members
- b) Chairman

(⁹) **Leisure Services Contract Review Working Group**

- a) 8 Members
- b) Chairman

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

EQUALITY IMPLICATIONS

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

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

APPENDIX ATTACHED

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

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

AUTHORITY

Meetings 4 times a year (including AGM)

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

Terms of Reference

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

EXECUTIVE COMMITTEE

Meetings 12 times per year and as required by the business

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

Terms of Reference

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

- considering capital financing requirements, borrowing limits, the Annual Investment Strategy and any proposals for budget growth.
- Undertake all the powers and duties on behalf of the Authority with the exception of those reserved to the Authority itself or to committees or sub-committees
- To deliver and implement the budget and policies decided by Authority
- Consider and approve the medium term financial plan and funding strategy to support the Authority's strategic direction (as approved by Authority)
- To approve the annual budget timetable and strategy
- Consider annual Levy options and put forward recommendations to Authority
- Within the budget and policy framework set by the Authority set the Capital Investment programme
- Approve details of major capital projects, land acquisitions and disposals
- Review and approve annually fees and charges.
- Monitor and review revenue and capital budget performance (at least 3 times per annum)
- Review, set and monitor annual business plan, priorities, corporate performance indicators and targets
- Consider and approve service development proposals, including a change in mode of delivery, management systems and the introduction of new technology; and recommend to Authority any proposals involving a change in policy
- Consider and approve capital and revenue budget virements between £50,000 and £250,000 in accordance with Financial Regulation 99
- Consider, approve and review the Authority's Financial Regulations, recommending proposed changes to Authority
- To engage with the Queen Elizabeth Olympic Park legacy agenda and to promote and safeguard the Authority's interests within the parameters of the decisions already taken by Authority. Make recommendations to the Authority on its role and position in relation to the Queen Elizabeth Olympic Park legacy
- To nominate a representative/s to Outside Bodies or other groups that require representation
- To establish a dialogue and develop effective working relationships with relevant key political figures relating to the Authority's business
- To approve staffing proposals as they relate to individual employees and department reviews, including early retirements, redundancy and severance arrangements
- The Chairman to carry out the annual appraisal of the Chief Executive by 31 July and consider the individual pay award of the Chief Executive
- To revise and amend as necessary the salary pay award bands for the Chief Executive, 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 6

- 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 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

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

ICE CENTRE PROJECT WORKING GROUP (reporting to Executive Committee)

Meetings As required
Membership 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 develop a 4 year levy strategy (2017/18-2020/21) and financial plan that delivers the statutory objectives of LVRPA, whilst reducing the burden on the tax payer. In response to the current political climate around the levy and the uncertain economic climate it is proposed that the Authority looks at options for a significant reduction of the levy during the period 2017/18 to 2020/21.

- i) Review levying for capital by 2020 (i.e., at the end of the existing capital programme) all capital funding to be generated from Land/Capital sales (with short term borrowing to bridge any cash-flow gaps, e.g., ice centre project).
- ii) Reducing Leisure Services Contract management fee by - half by 2020 potential saving £1.6m — consideration of future contract to deliver other half of £1.6m say by 2020-2025 (the Trust say this requires further capital investment).
- iii) Review Grounds Maintenance specification.
- iv) Review investment opportunities e.g., Picketts Lock development.
- v) Consideration of transfer of further services to 3rd 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 a levy reduction target for 2017/18.

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

Meetings As required
Membership 8 Members

Terms of Reference

- To input into the joint (Authority and Trust) 3 year review as required under the Leisure Services Contract which commenced on 1 April 2015
 - 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
 - To consider the procurement strategy for 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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Lee Valley ^{4111,01k}
Regional Park Authority

**LEE VALLEY REGIONAL PARK AUTHORITY
ANNUAL AUTHORITY MEETING**

5 JULY 2018 AT 14:00

Agenda Item No:

7

Report No:

A/4259/18 ,

APPOINTMENTS TO OUTSIDE BODIES FOR 2018/19

Presented by the Director of Corporate Services

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 2018/19. Please note in the majority of appointments this period runs from the date of this meeting until 30 June 2019.

RECOMMENDATION

Members Approve: (1) the proposals for appointments to outside bodies and Authority led liaison groups for 2018/19 as set out in Appendix A to this report.

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 2018/19

- 4 A review of the appointments made in 2017/18 has been undertaken and a brief description of each organisation is set out in Appendix A to this report.
- 5 The Authority can appoint 2 persons to Lee Valley Leisure Trust Limited (John Bevan and Linda Haysey reappointed on 19 October 2017). In accordance with the Rules of the Trust these appointments are made for 3 years (current appointments end on 19 October 2020). Members have agreed that if either of the appointed persons become full Members of the Authority the Authority will serve notice to the Trust terminating the appointment. John Bevan was

appointed as a full Member of the Authority on 15 June 2018 and therefore notice to the Trust will now be served terminating his appointment.

- 6 As previously agreed, new Authority appointments to the Trust Board for the remainder of the current Leisure Services Contract should be persons who are not current Members of the Authority but ideally they would be known or connected to the Authority. As above, there is now a vacancy for Authority Members to consider and proposals for nominations by Members may be brought forward at the meeting.

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

HUMAN RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

EQUALITY IMPLICATIONS

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

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

APPENDIX ATTACHED

Appendix A Appointments to Outside Bodies 2017/18

APPOINTMENTS TO OUTSIDE BODIES

OUTSIDE BODIES	No of Reps	Representative(s) previous year 2017/18	Proposal for 2018/19
<p>(a) Waltham Abbey Town Partnership</p> <p>This was established to encourage joint working and the development of tourism in Waltham Abbey. Given the role of Waltham Abbey as Gateway to the Park, this partnership is of strategic importance.</p>	1	Syd Stavrou	
<p>(b) Six Authorities Liaison Group (formerly Enfield, Essex & 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 Syd Stavrou	
<p>(c) Lee Valley Leisure Trust Limited</p> <p>Board comprising independent Trustees, there can be up to 3 Authority Trustee appointments.</p>	3	John Bevan Linda Haysey	Linda Haysey (noted as continuing at this time as appointments are made for 3 years) Vacancy — to be discussed
<p>(d) Hertfordshire Young Mariners Base (HYMB)</p> <p>Board comprising 9 Trustees, 3 nominated by Herts County Council, Broxbourne Borough Council and LVRPA, 3 elected by the members and 3 co-opted. The Charity Commission and HYMB articles of association require that no more than 20% of its Board should be represented by a particular local authority. Therefore LVRPA appointment should be a Member other than from Herts County Council and Broxbourne Borough Council.</p>	1	Valerie Metcalfe	Valerie Metcalfe

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Lee Valley
Regional Park Authority

Agenda Item No:

8

LEE VALLEY REGIONAL PARK AUTHORITY

Report No:

ANNUAL AUTHORITY MEETING

A/4260/18

5 JULY 2018 AT 14:00

CALENDAR OF MEETINGS 2018/19

Presented by the Director of Corporate Services

SUMMARY

This report seeks Members approval of the draft calendar of meetings for the Authority and its main committees for 2018/19.

RECOMMENDATION

Members Approve: (1) the calendar of meetings for 2018/19 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 2018/19 is attached at Appendix A to this report for approval.

FACTORS AFFECTING DAYS AND TIMES OF MEETINGS

- 3 With the agreement of Members the majority of the meetings are held on a Thursday during the day.
- 4 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 As in previous years Members' Visits to sites in the Park or outside the Park will be arranged throughout the year, 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.

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

HUMAN RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

EQUALITY IMPLICATIONS

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

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

APPENDIX ATTACHED

Appendix A Draft Calendar of Meetings 2018/19

**CALENDAR OF MEETINGS
JULY 2018- JULY 2019**

5	July	2.00pm	Annual General Meeting
5	July	2.45pm	Audit Committee
19	July	10.00am	LSC Working Group
19	July	11.00am	Land & Property Working Group
26	July	10.30am	Executive Committee
6	September	All day	Member Tour
20	September	10.30am	Ice Centre or LSC Working Group
20	September	11.30am	Executive Committee
20	September	12.30pm	Regeneration & Planning Committee
20	September	1.00pm	Audit Committee
27	September	All day	Member Tour
18	October	10.30am	Ice Centre or LSC Working Group
18	October	11.30	Executive Committee
18	October	12.30	Regeneration & Planning Committee
18	October	2.00pm	Authority
22	November	10.00am	Ice Centre or LSC Working Group
22	November	11.00am	Executive Committee
22	November	12.00noon	Regeneration & Planning Committee
22	November	12.30pm	Trust Service Delivery Workshop
22	November	2.00pm	Scrutiny Committee
13	December	10.30am	Ice Centre or LSC Working Group
13	December	11.30am	Executive Committee
13	December	1.00pm	Budget Workshop
2019			
3	January	10.30am	Budget Workshop (Continued if necessary)
17	January	10.30am	Ice Centre or LSC Working Group
17	January	11.30am	Executive Committee
17	January	12.30pm	Regeneration & Planning Committee
17	January	2.00pm	Authority
14	February	10.00am	Ice Centre or LSC Working Group
14	February	11.00am	Executive Committee

14	February	12.00noon	Regeneration & Planning Committee
14	February	12.30pm	Audit Committee
14	February	1.30pm	Scrutiny Committee
21	March	10.30am	Ice Centre or LSC Working Group
21	March	11.30am	Executive Committee
21	March	12.30pm	Regeneration & Planning Committee
25	April	10.30am	Ice Centre or LSC Working Group
25	April	11.30am	Executive Committee
25	April	12.30pm	Regeneration & Planning Committee
25	April	2.00pm	Authority
23	May	10.30am	Ice Centre or LSC Working Group
23	May	11.30am	Executive Committee
20	June	10.30am	Ice Centre or LSC Working Group
20	June	11.30am	Executive Committee
20	June	12.30pm	Regeneration & Planning Committee
20	June	1.00pm	Scrutiny Committee
20	June	2.00pm	Audit Committee
4	July	2.00pm	ANNUAL GENERAL MEETING

- **All meetings are held at Myddelton House, Bulls Cross, Enfield, EN2 9HG unless otherwise stated — please check agendas for confirmation**

Lee Valley
Regional Park Authority

Agenda Item No:

9

**LEE VALLEY REGIONAL PARK AUTHORITY
ANNUAL AUTHORITY MEETING**

Report No:

A/4261/18

5 JULY 2018 AT 14:00

REVIEW OF STANDING ORDERS

Presented by the Director of Corporate Services

SUMMARY

This report asks Members' approval to a revision of Standing Orders as a result of governance changes agreed by the Authority since the last revision in 2015 (paper N4207/15), clarification of absence from meetings (S078) and inclusion of a Conflict of Interests Protocol as Appendix **E** to Standing Orders.

RECOMMENDATIONS

- Members Approve:
- (1) the proposed changes to Standing Orders as detailed in Appendix A to this report;
 - (2) inclusion of a Conflict of Interests Protocol as an Appendix to Standing Orders; and
 - (3) delegation to the Director of Corporate Services to make any minor changes 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.
- 2 The Authority's present Standing Orders were last revised in April 2015 (paper N4207/15) 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. These are included in the proposed changes detailed in Appendix A to this report.

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 (S042);
 - Substitute Members (S073);
 - extra provisions in relation to co-opted Members (S076);
 - Politically Restricted posts (S089); and
 - Access to Information provision (S098).

- 4 The proposed changes fall into the categories below:
 - minor corrections;
 - clarification of wording to ease interpretation;
 - inclusion of a new appendix to Standing Orders; and
 - to incorporate relevant Authority decisions since the last revision.

PROPOSED CLARIFICATION OF ABSENCE FROM MEETINGS

- 5 Members are appointed to the Park Authority to, represent the views of their constituent council and to fulfil this role it is expected that all Members will make a contribution throughout their term of office to the work of the Authority. This will include:
 - attendance at meetings of the Authority; and
 - attendance at meetings of committees, sub-committees and task and finish groups to which they may be appointed.

- 6 To this end the Park Act (Section 8) also permits constituent councils to appoint Deputy Members to attend on behalf of the appointed Member if the appointed Member is unable to attend meetings. A Deputy Member will have the same rights as the nominated Member and these cannot be denied by the Authority as they are rights under the Park Act.

- 7 Section 85(1) of the Local Government Act 1972 states that "if a member of a Local Authority fails, throughout a period of six consecutive months from the date of their last attendance, to attend any meeting of the Authority they will, unless the failure was due to some good reason approved by the Authority before the expiry of that period, cease to be a member of the Authority". Attendance can be at any committee, sub-committee, or any joint committee, joint board or other body where the functions of the Authority are discharged or who were appointed to advise the Authority on any matter relating to the discharge of their functions.

- 8 Once a Member loses office, through failure to attend for a six month period, the disqualification cannot be overcome by the Member subsequently resuming attendance nor can retrospective approval of the council be sought for an extension in time.

- 9 The requirement to attend a meeting, within a six month period can be waived and the time limit extended if any failure to attend was due to reasons approved

by the Authority in advance of the six month period expiring.

10 The current provision of S078 in effect means that the Authority gives deemed permission to an appointed Member to satisfy the requirement of attendance at meetings (under the above section) if a Deputy has attended in their place. This is a matter that could be described as open to interpretation accepting that it is likely that the Park Act intended that the Deputy's attendance would suffice. Whilst silent on this point it is though unlikely that the Park Act intended that the full Member would never need to attend yet satisfy the absence rules. The proposed amendment to S078 below will not automatically mean that the attendance of a Deputy on behalf of a Member will save a Member from termination under the 6-month rule. In these circumstances it will therefore still be a matter for Members to approve an extension of the period of absence before the expiry of the 6 month period if a request is made by the Member of the Authority.

11 Proposed amended S078:

Subject to the exceptions prescribed by statute as regards members of HM Forces etc during war or emergency, if a Member of the Authority fails throughout a period of six consecutive months from their last attendance to attend a qualifying meeting of the Authority, commencing from the AGM at which the Member was appointed for a 4 year term or their appointment to a casual vacancy, they shall cease to be a Member of the Authority, UNLESS the Authority or the Executive Committee approves an extension of the period of absence before the expiry of that period. AR-a-4141y-neminated-eleputy-i.s-sent-h their—plass. Qualifying meetings will be any meeting of the Authority Members conducting Authority business excepting site visits and workshops."

PROPOSED CONFLICT OF INTERESTS/LOYALTIES PROTOCOL

12 Competitive procurement of the Leisure Services Contract (LSC) which expires on 31 March 2020 is about to commence and failure to comply with the Public Contract Regulations 2015, such as perceived conflict of interests or unequal treatment of bidders, will compromise impartiality and independence of the procurement process for the new LSC.

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

14 Therefore to aid Members and to ensure that the Authority manages any interest that arises, or could reasonably be perceived to arise, it is proposed that a Conflict of Interests/Loyalties Protocol, attached as Appendix B to this report, be adopted to meet:

- the need to administer a fair, transparent and objective procurement process;
- the need for Authority Members to approve the key elements of the procurement process e.g., the scope of the procurement and the award criteria; and

- the need to treat all bidders on the same basis as any other competing bidder in relation to the procurement information provided to it and in the evaluation of its bid.

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

HUMAN RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

EQUALITY IMPLICATIONS

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

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

ABBREVIATIONS

the Park Act Lee Valley Regional Park Act 1966
LSC Leisure Services Contract

PREVIOUS COMMITTEE REPORTS

Authority	A/4207/15	Review of Standing Orders	30 April 2015
Authority	N4194/14	Amendments to Standing Orders	23 October 2014
Authority	N4191/14	Modification of Standing Orders in regard to Substitutes	31 July 2014
Authority	N4178/14	Review of Standing Orders	23 January 2014
Executive Committee	E/333/14	Review of Standing Orders	23 January 2014

Authority	N4172/13	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	N4078/10	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
Authority	N3978/08	Revision of Standing Orders	27 March 2008
Authority	A/3890/06	Revision of Standing Orders	28 September 2006
Authority	A/3664/03	Revision of Standing Orders	25 September 2003
Authority	N3263/99	Revision of Standing Orders	21 January 1999

APPENDICES ATTACHED

Appendix A	Proposed changes to Standing Orders
Appendix B	Conflict of Interests/Loyalties Protocol

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PROPOSED AMENDMENTS TO STANDING ORDERS

No.	SO	Current	Amended	Reason
1	66	In addition to the above, all Standing Orders relating to committees, excepting Orders 42, 51 and 59 will apply to the Executive Committee.	In addition to the above, all Standing Orders relating to committees, excepting Orders 42, 51 and 56 will apply to the Executive Committee.	Correction
2	69	All Standing Orders relating to committees, excepting Standing Orders 34, 38, 41, 43 and 44 will apply to Task and Finish Groups/Panels.	All Standing Orders relating to committees, excepting Standing Orders 34, 38, 41, 43 and 45 will apply to Task and Finish Groups/Panels.	Correction
3	78	Subject to the exceptions prescribed by statute as regards members of HM Forces etc during war or emergency, if a Member of the Authority fails throughout a period of six consecutive months from their last attendance to attend a qualifying meeting of the Authority, commencing from the AGM at which the Member was appointed for a 4 year term or their appointment to a casual vacancy, they shall cease to be a Member of the Authority, UNLESS the Authority or the Executive Committee approves an extension of the period of absence before the expiry of that period OR a duly nominated deputy is sent in their place. Qualifying meetings will be any meeting of the Authority Members conducting Authority business excepting site visits and workshops.	Subject to the exceptions prescribed by statute as regards members of HM Forces etc during war or emergency, if a Member of the Authority fails throughout a period of six consecutive months from their last attendance to attend a qualifying meeting of the Authority, commencing from the AGM at which the Member was appointed for a 4 year term or their appointment to a casual vacancy, they shall cease to be a Member of the Authority, UNLESS the Authority or the Executive Committee approves an extension of the period of absence before the expiry of that period. deputy is sent in their place. Og-a-el-Fity-nem-inated Qualifying meetings will be any meeting of the Authority Members conducting Authority business excepting site visits and workshops.	Subject to approval at AGM 5 July 2018 Paper A/4261/18
4	91	The Common Seal of the Authority shall not be affixed to any document unless the sealing has been authorised by a resolution of the Authority or gives effect to any decision by an officer of the Authority or committee exercising delegated powers, but a resolution of the Authority or committee authorising the acceptance of any tender, the purchase, sale, letting, or taking of any petition, memorial, or address, the making of any contract or the doing of any other thing, shall be sufficient authority for sealing any document necessary to give effect to the resolution or	The Common Seal of the Authority shall not be affixed to any document unless the sealing has been authorised by a resolution of the Authority or gives effect to any decision by an officer of the Authority or committee exercising delegated powers, but a resolution of the Authority or committee authorising the acceptance of any tender, the purchase, sale, letting, or taking of any petition, memorial, or address, the making of any contract or the doing of any other thing, shall be sufficient authority for sealing any document _ necessary to give effect to the resolution or	To reflect changes in Financial Regulations

No.	SO	Current	Amended	Reason
		delegated power providing financial regulations have been complied with (see Financial Regulation 631 and 632).	delegated power providing financial regulations have been complied with (see Financial Regulation 603 and 604).	
5	Appendix A Executive Committee Membership	6 members, including Chairman and Vice- Chairman of Authority	8 members, including Chairman and Vice- Chairman of Authority	As agreed at AGM 9 July 2015 Paper A/4211/15
6	Appendix A Upper Lee Valley Regeneration & Planning Committee	Meetings, Membership and Terms of Reference	Deleted	As agreed at AGM 6 July 2017 Paper A/4243/17
7	Appendix A Lower Lee Valley Regeneration & Planning Committee	Meetings, Membership and Terms of Reference	Deleted	As agreed at AGM 6 July 2017 Paper A/4243/17
8	Appendix A Regeneration & Planning Committee		<p>Meetings 6 weekly or as required</p> <p>Membership 11 Members</p> <p>Terms of Reference</p> <ul style="list-style-type: none"> • 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 	As agreed at AGM 6 July 2017 Paper A/4243/17
9	Appendix A Task & Finish	Communications & Access Group Contract Monitoring Working Group	Deleted	As agreed at AGM 9 July 2015

No.	SO	Current	Amended	Reason
	Groups/Panels for specific projects	Meetings, Membership and Terms of Reference		Paper N4211/15
10	Appendix A Task & Finish Groups/Panels for specific projects	Contaminated Land Working Group Meetings, Membership and Terms of Reference	Deleted	As agreed at AGM 6 July 2017 Paper N4243/17
11	Appendix A Task & Finish Groups/Panels for specific Projects		<p>ICE CENTRE PROJECT WORKING GROUP</p> <p>Meetings As required Membership 10 Members</p> <p>Terms of Reference</p> <ul style="list-style-type: none"> 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. 	As agreed at AGM 19 July 2015 Paper N4211/15
12	Appendix A Task & Finish Groups/Panels for specific Projects		<p>LAND & PROPERTY REVIEW WORKING GROUP (reporting to Executive Committee)</p> <p>Meetings As required Membership 7 Members</p> <p>Terms of Reference</p> <ul style="list-style-type: none"> 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 	As agreed at Exec 17 Dec 2015 Min No 699
13	Appendix A Task & Finish Groups/Panels for		LEVY STRATEGY WORKING GROUP (reporting to Executive Committee)	As agreed at Exec 21 July 2016 Min No 752

No.	SO	Current	Amended	Reason
	specific Projects		<p data-bbox="1106 181 1547 245">Meetings As required Membership 8 Members</p> <p data-bbox="1106 284 1384 309">Terms of Reference</p> <p data-bbox="1106 320 1753 616">To develop a 4 year levy strategy (2017/18-2020/21) and financial plan that delivers the statutory objectives of LVRPA, whilst reducing the burden on the tax payer. In response to the current political climate around the levy and the uncertain economic climate it is proposed that the Authority looks at options for a significant reduction of the levy during the period 2017/18 to 2020/21.</p> <ul data-bbox="1106 655 1753 1439" style="list-style-type: none"> • Review levying for capital by 2020 (i.e., at the end of the existing capital programme) all capital funding to be generated from Land/Capital sales (with short term borrowing to bridge any cash-flow gaps, e.g., ice centre project). • Reducing Leisure Services Contract management fee by - half by 2020 - potential saving £1.6m — consideration of future contract to deliver other half of £1.6m say by 2020-2025 (the Trust say this requires further capital investment). • Review Grounds Maintenance specification. • Review investment opportunities e.g., Picketts Lock development. • Consideration of transfer of further services to 3rd party organisations. • Shared Services with neighbouring Authorities/institutions. • Recommend income generating stretch target for open spaces. • Savings targets for service review areas, e.g., IT infrastructure. 	

No.	SO	Current	Amended	Reason
			<ul style="list-style-type: none"> • Review level of general reserves £4m — transfer of risk to third parties e.g., Leisure Services Contract and other contracts. • Specify time-scales for reduction e.g., 3, 5, 10 years? • Assess each income generation/cost saving area in terms of level of confidence and timeline. • Recommend a levy reduction target for 2017/18. 	
14	Appendix A Task & Finish Groups/Panels for specific Projects		<p>LEISURE SERVICES CONTRACT REVIEW WORKING GROUP (reporting to Executive Committee)</p> <p>Meetings As required Membership 8 Members</p> <p>Terms of Reference</p> <ul style="list-style-type: none"> • To input into the joint (Authority and Trust) 3 year review as required under the Leisure Services Contract which commenced on 1 April 2015 • 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 • To consider the procurement strategy for the future Leisure Services Contract • To consider the sustainability of all Authority venues/services in relation to future leisure service contracts 	As agreed at AGM 6 July 2017 Paper N4243/17
15	Appendix C Members' Planning Code of Good Practice	5. Your role as a Member of the respective Regeneration & Planning Committees is to make planning decisions openly, impartially, with sound judgement and for justifiable reasons, taking into account the remit of the	<p>role as a member of the respective Regeneration & Planning Committees is to make planning decisions openly, impartially, with sound judgement and for justifiable reasons, taking into account the remit of the</p>	As agreed at AGM 6 July 2015 Paper A/4243/17

No.	SO	Current	Amended	Reason
		Park Authority.	Park Authority.	
16	Appendix E Conflict of Interests/Loyalties Protocol	N/A	See Appendix B to this report	Subject to approval at AGM 5 July 2018 Paper A/4261/18

Conflict of Interests/Loyalties Protocol

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

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

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

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

When dealing with Authority business Members are bound by their own Authority's Code of Conduct (S079) and statutory legislation, such as the Localism Act 2011 (which amended the way in which Members interests need to be registered and declared). Members are also required to complete a Register of Interests declaration on an annual basis (S080) and this is reviewed annually by the external auditors.

Potential areas of conflict

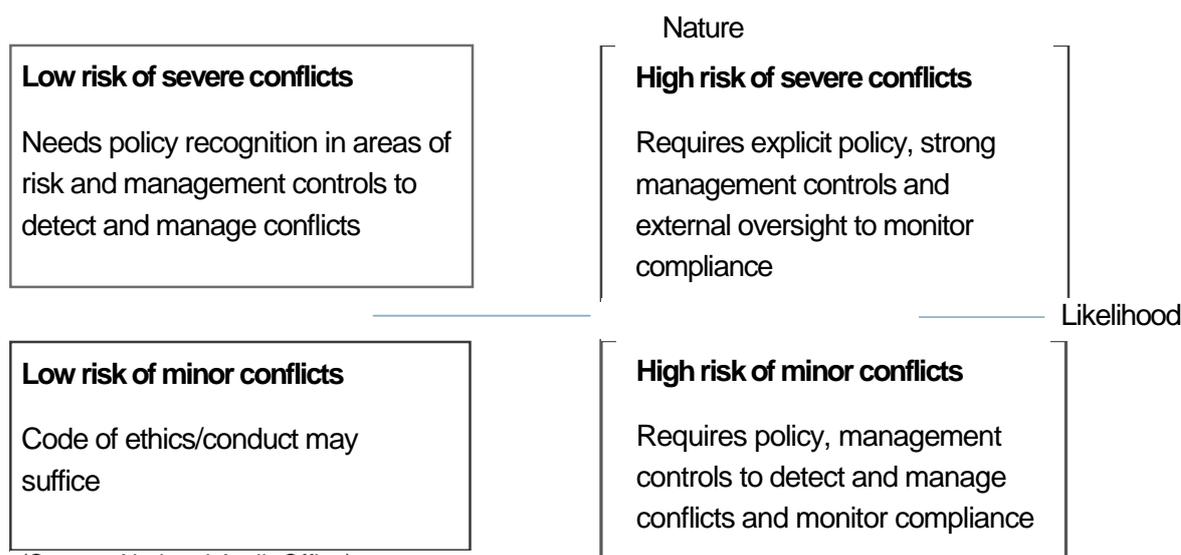
These conflicts arise because although the Member does not stand to gain any benefit, the Member's decision making at the Authority could be influenced by their other interest.

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

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

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

Taking a proportionate approach to managing conflicts



(Source: National Audit Office)

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

Confidentiality

- All agendas, reports, minutes or other documents and all proceedings of the Authority and its appointed bodies shall be treated as confidential until they are made public by the Authority (S0102).
- Members cannot use information obtained from outside bodies for their own benefit or that of another organisation including the Authority if it has been obtained in confidence or has special value, such as commercial sensitivity.

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