

## APPENDIX A

### LONDON LEGACY DEVELOPMENT CORPORATION

#### SCHEME FOR REMOTE DECISION-MAKING

##### **Section A: Remote decision-making by the London Legacy Development Corporation during the Covid-19 emergency movement restrictions**

- A. The following provisions of this Scheme shall apply for so long as the Chair considers there is a threat to public health posed by the incidence and spread of the coronavirus that makes resuming meetings of the Legacy Corporation's Board, committees and subcommittees in person undesirable.
- B. These procedures shall be kept under review by the Chair of the Board and the Chief Executive Officer in light of the existence and extent of movement restrictions imposed or recommended by the Government.

##### **Advisory Panels**

1. The members of the Legacy Corporation's Board, and of its committees and subcommittees shall separately (in addition to their membership of those bodies which continue to exist) also be members of a corresponding Advisory Panel of each relevant body constituted under these procedures. The Chair shall also chair that body's corresponding Advisory Panel. Observers to the Board, committees and subcommittees shall be observers to the relevant Advisory Panel.
2. A person who is a Substitute for any member of a committee or subcommittee may on the same basis substitute for that person on its corresponding Advisory Panel.

##### **Standing delegations**

3. The Board delegates to:
  - the Chair of the Board, following consultation with the Board Advisory Panel;
  - either (a) the Chair of the Planning Decisions Committee or (b) Executive Director of Planning Policy & Decisions (as between them they decide) following consultation with the Planning Decisions Advisory Panel<sup>1</sup>; and
  - the Chairs of each of the other committees or sub-committees following consultation with their corresponding Advisory Panels,

the power to exercise any function of the Legacy Corporation that the Board committee or subcommittee (as applicable) is able to exercise on the Corporation's behalf. Any decisions made in the exercise of this delegation shall be made in accordance with the Remote Decision-Making Procedures set out in **Appendix 1** and the other terms and conditions of this Scheme, but subject always to the Urgent Action Procedures set out in paragraph 2 of the Corporation's Scheme of Delegations.

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<sup>1</sup> If (b) is the case then the Planning Decisions Advisory Panel includes the Chair of the Planning Decisions Committee as a member of that Panel.

4. If on any occasion a Chair is absent or otherwise unavailable then the following persons (in the order given) may deputise and exercise the powers referred to in paragraph 3 above in the same manner as set out there:
  - the Deputy Chair (if there is one) of the Board, committee or subcommittee;
  - another member of the body in question as is appointed by the Chief Executive Officer to do so;
  - the Chief Executive;
  - the Deputy Chief Executive; and
  - any member of staff acting up into either post on a temporary or permanent basis.

#### **Application of standing orders etc**

5. Subject to paragraph 6, every reference to the discharge of a function of the Legacy Corporation as being reserved to or otherwise requiring (however expressed) the consideration or approval of the Board, a committee or subcommittee or the Chair of such a body in the Corporation's:
  - standing orders;
  - general scheme of delegation;
  - financial regulations;
  - procurement code;
  - budget and business plan; and
  - other policies, procedures and rules of whatever nature;shall be construed in accordance with paragraph 3 above and shall have effect subject to this Scheme and the Remote Decision-Making Procedures set out in **Appendix 1**.<sup>2</sup>
6. The Scheme of Planning Delegations contained in **Appendix 2** shall apply (which has been amended to accommodate the delegations in paragraph 3 above).

#### **Remote Decision-Making Procedures**

7. Chairs' consultations with their corresponding Advisory Panels, and the proceedings of those Panels, shall take place entirely by remote means so that no members are required to be physically present together.
8. The delegation conferred by paragraph 3 above shall be exercised in accordance with the Remote Decision-Making Procedures set out in **Appendix 1** which shall be published on the Legacy Corporation's website. The Chief Executive may, following consultation with the Chair of the Board, revise those procedures as is considered appropriate from time to time and shall publish any revision on the Corporation's website.

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<sup>2</sup> For example the approval of a matter reserved to the Board or to the Planning Decisions Committee shall be given by the Chair of the Board following consultation with the Board Advisory Panel or by the Chair of the Planning Decisions Committee or Executive Director of Planning Policy & Decisions following consultation with the Planning Decisions Advisory Panel.

## Appendix 1: Remote Decision-Making Procedures

*These procedures have been approved in accordance with the Legacy Corporation's Remote Decision-Making Scheme and may be amended from time to time by its Chief Executive.*

1. The Chief Executive shall, following consultation with the Chairs, as soon as possible determine and publish on the Corporation's website a calendar ("Calendar") of indicative Advisory Panel dates which shall follow as closely as is practicable the normal cycle of meetings and business that would apply during the year. The Calendar shall be kept under review and any revisions published as soon as possible in the same way.
2. If it is impracticable for any reason to hold the proceedings of an Advisory Panel on a particular date in the published Calendar its date may be altered (brought forward or put back) and notice of the new date shall be published on the Corporation's website.
3. Advisory Panel Agendas (containing the proposed agenda, all items of intended business including reports and related appendices that are to be considered at a Advisory Panel) shall be published on the Corporation's website and copies sent to Panel Members and Observers not less than five clear working days in advance of the relevant Panel date unless the Chair considers that the business to be transacted is urgent, in which case the Agenda shall be published on the website and agendas sent as soon as practicable to do alongside a statement as to the reasons for doing so.
4. Every member of the press and public shall be entitled to access and download copies of an Advisory Panel Agenda and to follow the proceedings of a Panel by remote means (in so far as the Chief Executive or Secretary considers them to be practicable in the circumstances at the time) except to the extent –
  - a. it is likely in the opinion of the Proper Officer<sup>3</sup>, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public had copies of , or remote access, to information relating to that item of business there would be disclosure to them of "Confidential Information" or "Exempt Information" (as defined in sections 100A (3) and 100I(1) of the Local Government Act 1972, as amended); or
  - b. any technical failure prevents it.
5. The Corporation's website and every Advisory Panel Agenda shall contain details (including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers) about how members of the press and public can follow the proceedings of the Panel by remote means.
6. If a member of the public would have been entitled under the Corporation's rules governing such meetings to attend and make an oral statement to a meeting of the

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<sup>3</sup> References to the "Proper Officer" has the same definition as in the Corporation's Standing Orders.

Board, a committee or subcommittee then the Chief Executive shall approve and publish arrangements by which such a person may by pre-arrangement make a written statement instead, unless the Chief Executive or Secretary considers to be practicable in the circumstances at the time for that person to do so by means of a live or pre-recorded audio or video link.

7. All decisions proposed to be taken under the delegation conferred by paragraph 3 of the Corporation's Remote Decision-Making Scheme shall be presented in the form of a report in accordance with the Corporation's normal standards and requirements for the preparation of reports that applied prior to the coming into force of these arrangements.
8. Copies of the Advisory Panel Agenda shall be sent by email in electronic form or posted for downloading on the Corporation's website as the Chief Executive or Secretary considers appropriate. Unless the contrary is indicated to them all such copies will be deemed to have been received or capable of being downloaded and opened.
9. Subject to paragraphs 10 and 11 below, the Chief Executive shall put in place arrangements so that the Chair and other members of an Advisory Panel are able to participate in its proceedings by remote means, such that a Panel member is able at that time:
  - a. to hear, and where practicable see, be heard by, and where practicable, be seen by, the other Panel members, relevant staff of the Corporation and Observers participating in its proceedings by remote means,
  - b. to hear, and where practicable see, be heard by and, where practicable, be seen by, any members of the public participating by remote means, including in order to participate by exercising a right to speak on any item of business (where permitted), and
  - c. to be heard by and, where practicable, be seen by any other members of the public following the Panel's proceedings by remote means.
10. The press and public shall be excluded from any part of the proceedings of an Advisory Panel where there would be disclosure to them of "Confidential Information" or "Exempt Information" (as defined in sections 100A (3) and 100I(1) of the Local Government Act 1972, as amended) unless the Chair directs otherwise.
11. In the event that it is not possible for technical reasons to comply with any one or more of the requirements set out in paragraph 9 (a) to (c) above on any occasion the Chair may conduct the proceedings of the Advisory Panel by email and the procedure in paragraph 12 below shall be adapted accordingly.
12. At the time and date indicated on the Advisory Panel Agenda for the start of its proceedings (or as soon as possible thereafter) the Chair shall consult those members of the Panel who indicate to the Chair or Secretary (before or at the time and date indicated) that they are available and wish to participate in its proceedings by remote means.

- a. Panel members may indicate their views to the Chair before the start of the Panel's proceedings by means of a telephone call or email provided the Chair accurately summarises those views to those members participating in the Panel's proceedings.
  - b. The Chair or relevant staff of the Corporation may introduce each item of business and read the recommendation set out in the report.
  - c. Members of the Panel and Observers may discuss the item.
  - d. The Chair may summarise the different views expressed at the end of the discussion.
  - e. The Chair may amend a report's recommendation.
  - f. The Chair shall indicate to Panel members the Chair's decision as to whether the recommendation in the report (including as amended) is approved or not approved or is to be deferred.
  - g. Subject to the above the Chair may conduct the proceedings of the Panel as they see fit and may defer the Chair's decision on any item of business and adjourn the proceedings of the Panel (in whole or in part) to another time, provided notice of the fact is published in accordance with paragraphs 2 and 5 above.
13. The Secretary shall prepare a note of the proceedings of the Panel as soon as practicable which shall be published on the Corporation's website and which shall contain a statement as to the Chair's decisions (as above) on each of the items of business on the Panel Agenda.
14. Where the Executive Director of Planning Policy & Decisions exercises the delegation under paragraph 3, second bullet point (b) of the Corporation's Remote Decision-Making Scheme:
- a. The Chair of the Planning Decisions Committee may participate as a member of the Planning Decisions Advisory Panel and chair the proceedings of that Panel; or
  - b. the Executive Director Policy & Decisions may chair the Panel's proceedings (and the references to the "Chair" in paragraphs 3, 9 to 12 and 13 above shall be to the Executive Director accordingly) notwithstanding that the Chair participates in its proceedings as a member of the Panel.

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## Scheme of Planning Delegations

<b>Organisation</b>	London Legacy Development Corporation
<b>Date</b>	April 2020
<b>Purpose of issue</b>	For Information
<b>Title</b>	Scheme of Planning Delegations
<b>Description</b>	Delegations for some town and country planning functions to the Planning Decisions Committee and Planning Officers
<b>Author</b>	Finance and Corporate Services
<b>Location</b>	LLDC website
<b>Contributors</b>	-
<b>Distribution</b>	Public
<b>Status</b>	Published
<b>Protective marking</b>	Not Protectively Marked

### Version control

v1.0	September 2012	Approved by LLDC Board	Approved
v.2.0	March 2013	Amended with consequential changes resulting from the revised scheme of delegations	Approved
v.3.0	September 2014	Amended with changes resulting from terminology changes to the titles of 'the Authorised Planning Officers'	Approved
v.4.0	June 2018	Amended with (i) changes to Part B to extend the definition of 'Authorised Planning Officers' to include Principal Planning Development Managers (ii) changes to Part C – minor changes to wording to ensure that the planning terminology used is up to date and reflects that in national planning guidance and policy, including with explicit reference to neighbourhood planning	Approved
V5.0	April 2020	Temporary amendment to allow for remote decision making during the Covid-19 movement restrictions of Planning Decisions Committee decisions by delegation to the Chair of that Committee or Executive Director of Planning Policy & Decisions following consultation with Committee members constituted as an Advisory Panel.	



## SCHEME OF PLANNING DELEGATIONS

The Board of the London Legacy Development Corporation (the "Corporation") will discharge some of its town and country planning functions and responsibilities through delegation to the Planning Decisions Committee and Planning Officers as follows:

- A. Delegations to the Planning Decisions Committee ("the Committee") – relating to town and country planning development management as set out under heading "A" below. *Until further notice these delegations will be exercised by either (a) the Chair of the Committee or (b) the Executive Director of Planning Policy & Decisions (the "Executive Director") as set out in paragraph A.1 below;*
- B. Delegations to Planning Officers – relating to town and country planning development management as set out under heading "B" below; and
- C. Delegations to Planning Officers – relating to town and country planning policy and the Community Infrastructure Levy as set out under heading "C" below.

For the avoidance of doubt, the Board has not delegated its functions in relation to agreeing local planning policy, including community infrastructure levy charging schedules, to the Planning Decisions Committee, though the Committee will advise the Board on these matters.

*During the current Covid-19 pandemic new temporary procedures are in place for decision making by the Board and, as set out in Section A, paragraph A.1 below, by the Planning Decisions Committee which are now to be taken under delegation by the Chair of that Committee or the Executive Director, following consultation with Committee members constituted as the "Planning Decisions Advisory Panel". They will be kept under review in light of the existence and extent of emergency movement restrictions imposed or recommended by the Government.*

*The delegations to the Planning Officers under Section B will continue to operate subject to the matters listed under Paragraph 2 (Exceptions to Planning Officers' delegations) where these matters will be referred to the Chair of the Committee or the Executive Director following consultation with the Planning Decisions Advisory Panel as set out in paragraph A.1 below.*

### **A Delegations to the Planning Decisions Committee - relating to town and country planning development management decisions**

#### *Remote decision making during the current Covid-19 movement restrictions.*

1. *The Board of the London Legacy Development Corporation delegates the following town and country planning development management functions and responsibilities to either (a) the Chair of the Planning Decisions Committee or (b) the Executive Director of Planning Policy & Decisions (as between them they decide) to be exercised following consultation with the Planning Decisions Advisory Panel in accordance with the Remote Decision Making Procedure approved from time to time subject to the Urgent Action procedures set out in the Corporation's standing orders:*
  - 1.1 all functions and responsibilities of the Corporation relating to town and country planning development management decisions on any town and country planning matter within the powers of the Corporation as local planning authority that fall within the Town and Country Planning Act 1990 (as amended), the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended) (other than powers relating to the declaration of conservation areas), the Electricity Act 1989, the Planning and Compulsory Purchase Act 2004 and all secondary legislation pursuant to the same including, in relation to such planning applications, the power on behalf of the Corporation as local planning

authority to negotiate, complete, discharge and vary any agreement under sections 106 and 106A of the Town and Country Planning Act 1990 and/or other appropriate powers (including under relevant highways legislation) and the power to impose conditions to any planning permission granted pursuant to such planning applications;

- 1.2 all functions and responsibilities of the Corporation relating to town and country planning enforcement action, including the overseeing and monitoring of town and country planning enforcement action taken by the Corporation through the provision of regular reports by planning officers; and
- 1.3 giving responses concerning or of interest to the Corporation as local planning authority (as statutory or other consultee or otherwise) to any other authority or person on applications, notifications and certificates outside of the "development area" as defined in The London Legacy Development Corporation (Planning Functions) Order 2012 (and any legislation amending or replacing the same).

**B Delegations to Planning Officers relating to town and country planning development management decisions**

1. Except in relation to the functions and responsibilities specified in paragraph 2 (Exceptions to Planning Officers' delegations) of this Section B below, the Board of the Corporation delegates the

following town and country planning development management functions and responsibilities of the Corporation to the Executive Director of Planning Policy and Decisions or in his or her absence the following Planning Officers of the Corporation (together "the Authorised Planning Officers"):

- (a) Head of Development Management;
- (b) Head of Planning Policy;
- (c) Principal Planning Development Managers\* (see paras 2.4-2.6 below)

- 1.1 town and country planning development management decisions on any town and country planning matter within the powers of the Corporation as local planning authority that fall within the Town and Country Planning Act 1990 (as amended), the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended) (other than powers relation to the declaration of conservation areas), the Electricity Act 1989, the Planning and Compulsory Purchase Act 2004 and all secondary legislation pursuant to the same, including the power on behalf of the Corporation as local planning authority to negotiate, complete, discharge and vary any agreement under sections 106 and 106A of the Town and Country Planning Act 1990 and/or section 16 of the Greater London Council (General Powers) Act 1974 and/or other appropriate powers (including under relevant highways legislation) and the power on behalf of the Corporation as local planning authority to impose (as far as lawfully possible) conditions to any planning permission granted pursuant to such planning applications; and
- 1.2 town and country planning enforcement action; and
- 1.3 giving responses concerning or of interest to the Corporation as local planning authority (as statutory or other consultee or otherwise) to any other authority or person on applications, notifications and certificates outside of the "development area" as defined in The London Legacy Development Corporation (Planning Functions) Order 2012 (and any legislation amending or replacing the same).

## **2. Exceptions to Planning Officers' delegations**

The following matters shall be excepted from the delegation of functions and responsibilities to Planning Officers set out in paragraph 1 of this Section B above.

*Until further notice the matters listed below will be referred to the Chair of the Committee or to the Executive Director (as between them they decide) following consultation with the Planning Decisions Advisory Panel in accordance with paragraph A.1 above.*

- 2.1 Planning applications made by Corporation members or planning officers as applicant or agent;
- 2.2 Planning applications which a Corporation Planning Decisions Committee Member or a Corporation Board Member has requested in writing to the Director of Planning Policy and Decisions within 21 days of the registering of receipt of the application by the Corporation as local planning authority should be determined by either (a) the Chair of the Planning Decisions Committee or (b) the Executive Director of Planning Policy & Decisions (as between them they decide) following consultation with the Planning Decisions Advisory Panel; and

- 2.3 Planning applications which in the opinion of the Director of Planning Policy and Decisions or in his or her absence his or her Authorised Planning Officers which:
- 2.3.1 are of a significant or potentially contentious nature; or
  - 2.3.2 have received significant objections; or
  - 2.3.3 may prevent the Corporation from fulfilling its functions or responsibilities; or
  - 2.3.4 are zonal or site-wide strategy planning documents or masterplans for the Corporation's area; or
  - 2.3.5 proposed development which involves a significant departure from planning policy or other planning guidelines or a departure from Development Plan policy (which would be required to be subject to notification to the Secretary of State), but where it is proposed to approve the application; or
  - 2.3.6 propose development which complies with adopted planning policies and other planning guidelines but where it is proposed to refuse the application; or
  - 2.3.7 are proposals which should be considered by either (a) the Chair of the Planning Decisions Committee or Executive Director of Planning Policy & Decisions or (b) the Chair of the Board (in either case) following consultation with their corresponding Advisory Panel; or
  - 2.3.8 any matter, which, in the opinion of the Executive Director of Planning Policy and Decisions and/or the Authorised Planning Officers, is of such a significant nature in terms of its impact on the purposes, functions or responsibilities of the Corporation that the matter should be referred for consideration to (a) the Chair of the Planning Decisions Committee or Executive Director of Planning Policy & Decisions or (b) the Chair of the Board (in either case) following consultation with their corresponding Advisory Panel.
- 2.4 Principal Planning Development Managers\* are Authorised Planning Officers for the purposes of signing off delegated reports and making decisions thereon for reports prepared by Senior Planning Development Managers, Planning Development Managers and Planning Development Executives only.
- 2.5 Principal Planning Development Managers' delegated reports on planning applications will be signed off and decisions made thereon by the Director of Planning Policy and Decisions, the Head of Development Management or the Head of Planning Policy.
- 2.6 Principal Planning Development Managers\* are not Authorised Planning Officers for the purposes of paragraphs 1.3 or 1.4 of the Scheme of Delegation.

- C Delegations to Planning Officers – relating to town and country planning policy and Community Infrastructure Levy charging schedule preparation**
1. Subject to the financial delegations, the Board agrees to delegate the functions specified below to the Executive Director of Planning Policy and Decisions or in his or her absence the following Authorised Planning Officers of the Corporation:
    - (a) Head of Development Management; and
    - (b) Head of Planning Policy.
  - 1.1 the power to take preparatory steps (but not decisions) in relation to the town and country planning functions of the Corporation under the Planning and Compulsory Purchase Act 2004 which relate to preparing local plan documents, related guidance (including supplementary planning documents) and other plan-making functions, or functions relating to the community infrastructure levy and neighbourhood planning, including preparatory steps in relation to the charging schedule preparation; and
  - 1.2 subject to the exceptions set out in paragraph 2 below, the power to give responses concerning or of interest to the Corporation as local planning authority (as statutory or other consultee or otherwise) to any other authority or person on:
    - 1.2.1 new or amended town and country planning legislation, policies, guidance, plans, frameworks or strategies, and consultations or proposals in respect of the same;
    - 1.2.2 local plan documents and supplementary planning documents and other planning policy consultation documents for each of the London Boroughs of Newham, the London Borough of Tower Hamlets, the London Borough of Hackney, and the London Borough of Waltham Forest; and
    - 1.2.3 current and emerging strategic planning policy and guidance for London.
  2. The delegation in paragraphs 1.1 and 1.2 above of this Section C above shall not apply in relation to:
    - 2.1 responses to consultations which a Corporation Board Member has requested in writing to the Director of Planning Policy and Decisions within 21 days of the commencement of consultation should be agreed by the Chair of the Corporation's Board following consultation with its Advisory Panel; and
    - 2.2 consultations on matters which in the opinion of the Executive Director of Planning Policy and Decisions or in his or her absence his or her Authorised Officers which:
      - 2.2.1 are of a significant or potentially contentious nature; or
      - 2.2.2 have received significant objection; or
      - 2.2.3 may prevent the Corporation from fulfilling its functions or responsibilities; or
      - 2.2.4 should be considered by the Chair of the Board following consultation with its Advisory Panel; or
      - 2.2.5 are of such a significant nature in terms of their impact on the

purposes, functions or responsibilities of the Corporation that they should be referred for consideration to the Chair of the Corporation's Board following consultation with its Advisory Panel.

## APPENDIX B

### Amendments to Legacy Corporation's Scheme of Delegation

The following provisions of the Legacy Corporation's Scheme of Delegation (Version 9.0, last amended November 2018) shall be amended as follows, deleting those words crossed-out and inserting those underlined.

Type of decision	Delegation	Notes
<b>1. General delegation</b>	<p>The Board delegates, to any Executive Director, Director and equivalent, all of the functions of the Legacy Corporation <u>(including those covered by the Scheme of Planning Delegations which are to be exercised in accordance with the requirements of that Scheme)</u> <del>(other than those functions within the delegations to the Planning Decisions Committee)</del> that are within the scope of that officer's job description, provided that this excludes any decision:</p> <p>a) on a matter that is reserved to the Board, a Committee or Sub-Committee, the Chief Executive, or other specified officers, under these delegations, <u>(as applied by paragraph 5 of the Remote Decision-Making Scheme)</u> or</p> <p>b) for which there is no budget provision, or</p> <p>c) which may be novel, contentious or repercussive.</p> <p>and in each case subject to the recording of their decisions and all considerations relevant to those decisions in a manner consistent with the procedures approved from time to time by the Chief Executive.</p> <p><u>"Remote Decision-Making Scheme" means the Scheme approved for time to time by the Corporation for the taking of decisions by remote means during the Covid-19 pandemic.</u></p>	<p>These functions include those delegated to LLDC under the London Legacy Development Corporation General Powers Delegation 2012</p>

## 2. Urgent action

The Board delegates to the each of the Chair and Deputy Chair of the Board and to each of the Chairs of Committees the exercise of any of the functions of the Legacy Corporation (including those covered by the Scheme of Planning Delegations) ~~(other than those functions within the delegations to the Planning Committee)~~ between meetings where in the Chief Executive's opinion the matter to be decided is urgent and it is not possible and/or practicable to comply with the Remote Decision-Making Procedures or (as relevant) the Scheme of Planning Delegations, provided that, prior to taking action:

- the Chair or Deputy Chair or other relevant Committee Chair shall by email consult all available Board members of the corresponding Advisory Panel (and the GLA Observer) notifying them of the intended action and seeking their views, and
- in the case of a proposed decision by the Chair or Deputy Chair of the Board the views of the relevant committee chair(s) shall also be sought ~~shall also seek the view of the relevant committee chair.~~

If the Chair ~~and~~ or Deputy Chair or Committee Chair (as relevant) are unavailable for any reason and where any urgent matter involves reputational or financial or legal risk to the Legacy Corporation and it is not possible and / or practicable to comply with the Remote Decision-Making Procedures or (as relevant) the Scheme of Planning Delegations ~~to convene an urgent meeting of the Board or the appropriate Committee~~ the Board delegates to the following persons (in the order given if any are unavailable for any reason):

- (a) the Chief Executive;
- (b) the Deputy Chief Executive; or
- (c) Any member of staff acting up into

These functions include those delegated to LLDC under the London Legacy Development General Powers Delegation 2012



either post on a temporary or permanent basis

~~Chief Executive~~ the exercise of any functions of the Legacy Corporation in relation to the urgent matter provided that, prior to taking action they:

- ~~Chief Executive~~ shall consult by email all available ~~Board~~ members of the corresponding Advisory Panel (and the GLA Observer as relevant) notifying them of the intended action and seeking their views within a reasonable time frame, and
- in the case of a decision concerning the Board, shall also seek the view of the relevant Committee Chair(s).

~~If the Chair, Deputy Chair and Chief Executive are unavailable for any reason and where any urgent matter involves reputational or financial risk to the Legacy Corporation and it is not possible to convene an urgent meeting of the Board or the appropriate Committee, the Board delegates to the Deputy Chief Executive and Executive Director of Finance, Commercial and Corporate Services the exercise of any functions of the Legacy Corporation in relation to the urgent matter provided that, prior to taking action, the Deputy Chief Executive and Executive Director of Finance, Commercial and Corporate Services shall email all Board members (and the GLA Observer) notifying them of the intended action and seeking their views within a reasonable time frame, and shall also seek the view of the relevant committee Chair.~~

~~Any Chair's, Deputy Chair's, Chief Executive's or Deputy Chief Executive's~~ action taken using this provision must be recorded in writing along with the Advisory Panel Members consulted and their views (if any) and reported to the next proceedings of the corresponding Advisory Panel ~~ordinary~~

~~meeting of the Board.~~

All staff are delegated the authority to take emergency action in case of imminent danger to life or limb, in consultation with the most senior member of staff present or available by remote means.

The “Remote Decision-Making Procedures” means such procedures as are approved by the Corporation from time for the taking of decisions by remote means during the Covid-19 pandemic in accordance with the Scheme for Remote Decision-Making.