

Subject: Stadium Committee terms of reference
Agenda item: Public Item 3
Report No: 1
Meeting date: 11 September 2012
Report to: Stadium Committee
Report of: Jonathan Dutton, Executive Director of Finance and Corporate Services

FOR INFORMATION

This report will be considered in public

1. SUMMARY

- 1.1. This report sets out the membership and terms of reference of the London Legacy Development Corporation's (LLDC) Stadium Committee.

2. RECOMMENDATIONS

- 2.1 The Committee is invited to **NOTE** this report.

3. BACKGROUND

- 3.1. At its 29th June 2012 meeting, the LLDC Board agreed to establish a Stadium Committee with the terms of reference that was circulated to the meeting. These are included as an appendix to this report.
- 3.2. The Board agreed the membership and chairing arrangements proposed by the Chairman, these are:
- Daniel Moylan – Chairman
 - Nicky Dunn
 - David Edmonds
 - Keith Edelman
 - David Gregson
 - Jayne McGivern

4. LEGAL IMPLICATIONS

- 4.1. The Localism Act, pursuant to section 198 and Schedule 21, allows a mayoral development corporation to establish committees, and if it wishes to delegate powers to them. Mayoral approval is required for the co-option of any people who are not corporation board members onto a committee.
- 4.2. The procedure for committees is set out in detail in the LLDC's Standing Orders.

5. LIST OF APPENDICES TO THIS REPORT

- Appendix 1 – Stadium Committee terms of reference

List of Background Papers

- LLDC Board 29 June 2012, Report 2: Establishment, membership and chairing arrangements of a Resource and Remuneration Committee, and Stadium Committee
- LLDC Standing Orders as amended and adopted by LLDC Board April 2012 and updated by LLDC Board June 2012

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Appendix 2: London Legacy Development Corporation Stadium Committee

- Status:** Advising the Board and Chairman, and taking decisions within its terms of reference. Part VA of the Local Government Act 1972, which deals with access to meetings and documents, applies to this committee.
- Membership:** The Committee shall be appointed by the Board and shall comprise at least four members, at least one shall have recent financial experience.
- Chair:** The Committee Chair shall be appointed from time to time by the Board. In the absence of the Committee Chair at a meeting of the Committee, the remaining members present shall elect one of themselves to chair the meeting.
- In attendance:** GLA observer
Chief Executive
Executive Director of Finance and Corporate Services
Subject to the rights of the public to attend meetings, attendance of other officers, advisers or other persons shall be at the invitation of the Chair for all or part of the meeting. The Chair may authorise the Chief Executive to issue invitations generally or in specific cases.
- Secretary:** To be agreed by the Proper Officer
- Quorum:** Two members of the Committee or, if greater, one third of the number of members of the Committee in office

Frequency of meetings and period of operation

1. The Committee is expected to meet at least three times a year, as determined by the Committee Chair, in order to meet its terms of reference. Meetings of the Committee shall be convened by the Secretary at the request of request of its Chair.
2. The Committee is expected to operate for approximately one year, and will in any event be formally disestablished in September 2014, if no proposals for extending its period of operation have been agreed before that time.

Terms of Reference

3. To advise the Board on:
 - a. The business cases for, and commercial and community merits of, different proposals for legacy use of the Stadium;
 - b. The commercial terms for managing the delivery of the Stadium transformation project;
 - c. Any outstanding issues relating to the Corporation's participation in, the Special Purpose Vehicle with the London Borough of Newham; and
 - d. The procurement process for the stadium operating contractor (inasmuch as this is not considered by the SPV itself).
4. For the avoidance of doubt, this Committee will assume the role of the Investment Committee in reviewing investment proposals for the Stadium.

Procedural and reporting arrangements

5. The Mayor shall be entitled to appoint an observer to attend meetings of any Committee or Sub Committee, pursuant to Standing Order 5. Such an observer shall be entitled to receive notice of, and all papers for, and to attend and speak (but not vote) at, all such meetings unless s/he has a direct or indirect interest in the matter under consideration. Standing Order 6 and Standing Order 7 shall apply to the observer as if s/he were a Member.
6. The Chief Executive and Executive Director of Finance and Corporate Services shall be entitled to attend all meetings of the Committee. Subject to the rights of the public to attend meetings, attendance of other officers, advisers or other persons shall be at the invitation of the Chair for all or part of the meeting. The Chair may authorise the Chief Executive to issue invitations generally or in specific cases, pursuant to Standing Order 5.2.
7. Unless otherwise agreed, notice to each Committee member confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each Committee member and any other person required to attend no later than five (5) days before the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees as appropriate at the same time.
8. The Secretary or a nominated deputy shall minute the proceedings and resolutions of all Committee meetings, including recording the names of those present and in attendance.
9. The secretary or a nominated deputy shall promptly circulate the minutes of the meetings to all Committee members.
10. The Committee will report any meeting to the Board at its next meeting.
11. The Committee shall conduct an annual review of its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness.

Amendments

12. Any of these procedures and terms of reference may be altered or amended from time to time by resolution of the Board. Notice shall be given of the proposed alteration(s) in a paper for the meeting of the Board at which they are to be discussed.

As approved at LLDC Board meeting 29 June 2012