



29 April 2014

Ref: FOI 14-013

Dear 

Thank you for your request for information, received on 14 April 2014. You asked us the following questions:

"I would like to make the following Freedom of Information request:

I have heard the LLDC has created a body called the Queen Elizabeth Olympic Park Panel which is described as 'a panel of representatives from local organisations'.

- 1. Please provide a list of the organisations selected to provide representatives.*
- 2. Please provide a list of the individuals on the panel and which organisations they represent.*
- 3. Please provide any policy documents setting out the criteria for selecting which representatives/organisations will sit on the panel.*
- 4. Please provide any information/documents setting out procedures for nominating representatives/organisations for this panel. Can organisations propose themselves for membership of the panel?*
- 5. Please provide information/documents as to who appoints the panel.*
- 6. Please provide information/documents showing the remit of the panel.*
- 7. Are the meetings of the panel open to the public? When was it set up and have there been any meetings of the panel?*
- 8. Are the agenda and reports of the panel available to the public? If so where are they published? If not, why not?*
- 9. Will the members of the panel receive any payment or reimbursement?"*

I have set out below our response to each one of your questions following your order:

Q1: Please provide a list of the organisations selected to provide representatives.

A list of the organisations that have been invited to be on the Queen Elizabeth Olympic Park Panel (Park Panel) is in Appendix A.

Q2: Please provide a list of the individuals on the panel and which organisations they represent.

Invitations to the organisations listed in Appendix A have been sent out but, as of receipt of this information request, less than 30% have responded and confirmed that they would like to join the panel, let alone nominated a representative. The organisation on the Park Panel is the priority; the individual attending on behalf of the organisation is expected to possibly change depending on availability and conflicting commitments.

Therefore, unfortunately the information you have requested is not currently held by the London Legacy Development Corporation (Legacy Corporation).

Q3: Please provide any policy documents setting out the criteria for selecting which representatives/organisations will sit on the panel.

The “Overview of the Queen Elizabeth Olympic Park Panel” document is in Appendix B. This document summarises the Park Panel’s mission; membership; expectations of members; benefits to members; the Legacy Corporation’s commitments to the Park Panel and meeting frequency.

Appendix C details the Park Panel membership criteria.

Q4: Please provide any information/documents setting out procedures for nominating representatives/organisations for this panel. Can organisations propose themselves for membership of the panel?

Appendix D is the template of the letter sent to the organisations invited to join the Panel. The letter includes the process for identifying representatives.

Non member organisations can request consideration for membership and Park Panel members can suggest other organisations. The proposed organisation would need to fit the Park Panel criteria and be prepared to sign up to the objectives and terms of reference of the Park Panel and not cause the Panel to exceed 30 Members. Subject to these criteria, the Legacy Corporation would invite the organisation to join the Panel. In addition, membership is intended to be reviewed annually.

Q5: Please provide information/documents as to who appoints the panel.

Appointments to the Park Panel will be based on the membership criteria and those organisations who accept the invitation made by the Legacy Corporation.

Q6: Please provide information/documents showing the remit of the panel.

The remit of the Panel is included in Appendix B – “Overview of the Queen Elizabeth Olympic Park Panel” and the Park Panel membership Criteria in Appendix C.

Q7: Are the meetings of the panel open to the public? When was it set up and have there been any meetings of the panel?

The first meeting of the Park Panel is provisionally planned for mid-May 2014 but a date has not yet been arranged. The Park Panel meetings will not be open to the public.

Q8: Are the agenda and reports of the panel available to the public? If so where are they published? If not, why not?

The Park Panel has not yet created any agenda or reports. Part of the agenda for the first meeting is expected to be the review and approval of the Terms of Reference for the Park Panel. The Legacy Corporation intend to publish the key documents, including the meeting minutes on the website once they have been approved by the Park Panel.

Q9: Will the members of the panel receive any payment or reimbursement?

The members of the panel will not receive any payment but will be reimbursed for any reasonable expenses submitted to Legacy Corporation, on provision of the proper supporting documentation.

If you are unhappy with our response to your request and wish to make a complaint or request a review of our decision, you should write to:

Executive Director of Finance and Corporate Services
London Legacy Development Corporation
Level 10
1 Stratford Place
Montfichet Road
London
E20 1EJ

Please note: complaints and requests for internal review received more than two months after the initial decision will not be handled.

If you are not content with the outcome of the internal review, you may appeal directly to the Information Commissioner at the address given below. You should do this within two months of our final decision. There is no charge for making an appeal.


Further information on the Freedom of Information Act 2000 is available from the Information Commissioner's Office:

Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Telephone 08456 30 60 60 or 01625 54 57 45

Website www.ico.gov.uk

Yours sincerely


FOI / EIR Co-ordinator
London Legacy Development Corporation