

Minutes of the Meeting of the Board of the London Legacy Development Corporation

Meeting date: 17 July 2012
Time: 10.00am
Venue: The Council Chamber, The Old Town Hall, 29 The Broadway,
Stratford, E15 4BQ

PRESENT: Daniel Moylan (Chairman)
Sonita Alleyne
Nick Bitel
Nicky Dunn
Keith Edelman
David Edmonds
Robert John
Lord Mawson
Jayne McGivern
Elizabeth McMahon
Jules Pipe
Sir Robin Wales

IN ATTENDANCE: Andrew Altman (Chief Executive)
Jonathan Dutton (Executive Director of Finance & Corporate Services)
Dan Hawthorn (Mayor's observer)
Jan Boud (General Counsel)
Anne Pia (Interim HR Director – agenda item 10)
Duncan Innes (Executive Director of Real Estate – agenda items 13 & 14)
Rachel Massey (Secretariat)

1 Minutes

- 1.1 The Chairman welcomed members to the meeting of the London Legacy Development Corporation's (LLDC) Board.
- 1.2 The minutes of the meeting on 29 June 2012 had been circulated with the papers. The Board **APPROVED** the minutes as an accurate record of the meeting for the Chairman to sign, subject to amending that Robert John had been present at the meeting.

2 Apologies for absence

- 2.1 The Chairman noted the apologies from David Gregson, Philip Lewis, Sir Edward Lister, Lutfur Rahman, and Chris Robbins.

3 Declarations of Interest

- 3.1 The Chairman noted that members had declared registrable interests in line with the standing orders.

- 3.2 The Chairman noted that Sonita Alleyne may have an interest in relation to agenda item 14 on the press and broadcast centres, as she had previously declared that she is a Governor of the University of the Arts and that one of its member colleges, the London College of Fashion, was part of a consortia (UK Fashion Hub) bidding for the press and broadcast centres.
- 3.3 The Chairman asked Board Members to confirm if they had any additional interests to be declared and any relating to matters listed on the agenda. There were no declarations.

4 Report of the meeting of the Audit Committee held on 21 June 2012

- 4.1 The Chairman introduced Report 1 which provided an update on the recent Audit Committee meeting held on 21 June 2012 which discussed the Committee's procedures and terms of reference, the External Auditor, the Internal Audit Plan for 2012/13 and risk management and internal controls. The Board **NOTED** the report.

5 Report of the meetings of the Investment Committee held on 3 July 2012 and 11 July 2012

- 5.1 The Chairman introduced Reports 2 and 3 which provided updates on the recent Investment Committee meetings. The Chair of the Investment Committee noted that the Committee discussed the press and broadcast centres and the Chobham Manor developer procurement which would be considered in the private section of the meeting. The Board **NOTED** the report.

6 Report of the meeting of the Resources and Remuneration Committee held on 9 July 2012

- 6.1 The Chairman introduced Report 4 which provided an update on the Resources and Remuneration Committee meeting on 9 July. The Board **NOTED** the report.

7 Corporate Performance Report: April - June 2012

- 7.1 The Chairman introduced Report 5 noting that this was the first time that the Board had received the Corporate Performance Report and that David Edmonds and Keith Edelman had offered to work with officers on the content of this new report.
- 7.2 The Chairman invited any comments on the Corporate Performance Report. The following comments were made:
- (a) A query was raised about programme slippage in Park Operations and in Design reported on page 3 of the report. The Executive Director of Finance and Corporate Services noted that this was a short term issue and this was expected to be on programme in the next quarter.
 - (b) A query was raised about the insurance provider for the ArcelorMittal Orbit. The Executive Director of Finance and Corporate Services noted that LLDC has insurance cover for the Orbit until June 2014 via the ODA's insurance arrangements that are in place across the Olympic Park.
 - (c) A query was raised about the timing of the park ticketing strategy and whether this would come to the Communities Committee. The Chief Executive noted that this was ready to be brought to the Board. The Chairman noted that it would be helpful for it to be considered by the Communities Committee before coming to the Board.

7.3 The Board **NOTED** the report.

8 Membership of Planning Decisions Committee

- 8.1 The Chairman introduced Report 6 which set out the proposed structure of the Planning Decisions Committee as 11 members with named substitutes; 5 would be nominated by the Olympic Park boroughs and 6 appointed from the LLDC board. It was clarified that the 6 appointed LLDC members would not include the Olympic Park borough representatives on the Board. It was also noted that the Chairman of the Committee would be remunerated.
- 8.2 It was noted that the report also sought approval for the Chairman to start the process to seek one nominee from each of the London boroughs of Hackney, Tower Hamlets and Waltham Forest and two from the London Borough of Newham.
- 8.3 The Chairman noted that while planning policy would be reserved to the Board, fora may be established so that stakeholders could be consulted during the development of the planning policy. These fora could include elected members of the Olympic Park boroughs, for example from the wards adjacent to the Park or from the borough planning committees, who would help to develop a strong planning policy.
- 8.4 The Board **APPROVED** the Planning Decisions Committee structure and membership set out in section 4 of the report, subject to clarifying that the 6 appointed LLDC members would not include the Olympic Park borough representatives on the Board.
- 8.5 The Board **AGREED** to the Chairman writing to the Olympic Park boroughs to seek nominations for co-opted members.
- 8.6 The Board **NOTED** that a further paper on formal appointments to the Committee, plus planning terms of reference, delegations and code of conduct would be brought to the Board in September.

9 Internal audit plan 2012/13

- 9.1 The Chairman introduced Report 7 which set out the proposed LLDC Internal Audit plan for 2012/13, which had been reviewed by the Audit Committee.
- 9.2 The Chairman proposed to include an examination of the assurance processes that were being put in place for Park transformation in the internal audit programme. This would take place 6-8 months after the transformation assurance had commenced. The Chair of the Audit Committee agreed to this addition.
- 9.3 The Board **APPROVED** the Internal Audit Plan for 2012/13 with the proposed amendment in 9.2 above.

10 Chief Executive recruitment update

- 10.1 The Chairman introduced Report 8 and noted that the Resources and Remuneration Committee had considered the Chief Executive recruitment information at its recent meeting. The Chairman noted that the recruitment timetable had been extended since it was reported to the last Board meeting and would now conclude with an appointment being made in mid October.
- 10.2 The Chairman proposed a revised job description and person specification with minor amendments following his discussions with City Hall. These were:

- (a) An additional point under strategic and operational accountabilities in the job description as follows: “Work with the GLA and the GLA Group to establish collaborative processes and to develop shared service initiatives; and
 - (b) Including construction experience in the skills and experience section of the person specification as follows: “Expertise and experience in construction, physical infrastructure and urban regeneration”. A revised version of the job description and person specification was circulated to the meeting.
- 10.3 The Chairman proposed an amendment to the report to offer a permanent contract with a suitable notice period, which was suggested to be 12 months, rather than a fixed term contract.
- 10.4 The Chairman proposed, following his discussions with City Hall, an amendment to the recommended remuneration for the post to be advertised at, as “in the region of £175,000 per annum with more for an exceptional candidate plus a performance related bonus of up to 20%.”
- 10.5 The Chairman invited any comments and questions. The following comments were made:
- (a) A suggested amendment was proposed to the additional point in 10.2a above so that this read “... to develop shared service initiatives where appropriate.”
 - (b) A suggested amendment was proposed to the additional point in 10.2a above so that this also included establishing collaborative process with the six host boroughs.
 - (c) A suggested amendment was proposed to the additional skills and experience point in 10.2b so that this reads: “Expertise and experience in construction, physical infrastructure and/or urban regeneration”.
 - (d) A suggested amendment to section 3 of the job description to clarify that the LLDC area relates to the whole geographical remit of the Corporation not just the Park.
 - (e) A query was raised about the procurement of the search and selection firm. The Interim HR Director noted that two board members from the Resources and Remuneration Committee, Andrew Mawson and Elizabeth McMahon, were on the interview panel and that the Chairman would meet the selected firm.
- 10.6 The Chairman noted that the under the terms of reference of the Resources and Remuneration Committee the Board could ask the Committee to undertake “any other matters relating to the appointment of the chief executive as requested by the Board.” The Chairman proposed that the Committee be asked to participate in the long listing, short listing and interviews with a view to recommending a candidate to the Board.
- 10.7 The Board **APPROVED** the proposed revised job description and person specification for the chief executive subject to the amendments proposed in 10.5(a)-(d) above.
- 10.8 The Board **APPROVED** that the chief executive salary be advertised in the region of £175,000 per annum with more for an exceptional candidate plus a performance related bonus of up to 20%.
- 10.9 The Board **AGREED** that the Resources and Remuneration Committee is asked to undertake the long listing and short listing process and interviews with a view to recommending a candidate to the Board to appoint.

11 Any urgent business

- 11.1 The Chairman did not have any urgent business to raise in this part of the meeting.

12 Exclusion of the press and public

- 12.1 The Board **AGREED** to exclude the public and press from the meeting, in accordance with Section 100A(4) of the Local Government Act 1972, for the next two items of business on the grounds that it would be likely to involve the disclosure of exempt information as defined in part 1, paragraph 3 of Schedule 12A of the Act as it 'relates to the financial or business affairs of any particular person (including the MDC holding that information)'.
12.2 The members of the press and public left at 10.30am.

13 Chobham Manor developer

- 13.1 The Chairman introduced Report 9 which sought the approval to the officers' recommendation of the Chobham Manor development partner. The Chairman of the Investment Committee noted that item was considered by the Investment Committee at its 11 July 2012 meeting.
13.2 The Board discussed and **APPROVED** the recommendation set out in the report.
13.3 The Chairman noted that there would be a press release confirming that a developer had been selected, but the developer cannot be named until the tendering process was fully completed next week.

14 Press centres and broadcast centres

- 14.1 The Chairman confirmed that Sonita Alleyne did not need to leave the meeting for this item as there was no longer a conflict of interest following UK Fashion Hub's withdrawal of its bid.
14.2 The Chairman introduced Report 10 that sought approval of the Press and Broadcast centres preferred bidder. This item was considered by the Investment Committee at its 3 July 2012 meeting.
14.3 The Board discussed and **AGREED** to award iCITY sole preferred bidder status to become the long-term tenant of the Press and Broadcast Centres subject to iCITY achieving tough but achievable requirements, including targets for job creation, before any agreement for lease is formally signed.

15 Any urgent business

- 15.1 The Chairman proposed that he give the Board an verbal update on the stadium SPV. The Chairman confirmed that he had determined this to be urgent business as a matter for consideration had arisen since the publication of the agenda for the meeting and the Chair wanted to ensure that the Board considered at the earliest opportunity. The Chairman confirmed that the SPV had been established and asked for nominees from the Board for the three LLDC nominated positions on the SPV board.

16 Close

- 16.1 The Chairman and Board Members noted their thanks to Chief Executive as this was his last meeting. The Chief Executive thanked the Board, LLDC staff, partners in the Host Boroughs and the Mayor of London.
- 16.2 The meeting closed at 11.40am

Signed

Date