

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

Meeting date: 2 April 2012

Time: 3.00pm

Venue: Ground Floor Rooms A&B, 29-35 West Ham Lane, Stratford E15 4PH

PRESENT: The Baroness Ford of Cuninghame (Chair)
Sonita Alleyne
Nick Bitel
Nicky Dunn
David Edmonds
Philip G Lewis
Elizabeth McMahon
Jules Pipe
Lutfur Rahman
Chris Robbins

IN ATTENDANCE: Andrew Altman (Chief Executive)
Jonathan Dutton (Executive Director of Finance & Corporate Services)
Dan Hawthorn (Mayor's observer)
Richard Brown (Director of Strategy)
Rachel Massey (Secretariat)

1 Welcome and opening remarks

- 1.1 The Chair welcomed members of the Board to the first meeting of the London Legacy Development Corporation (LLDC) Board noting that the recent statements by the International Olympic Committee praising London's focus on legacy were testament to the hard work of the host boroughs and the Olympic Park Legacy Company (OPLC) and a positive way to end on for the OPLC.
- 1.2 The Chair introduced the Mayor's observer and two officers of the Corporation, the Chief Executive and Executive Director of Finance & Corporate Services who would be attending board meetings.
- 1.3 The Chair noted that the purpose of the meeting is to agree various governance documents so the corporation can function effectively on its first day of business. The next meeting of the board would be on 22 May 2012.
- 1.4 The meeting was quorate.

2 Apologies for absence

- 2.1 The Chair noted the apologies from Keith Edelman, David Gregson, Robert John, Andrew Mawson, Sir Edward Lister, Jayne McGivern and Sir Robin Wales.

3 Declarations of Interest

- 3.1 The Chair noted that members had declared registrable interests in line with the proposed standing orders and these were being compiled into a register. The Chair asked Board Members to confirm if they had any additional interests to be declared and any relating to matters listed on the agenda.
- (a) The Chair noted a new interest in relation to Grove Limited.
 - (b) Sonita Alleyne noted that she had already declared an interest as 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 bidding for the press and broadcast centres.

4 Approval of Standing Orders

- 4.1 The Chair introduced Report 1 and its attached standing orders noting that these set out how the LLDC will conduct its business including provisions for calling and the conduct of meetings, and a members' code of conduct, gifts and hospitality and registrable interests.
- 4.2 The Chair invited any comments on the standing orders. The following comments were made:
- (a) A suggested amendment was proposed to section 6.3 so that a member who has declared an interest can, subject to the noted provisos, "participate in the consideration or discussion of" a matter and vote on the matter.
 - (b) A query was raised about whether a 20% interest in a company as set out in section 6.5.f.i was an appropriate level. It was agreed to leave this percentage as 20% and provide information to the member raising the query about the levels used in comparable bodies.
 - (c) A suggested amendment was made to section 6.5 that this should also refer to limited liability partnerships.
 - (d) A suggested amendment was made to point 6 of the Code of conduct point 6, that members should "participate in" rather than "attend" any required training and development.
 - (e) A suggested amendment was made to review the standing orders to remove any gender specific language.
- 4.3 The Board **AGREED** the adoption of the standing orders subject to the amendments proposed in 4.2 above. A copy of these amended and approved standing orders is circulated with these minutes.

5 Financial regulations, scheme of delegations, and procurement code

- 5.1 The Chair introduced Report 2 that seeks approval of the financial regulations, scheme of delegations, procurement code. The Chair noted that these documents set out how the LLDC will conduct its financial affairs and include the responsibilities of financial officers, the financial and other decision-making delegations to officers and committees and the procurement code.
- 5.2 The Chair invited any comments on the documents. The following comments were made:
- (a) A suggested amendment was made to section 3.1 of the financial regulations to remove the words "and operation" to clarify that the

Executive Director of Finance & Corporate Services does not require a counter signatory to open a bank accounts for the Corporation in accordance with provisions agreed by the Board.

- (b) A suggested amendment was made to clarify that all the financial delegations in the scheme of delegations table were “within approved budgets”. It was noted that this was specified under point 5, but would be included in the table for the avoidance of doubt.

- 5.3 The Board **AGREED** the adoption of the he adoption of Financial Regulations, Scheme of Delegation and Procurement Code attached as Appendices A-C subject to the amendments proposed in 5.2 above.

6 Appointment of Proper Officer and Chief Finance Officer

- 6.1 The Chair introduced Report 3 which seeks approval of officers to take on statutory duties for the LLDC. These are the ‘proper officer’ who is formally responsible for issuing agendas etc in line with relevant legislation and the chief finance officer who has formal statutory duties to report on proposed unlawful expenditure.
- 6.2 The Board **AGREED** that Andrew Altman be appointed proper officer for as long as he holds the post of Chief Executive.
- 6.3 The Board **AGREED** that Jonathan Dutton be appointed chief finance officer with responsibility for the proper financial affairs of the Corporation for as long as he holds the post of Executive Director of Finance and Corporate Services.

7 Approving the seal

- 7.1 The Chair introduced Report 4 that seeks approval of the adoption of a corporate seal for the formal execution of deeds as specified by the Localism Act. The Chair noted that the LLDC’s Standing Orders which were discussed and approved subject to the amendments provide for the application and authentication of the seal.
- 7.2 The Board **AGREED** to adopt the Corporation’s seal
- 7.3 A copy of the impression of the seal was made available to Board members, and will be affixed to the minutes of the 2 April Board meeting to provide a formal record of its adoption.

8 Memorandum of understanding (MoU) with the Mayor of London

- 8.1 The Chair introduced Report 5 which provides an update about the proposed memorandum of understanding (MoU) with the Mayor of London.
- 8.2 The Mayor’s observer noted that that this is an administrative document that covers the relationship between the Mayor of London and the LLDC and includes such matters as access to information and meetings, approval of budget and business plans and consultation arrangements.
- 8.3 The Board **NOTED** the proposal for a memorandum of understanding.
- 8.4 The Board **AGREED** to delegate to the Chair the authority to sign a final draft of the proposed memorandum. The Chair asked that a final draft be circulated to Board members for any comments or queries before she signed it.

9 Legacy Corporation’s 2012/13 budget

- 9.1 The Chair invited the Executive Director of Finance & Corporate Services to introduce Report 6. The Executive Director of Finance & Corporate Services noted that the report asks the Board to approve LLDC's budgets for 2012/13 and that the budget had been agreed by OPLC Board in March.
- 9.2 The Board **APPROVED** the Corporation's Capital, Programme and Operational Budgets for 2012/13.

10 Transfer of assets, rights and liabilities to London Legacy Development Corporation

- 10.1 The Chair introduced Report 7 on the transfers of property, rights and liabilities that are being transferred by the Department for Communities and Local Government to the LLDC from the OPLC and also from the London Thames Gateway Development Corporation (LGTDC). It was noted that the transfers took place on 1 April 2012 by a formal transfer scheme.
- 10.2 The Executive Director of Finance & Corporate Services noted that the LLDC had received a letter from the Greater London Authority underwriting the liabilities noted in paragraph 7.3 of the report.
- 10.3 The Board **NOTED** the content of the report.

11 Any urgent business

- 11.1 The Chair did not have any urgent business to raise.

12 Close

- 12.1 The meeting closed at 3.25pm.