

## London Legacy Development Corporation

**Meeting title:** EMT Management Review Meeting (end-month)  
**Date:** 25 October 2021  
**Time:** 11.15 (Marketing Suite and MS Teams)  
**Attendees:** Lyn Garner, Sarah Perry, Paul Brickell, Anthony Hollingsworth, Erin Weir (for Mark Camley), Mark Robinson (for Ed Stearns), Rosanna Lawes, Nathan Homer, Anthony Hollingsworth, Irene Man, Richard Irish, Anne Ogundiya, Layla Conway Rachel Massey, Oliver Shepherd, Clare Beamish  
**Apologies:** Gerry Murphy, Colin Naish, Mark Camley, Ed Stearns

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### 1. Minutes and actions

1.1. The minutes were agreed. The actions were noted.

### 2. Matters for decision

2.1. s40 joined to present the **Location strategy update on the LLDC office move to 5 Endeavour Square (5ES)**. The new space offers more flexibility for desk layout, other working space and meeting spaces on the floor. There are 2 quiet rooms allocated to LLDC, 1 for IT and one for Lyn/Peter. There are 87 other bookable meeting rooms on the TfL system. There will be 90 workstations (1:2) and touch down zones. In terms 5ES space, LLDC have to decide on a half of quarter floor plate. It was noted that LLDC would take a 3 year licence for the floor plate and NT would see if LLDC can have a 18 month review period so it could reduce the space, but this is subject to TfL. EMT discussed how the return to 1SP is going, noting that there has not been much take up. It was noted that a critical mass of people is needed in the office to have the benefit of collaborative working and make it worthwhile to come in. EMT felt there was a need to focus on business efficiency and that high performing teams work better/collaborate more in person and junior team members can learn more. Will start to message before Christmas to flag a new approach to working from the new year to get ready for move to 5ES. EMT agreed the recommendations in the report (to approve the relocation to 5ES, delegated to Sarah Perry to oversee the relocation programme and report milestones to EMT, and approved £10k for a building surveyor) and were supportive of taking a half floor plate.

- **Action: Use Management Forum to encourage staff to come in to get used to collaborative working – Look hold a MF meeting at 5ES - OS**
- **Action: Bring new principles for hybrid working before Christmas - SP**

2.2. EXTRACTED - NOT RELEVANT

EXTRACTED - NOT RELEVANT

2.3. EXTRACTED - NOT RELEVANT

2.4. EXTRACTED - NOT RELEVANT

2.5. EXTRACTED - NOT RELEVANT

**3. Project Approvals**

3.1. EXTRACTED - NOT RELEVANT

**4. Policies for approval**

4.1. None this meeting.

**5. Board and committee papers for review**

5.1. EXTRACTED - NOT RELEVANT

**6. Corporate performance**

6.1. EXTRACTED - NOT RELEVANT

EXTRACTED - NOT RELEVANT

6.2. EXTRACTED - NOT RELEVANT

**7. Board and committee forward look**

7.1. The forward look was review.

**8. AOB and EMT round up**

8.1. EXTRACTED - NOT RELEVANT

8.2. EXTRACTED - NOT RELEVANT

8.3. EXTRACTED - NOT RELEVANT

**Actions from last management meeting (see email action log for weekly meeting actions)**

Date	Action	Owner	Due Date	Status
EXTRACTED - NOT RELEVANT				
25/10/21	Use Management Forum to encourage staff to come in to get used to collaborative working – Look hold a MF meeting at 5ES	AO/OS		speaking to TfL about holding the MF at 5ES in November.
25/10/21	Bring new principles for hybrid working before Christmas	SP	December	
EXTRACTED - NOT RELEVANT				

**Open Actions from previous management meetings**

Date	Action	Owner	Due Date	Status
EXTRACTED - NOT RELEVANT				

**Closed actions since the last meeting**

Date	Action	Owner	Due Date	Status

