

London Legacy Development Corporation

Meeting title: EMT Management Review Meeting (end-month)
Date: 13 December 2021
Time: 11.15 (MS Teams)
Attendees: Lyn Garner, Sarah Perry, Anthony Hollingsworth, Gerry Murphy, Colin Naish, Mark Camley, Ed Stearns, Rosanna Lawes, Irene Man, Richard Irish, Layla Conway Rachel Massey, Oliver Shepherd
Apologies: Paul Brickell Anne Ogundiya, Nathan Homer,

1. Minutes and actions

- 1.1. The minutes were agreed. The actions had been circulated and 6 closed and 3 updated - see updated table.

2. Matters for decision

- 2.1. EXTRACTED - NOT RELEVANT

- 2.2. EXTRACTED - NOT RELEVANT

- 2.3. EXTRACTED - NOT RELEVANT

- 2.4. EXTRACTED - NOT RELEVANT

2.5. EXTRACTED - NOT RELEVANT

2.6. s40 joined the meeting to present the **Return to Office Guidance and proposed 5ES floorplans**. The proposed changes to the hybrid working guidelines included an expectation of being in the office for 40% of contracted hours. EMT members noted that this should be clearer and more direct (for example removing phrases like "we do not expect" or "rule of thumb". The guiding principle should also be amended to include meeting the business need ("Our ambition is that all employees should be able to work in a way that suits them and meets the business needs." LC noted that the Employee Forum would welcome an opportunity to feed into the guidance and it was agreed to take soundings from EF. It was noted that an updated EQIA will be prepared. Some people may have a disability which could make working in office difficult, and this should be considered under the reasonable adjustments process. It was noted that some people may not feel safe coming into the office in the current Covid situation and this would need to be monitored.

2.7. In terms of communications, the investment in the new office space and working environment should be brought out more. It would be useful to convey that people will work differently when in the office and that this is recognised by managers. The communication should set the direction of travel to 5ES, note that 40% of time makes sense within the new building (which has 50% capacity and be hot desking). It was agreed to include the direction of travel in the webcast and issue a formal communication in January. EMT noted the report. The floorplans were not discussed due to time constraints, and would be circulated via email.

2.8. EXTRACTED - NOT RELEVANT

3. Project Approvals

3.1. EXTRACTED - NOT RELEVANT

3.2. EXTRACTED - NOT RELEVANT

EXTRACTED - NOT RELEVANT

3.3. EXTRACTED - NOT RELEVANT

3.4. 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

6.2. EXTRACTED - NOT RELEVANT

7. Board and committee forward look

7.1. The forward look was reviewed.

8. AOB and EMT round up

8.1. EXTRACTED - NOT RELEVANT

8.2. EXTRACTED - NOT RELEVANT

8.3. EXTRACTED - NOT RELEVANT

9. Consent agenda

9.1. EXTRACTED - NOT RELEVANT

9.2. EXTRACTED - NOT RELEVANT

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				

Open Actions from previous management meetings

Date	Action	Owner	Due Date	Status
EXTRACTED - NOT RELEVANT				

EXTRACTED - NOT RELEVANT

EXTRACTED - NOT RELEVANT

EXTRACTED - NOT RELEVANT

Closed actions since the last meeting

Date	Action	Owner	Due Date	Status
EXTRACTED - NOT RELEVANT				

OK!