

London Legacy Development Corporation

Meeting title: EMT Management Review Meeting (mid-month)
Date: 11 April 2023
Time: 11am (5ES and MS Teams)
Attendees: Lyn Garner, Rosanna Lawes, Ed Fane (for Mark Camley), Colin Naish, Ed Stearns, Nathan Homer, Michelle May, Richard Irish, Adam Adesina, Anthony Hollingsworth, Rachel Massey, Oliver Shepherd, Debbie Wooldridge (for Sarah Perry), Anne Ogundiya
Apologies: Gerry Murphy, Mark Camley, Sarah Perry, Vivian Murinde

1. Minutes and actions

- 1.1. The minutes were agreed subject to reopening the action about marketing KPIs.

2. Matters for decision

- 2.1. s40 joined the meeting to present the update on **Hybrid Working** following the survey and SEMT discussion on the proposal to change the wording in the guiding principles from an expectation to a requirement to work 40% of time from an office/Park location. This would not be mandated via a policy but would be monitored and managed on a case by case by managers. There would be a Management Forum scenario-based discussion to agree best practice in managing this consistently. There would also be a review of associated policies such as core hours and flexible working. The risks of the approach were loss of talent or not attracting talent, this would be mitigated via flexible working arrangements.
- 2.2. There was no baseline of how many people were not currently meeting the 40% expectation, but s40 noted that some survey responses mentioned unfairness or inconsistency. It was noted that some teams are in more that two days per week, and some colleagues are out on the Park/venues which others may not be aware of. AA noted the Employee Forum discussions on hybrid working had also raised a perception of unfairness that some people are in more than others, so it would be important to have clear and transparent process for requesting any flexibility to the approach.
- 2.3. AO noted that some of the feedback about hybrid working had been about IT issues and Jim Wood was happy to give training if required. Colleagues would be encouraged to open their calendars and indicate when they will be in the office.
- 2.4. EMT agreed with the approach to change the wording rather than mandate a policy and felt that the revised wording provided clarity. LG requested that the wording note that the 40% is subject to business need, so people may need to be in the office more. It was noted that developing the organisational culture is a business need.
- 2.5. EXTRACTED - NOT RELEVANT

3. Project Approvals

3.1. None this meeting.

4. Policies for approval

4.1. None this meeting.

5. Board and committee papers for review

5.1. None this meeting.

6. Corporate performance

6.1. None this meeting.

7. Board and committee forward look

7.1. The forward look was noted.

8. AOB and EMT round up

8.1. EXTRACTED - NOT RELEVANT

8.2. EXTRACTED - NOT RELEVANT

8.3. There were no reflections on the meeting raised.

9. Consent items

9.1. There were no questions or comments on the consent agenda items (the 2023/24 Marketing update was discussed earlier). On the POD update, DW noted that the focus is on the end of year. It was confirmed that further guidance would be issued on objective setting and there would be a discussion at Management Forum to help managers set objectives. LG noted corporate wide objectives should focus on increasing local employment and GLA collaboration.

- **Action: Circulate LG's objectives – POD/JP**

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

Open Actions from previous management meetings

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

Closed actions since the last meeting

Date	Action	Owner	Due Date	Status
EXTRACTED - NOT RELEVANT				

