

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

Meeting date: 29 June 2012
Time: 12.30pm
Venue: Rooms 1-3, London Legacy Development Corporation, Level 10,
1 Stratford Place, Montfichet Road, London E20 1EJ

PRESENT: Daniel Moylan (Chairman)
Sonita Alleyne
Nicky Dunn
Keith Edelman (from items 5 onwards, by telephone)
Robert John
Philip Lewis
Elizabeth McMahon
Andrew Mawson (from items 5 onwards, by telephone)
Jules Pipe
Sir Robin Wales (for items 1 to 5 only)

IN ATTENDANCE: Andrew Altman (Chief Executive for item 12 only)
Jonathan Dutton (Executive Director of Finance & Corporate Services)
Dan Hawthorn (Mayor's observer)
Jan Bound (General Counsel)
Rachel Massey (Secretariat)
Patricia Obinna (TfL legal for item 10 only, by telephone)

1 Welcome and opening remarks

1.1 The Chairman welcomed members of the Board to the meeting of the London Legacy Development Corporation (LLDC) Board and noted that the meeting was quorate.

2 Minutes

2.1 The minutes of the meeting on 22 May 2012 had been circulated with the papers. The Board **APPROVED** the minutes as an accurate record of the meeting, for the Chairman to sign.

3 Apologies for absence

3.1 The Chairman noted the apologies from Nick Bitel, David Edmonds, David Gregson, Sir Edward Lister, Jayne McGivern, Lutfur Rahman, and Chris Robbins.

4 Declarations of Interest

- 4.1 The Chairman noted that members had declared registrable interests in line with the standing orders.
- 4.2 The Chairman read out his declarations for the record as: Councillor, Royal Borough of Kensington and Chelsea Council; Board member, Transport for London; Chair and Board member, Urban Design London; Non Executive Director, The Glanmore Property Fund Limited; Non Executive Director, Glanmore Investments Limited; Non Executive Director, Glanmore Property Company Limited; Trustee, Kensington, Chelsea and Fulham Conservative Association; Director, Kensington and Chelsea Environmental Limited; Member, London Waste and Recycling Board; and Member, Court of the Royal College of Art, and noted that none of these impinged on the meeting.
- 4.3 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.

5 Amendments to Standing Orders and Scheme of Delegations

- 5.1 The Chairman introduced Report 1 and indicated that recommendation 2.2 regarding the amendment of the standing orders would be taken first.
- 5.2 The Board **AGREED** to amend the standing orders to allow the participation of members by telephone for any part of a meeting of the Board, a Committee or Sub Committee, including for the part of meetings open to the public, effective immediately.
- 5.3 Sir Robin Wales left the meeting at this point.
- 5.4 Keith Edelman and Andrew Mawson announced that they had joined the meeting by telephone. The Chairman noted that the meeting remained quorate as these two members had joined the meeting.
- 5.5 The Chairman proposed and the Board **AGREED** to defer the item on amending the scheme of delegations as set out in recommendation 2.1 to a future meeting.

6 Establishment, membership and charring arrangements of Stadium Committee and Resource and Remuneration Committee

- 6.1 The Chairman introduced Report 2 that sought approval of the structure, membership and terms of reference of two new committees – the Resource and Remuneration Committee and Stadium Committee.
- Resource and Remuneration Committee**
- 6.2 The Chairman proposed to defer discussion of the terms of reference of the committee included in the report to a future meeting.
- 6.3 The Chairman proposed to establish the committee with revised terms of reference that were circulated at the meeting: to advise the Board on the job description, person specification, terms and conditions (including remuneration) and term of appointment of the chief executive and any other matters relating to the appointment of the chief executive as requested by the Board.
- 6.4 The Board **AGREED** to establish a Resources and Remuneration Committee with the revised terms of reference that were circulated at the meeting.

- 6.5 The Board **AGREED** the membership and chairing arrangements proposed by the Chairman, these are below:
- Daniel Moylan – Chairman
 - Philip Lewis
 - Andrew Mawson
 - Nick Bitel
 - Liz McMahon

- 6.6 It was noted that a meeting of the committee would be arranged in the week commencing 9th July so that this can inform a report to the 17th July meeting of the Board. It was noted that all Board Members are welcome to attend the committee meetings.

Stadium Committee

- 6.7 The Board **AGREED** to establish a Stadium Committee with the terms of reference circulated with the papers.
- 6.8 The Board **AGREED** the membership and chairing arrangements proposed by the Chairman, these are below:
- Daniel Moylan – Chair
 - Nicky Dunn
 - David Edmonds
 - Keith Edelman
 - David Gregson
 - Jayne McGivern
- 6.9 It was noted that all Board Members are welcome to attend the committee meetings.

7 Recruitment of a new Chief Executive

- 7.1 The Chairman introduced Report 3 which addressed the recruitment process for a new chief executive.
- 7.2 The Board **NOTED** the proposed arrangements for the recruitment of the chief executive
- 7.3 The Board **AGREED** to the procurement of a search and selection company to support the recruitment process.

8 Any urgent business

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

9 Exclusion of the press and public

- 9.1 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 three items of business on the grounds that:
- (a) For items 10 and 11, it would be likely to involve the disclosure of exempt information as defined in part 1, paragraph 1 of Schedule 12A of the Act (information relating to any individual); and
 - (b) For Item 12, 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)'.

10 Outgoing Chief Executive – arrangements

- 10.1 The Chairman asked officers to leave the meeting for this item. Patricia Obinna joined the meeting by telephone for this item.
- 10.2 The Board discussed and **APPROVED** the recommendations set out in the report.
- 10.3 The Chairman invited officers to rejoin the meeting and noted that the report had been agreed.

11 Interim Chief Executive – arrangements

- 11.1 The Chairman introduced Report 5. The Board discussed that the appointment should include an appointment term of until a substantive post holder was in place and a notice period of one month.
- 11.2 The Board **AGREED** to the appointment of the Interim Chief Executive, subject to specifying an appointment term and a notice period.
- 11.3 The Board **APPROVED** the Interim Chief Executive's designation as a Proper Officer from the point of taking up the role.

12 Stadium update

- 12.1 The Chief Executive joined the meeting to present Report 6. The Board **NOTED** the report.

13 Any urgent business

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

14 Close

- 14.1 The meeting closed at 1.35pm

Signed

Date