

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

Meeting date: 5 December 2012
Time: 10am
Venue: Rooms 1-3, LLDC, Level 10, 1 Stratford Place, London E20 1EJ

PRESENT: Boris Johnson (Chair)
Nick Bitel
Neale Coleman (Deputy Chair)
Nicky Dunn
David Edmonds
David Gregson
Baroness Grey-Thompson (from 10.40am)
Keith Edelman
Philip Lewis
Lord Mawson
Lutfur Rahman
Jayne McGivern
Jules Pipe
Sir Robin Wales (until 11.15am)

APOLOGIES: Sonita Alleyne
Robert John
Chris Robbins
David Ross

IN ATTENDANCE: Dennis Hone (Chief Executive)
Jonathan Dutton (Executive Director of Finance and Corporate Services)
Jan Boud (General Counsel)
Victoria O'Byrne (Director of Communications and Public Affairs)
Paul Brickell (Executive Director of Regeneration & Community Partnerships)
Malcolm Ross (Executive Director of Park Operations & Venues)
Colin Naish (Executive Director of Infrastructure)
Duncan Innes (Executive Director of Real Estate)
Michelle Reeves (Mayor's observer)
Rachel Massey (Secretariat)

1 Welcome and apologies for absence

- 1.1 The Chair welcomed Board members and members of the press and public to the meeting.
- 1.2 The Chair congratulated Dennis Hone on his appointment as the Chief Executive. He noted the Board's thanks to three members who had recently left the board or whose terms were due to end in December; Liz McMahon, Robert John and Sir Edward Lister. He welcomed three new Board members, Baroness Grey-Thompson, David Ross and Neale Coleman.

- 1.3 The Chair noted the apologies from Sonita Alleyne, Robert John, David Ross and Chris Robbins.

2 Declarations of Interest

- 2.1 The Chair noted that members had declared registrable interests in line with the standing orders and asked Board members to confirm if they had any interests or additional interests to be declared relating to matters listed on the agenda other than those already made included in the register.
- 2.2 The following new declarations were made:
- (a) David Edmonds noted that he had been appointed a member of the board of Kingston University.
 - (b) Andrew Mawson noted that he was a director of a new company called Water City Community Interest Company
 - (c) Sir Robin Wales noted that he would leave the meeting for the item on the stadium.
- 2.3 No other new declarations or declarations relating to matters listed on the agenda were raised.

3 Minutes

- 3.1 The minutes of the meeting on 15 October 2012 had been circulated with the papers. The Board **APPROVED** the minutes as an accurate record of the meeting for the Chair to sign, subject to amending that Andrew Mawson had been present at the meeting.

4 Chief Executive's report

- 4.1 The Chief Executive introduced Report 1 which provided an update on major LLDC projects and activities. He highlighted the following:
- (a) Park handover was going well following handover from LOCOG on 22 October and most of the park has been handed back.
 - (b) North park reopening was on programme for 27 July 2013, and bus tours had commenced. Planning permission had been received for the south park plaza on 23 October 2012.
 - (c) The development agreement for Chobham Manor had been signed.
 - (d) A design solution had been reach for the Waterden Road design, which provides a single carriage way with the flexibility to create a dual carriage way for major events. Nick Bitel noted that the London Marathon Trust, which was a partner in the organisation managing the Ride London event in the north park, was very pleased with the solution. Jules Pipe noted that he was also pleased with the outcome.
- 4.2 The Chair invited questions and a query was raised on the timing of the next quarterly report, it was confirmed that this was due in January 2013.
- 4.3 The Board **NOTED** the Chief Executive's report.

5 Report of the meeting of the Audit Committee held on 22 October 2012

- 5.1 The Chair of the Audit Committee, Keith Edelman, introduced the Report 2 which provided an update on the recent Audit Committee meeting. He noted

that Ernst and Young had been appointed as the LLDC's external auditors. The Board **NOTED** the report.

6 Report of the meeting of the Resources and Remuneration Committee held on 23 October 2012

- 6.1 Philip Lewis introduced Report 3 on the final stages of the CEO recruitment process and noted the appointment of Dennis Hone as Chief Executive. The Board **NOTED** the report.

7 Report of the meeting of the Planning Decisions Committee held on 23 October 2012

- 7.1 The Chair of the Planning Decisions Committee, Philip Lewis, introduced Report 4 which provided an update on the recent committee meeting on 23 October chaired by Nicky Dutton which granted consent to the South Park hub and landscaping and to a development in Fish Island.
- 7.2 He noted that the Planning Decisions Committee had subsequently met on 27 November. No applications were considered but the Committee received a report on the draft validation checklist list which is a piece of 'housekeeping' for the LLDC as a new local planning authority. He noted that the LLDC would also be recruiting independent planning committee members.
- 7.3 The Board **NOTED** the report and verbal update.

8 Report of the meeting of the Investment Committee held on 13 November 2012

- 8.1 The Chair of the Investment Committee, David Edmonds, introduced Report 5 which provided an update on the recent committee meeting. The Board **NOTED** the report.

9 Report of the meeting of the Stadium Committee held on 28 November 2012

- 9.1 The Chair of the Stadium Committee, David Edmonds, introduced Report 6 which provided an update on the recent committee meeting. The Board **NOTED** the report.

10 Arts and Culture Strategy

- 10.1 The Executive Director of Regeneration and Community Partnerships introduced Report 7 noting that the draft Arts and Culture strategy had been approved by the Olympic Park Legacy Company's board, the LLDC's predecessor in March. Since then, consultation had taken place with a range of stakeholders including the Deputy Mayor for Education and Culture, the GLA Culture team and Arts Council England. The aim of the strategy is to use arts and culture to make the Park and surrounding area a great place, to encourage art and cultural activities and to create jobs. The strategy had also been reviewed by the OPLC's Communities Committee.
- 10.2 The Chair invited comments and the following points were raised:
- (a) The importance of integrating with existing arts and culture activities and facilities in the surrounding area.

- 10.3 The Board **APPROVED** the content of the Arts and Culture strategy and **AGREED** the work programmes outlined in the strategy.

11 Transparency

- 11.1 The Executive Director of Finance and Corporate Services introduced Report 8 which provided an update on plans to make the Legacy Corporation compliant with Government guidance and to emulate GLA Group practice on transparency, including the publication of information relating to staff salaries, staff and board members expenses, gifts and hospitality, contracts and other matters.
- 11.2 The Board **NOTED** the existing arrangements for the publication of all expenditure above £250.
- 11.3 The Board **NOTED** the proposals for publication of information on salaries, expenses, declarations of interest, and gifts and hospitality from January 2013.
- 11.4 The Board **NOTED** the plan to implement publication of specific information on contracts, tenders and grants to voluntary organisations, in line with Government guidance.
- 11.5 The Board **NOTED** the plan to establish a Freedom of Information disclosure log.

12 Governance review

- 12.1 The Chief Executive introduced Report 9 which sought approval of the proposed changes to committee formation, membership and terms of reference following a governance review undertaken by the Chief Executive and Neale Coleman. Six committees were proposed, these are an Investment Committee, a new Park Opening and Operations Committee to oversee park opening and events, an Audit Committee, a Regeneration and Communities Committee, the Planning Decisions Committee and a new Chairman's Committee to advise on organisational matters so the Legacy Corporation remains fit for purpose.
- 12.2 The Chair invited comments and the following points were raised:
- (a) A query was raised about the quorum of the Planning Decisions Committee. It was noted that this would be revised once the independent members had been recruited.
 - (b) It was noted that a new LLDC representative may need to be appointed to the board of the Legacy List charity as Liz McMahon was no longer an LLDC board member.
- 12.3 The Board **AGREED** to the Committee structure, membership and terms of reference set out in the report.
- 12.4 The Board **NOTED** the Mayor of London's had appointed Baroness Grey-Thomson, David Ross and Neale Coleman as new Board members, and designated Neale Coleman as Deputy Chairman.
- 12.5 The Board **DELEGATED** to the Mayor of London the appointment of any new members of the Board appointed in December 2012 to committees, subject to consultation with the chairs of each committee.
- 12.6 The Board **NOTED** the intended recruitment of independent members of the Planning Decisions Committee.
- 12.7 The Board **NOTED** that it will be asked to agree to revised membership of the Planning Decisions Committee following the recruitment exercise.

- 12.8 The Board **NOTED** that a paper on revised delegations will be presented early in the New Year.

13 Park Opening Plan

- 13.1 The Executive Director of Park Operations and Venues introduced Report 10 which provided the Board with an update on the preparations for re-opening the Park in 223 days. It was noted that the delivery confidence for the successful reopening had improved to red-amber.
- 13.2 The Chair invited comments and the following points were raised:
- (a) It was confirmed that the Park membership scheme was open to everyone and not just for Park residents and workers.
 - (b) It was noted that the food and beverage strategy aimed to complement the food offering at Westfield which had over 70 branded restaurants. The Park food and beverage offering will provide opportunities for SMEs whilst focusing on quality. It was noted that LLDC had already secured an operator for the South Park Hub catering and was currently out to market for an operator for the North Park hub. The Chair of the Communities Committee noted that the Committee had reviewed the strategy in October and that it provides a way of encouraging entrepreneurs in the area. It was noted that there was no legal restrictions from Westfield on appointing food and beverage operators in the Park.
 - (c) It was noted that a new committee had been established to oversee the Park opening programme.
- 13.3 The Board **NOTED** the report.

14 Memorandum of Understanding with the GLA

- 14.1 The Executive Director of Finance and Corporate Services introduced Report 11 on the proposed Memorandum of Understanding (MoU) with the GLA. He noted that a draft Memorandum was reviewed by the Corporation's Board in April 2012, but was not formally agreed at that stage. It has been revised to reflect the changes in the charring arrangements.
- 14.2 The Board **AGREED** to delegate to the Chief Executive the authority to agree the final terms of the proposed Memorandum.

15 Any urgent business

- 15.1 The Chair noted that he did not have any urgent business to raise in this part of the meeting.

16 Exclusion of the press and public

- 16.1 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 items of business 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)'.
- 16.2 The members of the press and public left at 10.28am.

17 Minutes of the private session on 15 October 2012

- 17.1 The minutes of the meeting on 15 October 2012 that contained exempted information had been circulated with the papers. The Board **APPROVED** the minutes as an accurate record of the meeting for the Chair to sign, subject to amending that Andrew Mawson had been present at the meeting.

18 Exempt supplemental information relating to item 4 - Transformation monthly programme dashboard

- 18.1 The Executive Director of Infrastructure introduced the Transformation monthly programme dashboard highlighting any variances in milestones and delivery costs and any new risks and issues that had arisen.
- 18.2 The Board **NOTED** the Transformation monthly programme dashboard.

19 Park Opening Plan – exempt information

- 19.1 The Executive Director of Park Operations and Venues introduced Report 12 which provided further information on the Park Opening Plan which contained exempt information relating to the North Park opening event, the security strategy and commercial marketing.
- 19.2 The Board **NOTED** the report.
- 19.3 Baroness Grey-Thompson joined the meeting at 10.40am.

20 Funding approval for South Park transformation projects – hub building and plaza landscaping

- 20.1 The Chief Executive introduced Report 13 which sought approval for the South Park transformation projects, Hub Building and Plaza Landscaping.
- 20.2 The Board **APPROVED** the funding for the construction of the Hub Building and the Plaza Landscaping.

21 Budget submission to the GLA

- 21.1 The Executive Director of Finance and Corporate Services introduced Report 14 which sought Board approval for the LLDC's budget submission for the period 2013/14-2015/16.
- 21.2 The Board **NOTED** the Mayor's budget guidance and instructions to the Legacy Corporation.
- 21.3 The Board **APPROVED** the draft outline business plan as the basis for submission of budget proposals to the Mayor of London.
- 21.4 The Board **NOTED** the intention to seek formal Board approval to a one-year budget and three-year business plan in March 2013.

22 iCITY occupation strategy

- 22.1 The Executive Director of Real Estate introduced Report 15 which sought approval of the early occupation of the Broadcast Centre.
- 22.2 Following a discussion, the Board **APPROVED** the decision to enter into an Agreement for Lease and 10 year occupational lease with iCITY for the early occupation by BT of 73,000sqft in the Broadcast Centre.

22.3 Sir Robin Wales left the meeting at 11.15am.

23 Stadium concessions competition

23.1 The Chief Executive and the Chair of the Stadium Committee introduced Report 16 on the stadium concessions competition.

23.2 Following a discussion, the Board unanimously **APPROVED** West Ham United as the first ranked bidder subject to resolution of a number of issues including: the final specification for adaptations to the stadium and associated funding; securing planning permission; obtaining appropriate national governing body approvals; and the finalisation of commercial terms, including a mechanism to protect the taxpayers' investment in the stadium were the value of the club to increase significantly through a change in location.

23.3 The Board **NOTED** that LLDC would also progress a detailed design for a non-football option so that an alternative solution could be followed should it not be possible to reach agreement with the first ranked bidder or other parties.

24 Any urgent business

24.1 The Chair did not have any urgent business to raise in this part of the meeting.

25 Close

25.1 The meeting closed at 12.10pm.

Signed

Date