

## **Minutes of the Meeting of the London Legacy Development Corporation Chair's Committee**

**Date:** Tuesday 4 December 2018  
**Time:** 2.00 pm  
**Venue:** LLDC Meeting Rooms 1&2, LLDC, Level 10, 1 Stratford Place, Montfichet Road, London E20 1EJ

**Present:** Sir Peter Hendy CBE (Chair)  
Nicky Dunn OBE  
Keith Edelman  
Philip Lewis

**In Attendance:** Gerry Murphy, Deputy Chief Executive  
Andrea Gordon, Head of Human Resources  
Rosanna Lawes, Executive Director of Development  
Michelle Reeves, Mayor's Observer to LLDC Committees, GLA  
Rachel Massey, Board Secretary  
Sue Riley, GLA Secretariat

### **1 Apologies for absence**

- 1.1. Apologies for absence were received on behalf of Keith Edelman and Lyn Garner, Chief Executive Officer (CEO).

### **2 Declarations of interest**

- 2.1 The Chair noted that Members had declared registrable interests in line with the relevant Standing Orders and asked Members to confirm if they had any interests or additional interests to be declared related to matters listed on the agenda other than those already made and included in the register.
- 2.2 Lyn Garner, who was not present, had declared an interest in item 13 on the agenda. There were no additional declarations of interest.

### **3 Minutes of the previous meeting held on 26 June 2018**

- 3.1 It was agreed that the minutes of the meeting of the Committee held on 26 June 2018 be signed by the Chair as a correct record.

#### **4 Matters arising and action list**

- 4.1 The Committee noted that, in response to the request for Board Member visits to Park venues and neighbouring Boroughs, a programme was being drawn up for 2019. This would be on the basis of reserving three hour sessions for all Board meetings, one hour of which could be devoted to a visit.
- 4.2 There had been updates to the report on the number of temporary staff and interim employees, which had been provided to the Chair and CEO. This would be circulated to the Chair, CEO and all Committee members.

**[Action: Andrea Gordon]**

#### **4.3 The Committee noted the Actions List.**

#### **5 People Strategy Update**

- 5.1 The Head of Human Resources (HR) gave an update on progress of the People Strategy and plans to take it forward during 2018/19.
- 5.2 The Committee noted that the Diversity Standard self-assessment had been updated, and recent progress and the action plan were reported in the closed part of the meeting.
- 5.3 The Women in Leadership Sponsorship programme was well underway. In addition to four staff members from LLDC being paired with senior staff from across the GLA Group, 11 members of LLDC Staff and Board members (including both Sonita Alleyne and Nicky Dunn from the Committee) were participating as Champions for other women on the programme. The four staff were also benefiting from a number of training and development opportunities.
- 5.4 The Diversity and Inclusion group continued to meet and was looking at the areas of the organisation where vacancies were hard to fill, and trying to assess how to reach a more diverse audience both across the local area and in wider London. The group had set up a pilot BAME Lean in Circle, a small group of 8–12 staff to meet regularly to support each other, network and learn new skills.
- 5.5 The Committee noted that there had been positive trends, reducing both the gender and ethnicity pay gaps within the organisation. However, with such a small workforce these figures were quite volatile and would change significantly with only one or two staff joining or leaving.
- 5.6 The Communications, Marketing and Strategy team had been working with the Taylor Bennett Foundation, who run award-winning training and mentoring programmes to encourage black, Asian and ethnic minority graduates to pursue a career in communications. Two mentoring partnerships were up and running and the team had also hosted a visit for the current intake of trainees. The Foundation's feedback on the opportunities and experiences provided by LLDC was that it was one of the best providers. The LLDC had also placed two new staff members into Park Operations and Venues and Development through Transitions, a charity that works to help upskill and develop refugees. Both staff members were on paid fixed term contracts for a six month period.

- 5.7 Initiatives in Learning and Development included a follow up to a course delivered in 2017/18 to focus on Coaching, Transition, how to motivate and retain staff and preparing for change. A BAME talent management programme was also being developed.
- 5.8 LLDC had achieved 'Excellence' in the Mayor's Healthy Workplace Charter, the highest level attainable. The staff survey results for 2017 showed that 85 per cent of staff felt that the health and wellbeing offer at LLDC was excellent and that it had been beneficial to them achieving a good work-life balance. A focus on Mental Wellbeing included training staff to be Mental Health Champions for the organisation – to signpost and point others in the right direction for seeking help, as well as spotting signs of stress, anxiety and mental illness. Four Mental Health Champions were now in place. "Agile working" to increase flexible work patterns, including working from home was being encouraged. This would benefit staff work-life balance and should improve productivity and creativity.
- 5.9 Work on the values and behaviours in the organisation was continuing and staff would have the opportunity to give further input on how best to imbed these in the organisation. The Committee noted that the decision had been taken not to renew the organisation's Investors in People status, which was due for assessment in 2019. It was felt that this accreditation was no longer as influential as it had been, and given the hard work and cost of attaining it, the effort could not be justified in value for money terms.

**5.10 The Committee noted the Strategy Update and the progress made.**

**6 Chief Executive Performance Against Objectives**

- 6.1 The Committee reviewed the CEO's objectives for 2018/19.
- 6.2 **The Committee noted the update on the performance against the objectives for 2018/19.**

**7 Any other business the Chair considers urgent**

- 7.1 The Committee noted that there was an item of business relating to a review of staff terms and conditions which the Chair considered urgent. This would be considered following the exclusion of the press and public in view of the confidential nature of the business.

**8 Date of next meeting**

- 8.1 **The Committee noted that the next meeting was due to be held on a date to be confirmed in 2019.**

**9 Exclusion of the press and public**

- 9.1 **It was agreed that the public and press be excluded from the meeting, in accordance with Part 1, paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended), in order to consider the exempt papers. Each of these papers contained information relating to the financial or**

**business affairs of a person or authority.**

- 10 Minutes of the previous meeting held on 26 June 2018 containing exempt information**
- 10.1 It was agreed that the minutes of the meeting of the Chair's Committee held on 26 June 2018 containing exempt information be signed by the Chair as a correct record.**
- 11 Matters Arising and Actions List - exempt information relating to the item on Part 1**
- 11.1 The Committee noted the report.**
- 12 People Strategy Update - exempt information relating to the item on Part 1**
- 12.1 The Committee noted the report.**
- 13 Chief Executive's Performance against objectives - exempt information relating to the item on Part 1**
- 13.1 The Committee noted the report.**

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Chair

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Date

**Contact Officer:** Rachel Massey, LLDC, Level 10, 1 Stratford Place, Montfichet Road,  
London E20 1EJ, Tel: 020 3288 1829, Email:  
rachelmassey@londonlegacy.co.uk