

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

Date: Thursday 5 March 2020
Time: 10.00 am
Venue: LLDC, Marketing Suite, Level 10, 1 Stratford Place, Montifchet Road, London E20 1EJ.

Present: Sir Peter Hendy CBE (Chair)
Sonita Alleyne OBE
Simon Blanchflower CBE
Nicky Dunn OBE
Keith Edelman
Pam Alexander OBE

In Attendance: Sarah Perry, Director of Human Resources
Rachel Massey, Board Secretary
Sue Riley, GLA Secretariat

1 Apologies for absence

1.1 There were no apologies for absence.

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.

There were no additional declarations of interest.

3 Minutes of the previous meeting held on 19 November 2019

3.1 It was agreed that the minutes of the meeting of the Chair's Committee held on 19 November 2019 be signed by the Chair as a correct record.

4 Matters Arising and Action List

4.1 The Committee noted the Actions List.

5 People Strategy Update

5.1 The Director of Human Resources presented the update on the People Strategy progress so far and how work will be taken forward during 2019/20.

5.2 The Committee noted the report and progress made.

6 Transition Strategy - Workforce Plan Update

6.1 The Director of Human Resources presented the workforce plan update.

6.2 The Committee noted the report.

7 Consultant/Interim Staff Costs

7.1 The Director of Human Resources provided an update on consultants and interim staff.

7.2 The Committee noted the report.

8 Annual Pay Review for 2020/21

8.1 The Director of Human Resources introduced the report on the annual staff pay review.

8.2 The Committee noted the report.

9 Chief Executive Performance Against Objectives

9.1 The Director of Human Resources introduced the update on the Chief Executive's performance against the overarching objectives for 2019/20.

9.2 The Committee noted the update.

10 Chief Executive Objectives for 2020/21

10.1 The Director of Human Resources presented an update on the Chief Executive's overarching objectives for 2020/21.

10.2 The Committee noted the report.

11 Chief Executive's Remuneration Update

11.1 The Director of Human Resources presented the update on the Chief Executive's remuneration package.

11.2 The Committee noted the report.

12 Any other business the Chair considers urgent

12.9 The Executive Management Team had met to consider the risk of COVID-19 and the impact on the workforce and venue operations. Advice to line managers had been issued and a risk analysis carried out on visitors, suppliers, materials, construction and events. The main priority was health and safety of staff and the public.

12.10 The Committee noted the update and agreed that contractors be formally instructed to follow Government guidance.

[Action: Director of Human Resources]

12.11 A number of Board Members' terms of office were due to expire in September 2020. Discussions were ongoing with the GLA and Members would be advised of the agreed approach.

[Action: Secretariat]

13 Date of Next Meeting

13.1 The Committee noted that the next meeting was due to be held on 21 July 2020 at 11.30am.

14 Exclusion of the press and public

14.1 It was agreed that the public and press be excluded from the meeting, in accordance with Part 1, paragraphs 1&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.

15 Minutes of the previous meeting held on 19 November 2019 containing exempt information

15.1 It was agreed that the minutes of the meeting of the Chair's Committee held on 19 November 2019 containing exempt information be signed by the Chair as a correct record.

16 Matters Arising and Actions List - exempt information relating to the item on Part 1

16.1 The Committee noted the Actions List.

17 People Strategy Update - exempt information relating to the item on Part 1

17.1 The Director of Human Resources presented the update, containing exempt information, on the People Strategy progress so far and how work will be taken forward during 2019/20.

17.2 The Committee noted the report and progress made.

- 18 Transition Strategy - Workforce Plan Update - exempt information relating to the item on Part 1**
- 18.1 The Director of Human Resources presented the workforce planning update, containing exempt information.
- 18.2 The Committee noted the update and presentation on Workforce Transition.**
- 19 Consultant/ Interim Staff Costs- exempt information relating to the item on Part 1**
- 19.1 The Director of Human Resources presented the appendix, containing exempt information, on consultants and interim staff costs.
- 19.2 The Committee noted the appendix.**
- 20 Annual Pay Review for 2020/21 - exempt information relating to the item on Part 1**
- 20.1 The Director of Human Resources presented the report, containing exempt information, on the annual pay review for 2020/21.
- 20.2 The Committee agreed the recommendation in the report.**
- 21 Chief Executive Performance Against 2019/20 Objectives - exempt information relating to the item on Part 1**
- 20.1 The Director of Human Resources presented an update on the Chief Executive's performance against objectives for 2019/20.
- 20.2 The Chief Executive was not present for the discussion of this item and had not received a copy of the report.
- 20.3 The Committee agreed the recommendation as set out in the report.**
- 22 Chief Executive's Objectives for 2020/21- exempt information relating to the item on Part 1**
- 21.1 The Director of Human Resources presented an update on the Chief Executive's overarching objectives for 2020/21.
- 21.2 The Chief Executive was not present for the discussion of this item and had not received a copy of the report.
- 12.3 The Committee agreed the Chief Executive's 2020/21 objectives.**

23 Chief Executive Remuneration Update - exempt information relating to the item on Part 1

24.1 The Director of Human Resources presented the Chief Executive remuneration update.

24.2 The Chief Executive was not present for the discussion of this item and had not received a copy of the report.

24.3 The Committee agreed the recommendation as set out in the report.

Chair

Date

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