

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

Date: Wednesday 9 November 2016
Time: 1.00 pm
Venue: Marketing Suite, LLDC, 1 Stratford Place, London E20 1EJ

Present: Nicky Dunn OBE
Keith Edelman
David Gregson
Philip Lewis

In Attendance: David Goldstone, CBE, Chief Executive Officer
Gerry Murphy, Executive Director, Finance and Corporate Services
Rachel Massey, Board Secretary
Sue Riley, Secretariat

1 Apologies for absence

- 1.1 An apology for absence was received on behalf of Lord Mawson OBE.
- 1.2 The Chair, on behalf of the Committee, asked that this thanks to David Edmonds CBE be recorded for his hard work, commitment and valuable contribution to the Legacy Corporation, over the years and regret at his recent resignation.
- 1.3 The Chair also welcomed the Head of Human Resources to her first meeting of the Committee.

2 Declarations of interest

- 2.1 The Chairman 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 9 June 2016

- 3.1 It was agreed that the minutes of the meeting held on 9 June 2016 be signed by the Chairman as a correct record, subject to 8.2 be amended to read 2016

and not 2017.

4 Matters arising and action list

- 4.1 It was agreed that all Board Members should familiarise themselves with changes to the Park and its venues by being regularly invited to attend a brief walk about before the start of Board meetings.

[Action: Board Secretary]

- 4.2 The Committee noted the Actions List, subject to action 8.1 being amended to read 2016 and not 2016.**

5 One Organisation update

- 5.1 The Head of Human Resources presented the update on the 2016/17 One Organisation programme's progress to date and how it will be taken forward in 2017/18

- 5.2 The Committee was advised that a number of staff focus groups had been held in October 2016. Positive feedback had led to the development of a number of themes which reflected the key values of Leadership/Management, Learning and Development, Health and Well Being. These themes were then discussed at the Executive Management Team and also at the Management Forum.

- 5.3 Areas for improvement had been identified under the theme of management and leadership, which partly reflected the comment in the report that there was a lack of clarity and understanding by managers in the appraisal process.

- 5.4 The Chairman offered to share his knowledge of good practice on the appraisal process. **[Action: Chairman/Head of Human Resources]**

- 5.5 A Staff Survey had also been launched and 138 responses out of a total of 145 had been received, although 14 had been incomplete. It was agreed that those staff would be asked to complete the survey again.

[Action: Head of Human Resources]

- 5.6 The Comms team would then produce a report based on the staff survey results, which would be developed into an Action Plan for discussion at Executive Management Team and the Employee Forum, with a view to the production of a People's Strategy. This would replace the One Organisation strategy which was no longer valid.

- 5.7 The Committee noted the update and progress made.**

6 Chief Executive's performance vs 2016/17 objectives

- 6.1 The Chairman introduced the Quarter 2 update on the Chief Executive Officer's performance against his overarching 2016/17 objective.

- 6.2 The Committee noted the report.**

7 Park Operations and Venues Team update

7.1 The Head of Human Resources updated Members on recent changes to the Park Operations and Venues Team.

7.2 The Committee is asked to note the report.

8 Pay and increment review 2017/18

8.1 The Head of Human Resources presented the report on the annual staff salary review.

8.2 The Committee noted the report.

9 Member suggestions for future agenda discussions

9.1 There were no suggestions by Members for future agenda items.

10 Any other business the Chairman considers urgent

10.1 There was no urgent business.

11 Date of next meeting

11.1 The Committee noted that the next meeting was still to be confirmed.

12 Exclusion of the press and public

12.1 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.

13 Minutes of the previous meeting held on 9 June 2016 containing exempt information

13.1 It was agreed that the minutes of the meeting of the Chairman's Committee held on 9 June 2016 containing exempt information be signed by the Chairman as a correct record.

14 Chief Executive's performance vs 2016/17 objectives - exempt information relating to the item on Part 1

14.1 The Chairman introduced the Part 2 appendix containing exempt supplemental information in relation to the Chief Executive Officer's objectives.

14.2 The Chief Executive Officer left the meeting for the duration of the discussion of this item.

14.3 The Committee noted the objectives.

15 Park Operations and Venues Team update - exempt information relating to the item on Part 1

15.1 The Head of Human Resources presented the Part 2 report containing exempt supplemental information on recent changes to the Park Operations and Venues Team.

15.2 The Committee noted the report.

16 Pay and increment Review 2017/18 - exempt information relating to the item on Part 1

16.1 The Head of Human Resources presented the Part 2 report containing exempt supplemental information on recent changes to annual staff salary review.

16.2 The Committee approved the recommendations as set out in the report.

Chairman

Date

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