

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

**Date:** Tuesday 13 October 2015  
**Time:** 11.00 am  
**Venue:** LLDC Meeting Rooms 1 and 2, Level 10, 1 Stratford Place,  
Montifichet Road, London E20 1EJ

**Present:** Nicky Dunn  
Keith Edelman  
David Edmonds CBE (Chairman)  
Philip Lewis

**In Attendance:** Tim Somerville  
David Goldstone, CBE, Chief Executive Officer  
Sally Hopper  
Rachel Massey, Board Secretary  
Sue Riley, Secretariat

### **1 Apologies for Absence**

- 1.1 An apology for absence was received on behalf of David Gregson and Andrew Mawson.

### **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.
- 2.2 There were no additional declarations of interest.

### **3 Minutes of the Previous Meeting Held on 28 April 2015**

- 3.1 It was agreed that the minutes of the meeting of the Chairman's Committee held on 28 April 2015 be signed by the Chairman as a correct record.

### **4 Matters Arising and Action List**

- 4.1 The Committee noted the Actions List.

## **5 Employee Opinion Survey 2015**

- 5.1 The Head of Human Resources presented the report updating the Committee on the annual staff Employee Opinion Survey (EOS) 2015.
- 5.2 The results of the survey and the actions planned were attached as appendices to the report.

(Nicky Dunn arrived at the meeting at this point)

- 5.3 The annual EOS took place in June 2015, with a response rate of 70 per cent, which was an increase of 22 per cent on the previous year.
- 5.4 The main outcomes from the survey had been based around three themes: People; Projects; and Processes.
- 5.5 The Chief Executive noted that while a majority of staff had responded more positively than last year, there was still a minority of staff (10-20 per cent) who were still dissatisfied, with comments about 'silo-working' unacceptable in such a small organisation. This would be addressed as a priority.
- 5.6 Members sought clarification on the number of occasions all staff met together both formally and informally, and it was agreed that all staff should be invited to a regular after work gathering in the Boardroom.

**[Action: Chief Executive]**

(Phillip Lewis arrived at the meeting at this point)

- 5.7 It was also agreed that the Executive Management Team should share and celebrate with all staff when key objectives were met, particularly in relation to budget and performance targets. **[Action: Chief Executive]**
- 5.8 The Committee stressed that any new processes introduced should help streamline work rather than create any additional burdens or reduce efficiency.
- 5.9 **The Committee noted the outcomes of the Employee Opinion Survey 2015 and the short and long term actions outlined in Appendix 3.**

## **6 Valuing Staff**

- 6.1 The Chief Executive presented the report providing an update on a proposal to introduce a staff recognition scheme.
- 6.2 As no staff bonus scheme existed this approach was welcomed as a means of recognising staff who had worked beyond their requirements, but within affordable boundaries.
- 6.3 **The Committee agreed that an additional recognition element be added to the Legacy Corporation's policies as set out in Part 2 of the report.**

## **7 Chief Executive's Performance Objectives 2015/16**

- 7.1 The Chairman presented the report providing an Quarter 2 update on the Chief Executive's 2015/15 objectives.
- 7.2 The report had been produced with input from the Executive Management Team. The Chief Executive had added an additional objective on stakeholder relationships due to the importance of this work to the Legacy Corporation overall.
- 7.3 The Committee felt that the objectives were too detailed and lacked clear financial objectives.
- 7.4 The Committee noted the report and the Appendix in Part 2 of the agenda.**

## **8 Board Effectiveness Review**

- 8.1 The Board Secretary presented the report on the proposals to undertake an externally facilitated review of Board effectiveness and the proposed focus for the review.
- 8.2 Members discussed the option of using the Internal Auditors to carry out the review, but it was felt that this would not be the most effective use of the time allocated under the shared services arrangement.
- 8.3 While an external review could be perceived as more independent and rigorous, due to the cost and timing of the review, a year before a Mayoral election, it was agreed that this should be carried out internally via a questionnaire, and include the Executive Management Team and the GLA.
- 8.4 The Committee agreed that the Board effectiveness review be carried out internally, and subject to the responses, be reviewed and taken further if deemed necessary.**

## **9 Any other Business the Chairman Considers Urgent**

- 5.1 There was no urgent business.
- 5.2 Philip Lawson informed the Committee that he had been asked to join the London Land Commission and this would be added to his declarations of interest once confirmed.
- 5.3 The Committee congratulated the Chairman on his appointment as Chairman of the Board, subject to his Confirmation Hearing.

## **10 Date of Next Meeting**

- 6.1 The Committee noted that the next meeting was due to be held on 10 November 2015 at 1pm.**

**11 Exclusion of the Press and Public**

- 7.1 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.**

**12 Minutes of the Previous Meeting Held on 28 April 2015 Containing Exempt Information**

- 8.1 It was agreed that the minutes of the meeting of the Chairman's Committee held on XXXXX containing exempt information be signed by the Chairman as a correct record.**

**13 Matters Arising and Actions List Containing Exempt Information**

- 13.1 The Committee noted the Actions List containing exempt information.**

**14 Valuing Staff - Exempt Information Relating to the Item on Part 1**

- 14.1 The Head of Human Resources presented the report providing further exempt information in relation to the proposal for a recognition scheme for staff.**

- 14.2 The Committee requested that the Staff Salary Policy be clarified to show that formal appraisals were carried out annually but that all staff objectives were reviewed on a quarterly basis as part of the appraisal process.**

- 14.3 The Committee agreed that the additional recognition element be added to the Legacy Corporation's policy.**

**15 Chief Executive's Performance Objectives 2015/16**

- 15.1 The Chairman presented the Appendix containing exempt information to the Chief Executive Officer's 2015/16 objectives.**

- 15.2 The Committee noted the Appendix and agreed to review the approach taken in 2016/17.**

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Chairman

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Date

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