

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

Date: Tuesday 23 July 2019
Time: 1.30 pm
Venue: Marketing Suite, Level 10, 1 Stratford Place, Montifchet Road

Present: Sir Peter Hendy CBE (Chair)
Simon Blanchflower CBE
Nicky Dunn OBE

In Attendance: Lynn Garner, Chief Executive Officer
Andrea Gordon, Director of Human Resources
Rachel Massey, Secretary
Sue Riley, GLA Secretariat

1 Apologies for absence

1.1 Apologies for absence were received on behalf of Sonita Alleyne OBE and Keith Edelman.

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 March 2019

3.1 **It was agreed that the minutes of the meeting held on 19 March 2019 be signed by the Chair as a correct record, subject to references to the Director of Human Resources being replaced by the Human Resources Manager.**

4 Matters Arising and Action List

4.1 It was reported that ?? had been appointed as Board Champion with a focus on diversity and inclusion issues. She would meet with the Chief Executive Officer regularly and had been invited to attend a future meeting of the Committee.

4.2 The Board noted the Actions List.

5 Annual Review of Committee Terms of Reference

5.1 The Board Secretary presented the annual review of the Committee's Terms of Reference.

5.2 The Transition Strategy had been added to all Committee Terms of Reference. Other changes were shown in tracked changes in Appendix 2 to the report.

5.3 Any Chair's Action taken outside of the meeting would be reported to the subsequent Committee meeting.

5.4 The meeting was advised that the GLA was updating the LLDC governance direction to clarify GLA oversight, but there was no significant impact on the organisation.

5.5 The Committee noted the proposed changes to the Terms of Reference and Scheme of Delegations which would be submitted to the Board for approval.

6 People Strategy Update

6.1 The Director of Human Resources presented the update on the People Strategy and progress.

6.2 The People Strategy had been reviewed at the Executive Team Away Day in May 2019, and areas identified for improvements and enhancement.

6.3 A detailed update was provided on the Good Work Standard and the excellence levels. The LLDC had achieved the highest level in each pillar.

6.4 It was agreed that a demographic breakdown of work experience students be provided in future reports. **[Action: Director of Human Resources]**

6.5 The Committee requested that LLDC consider how staff could have access to the GLA credit union and other financial services. **[Action: Michelle Reeves]**

6.6 The Chair highlighted the importance of the LLDC developing its own schemes and standards as part of the People Strategy, as well as reporting on GLA targets.

6.7 The Committee noted the report and progress made.

7 Chief Executive's Performance against 2019/20 Objectives

7.1 The Director of Human Resources provided an update on the Chief Executive's performance against the overarching 2019/20 objectives.

7.2 The Committee noted the update.

8 Any other business the Chair considers urgent

8.1 There was no urgent business.

8.2 The Chair congratulated the Director of Human Resources on her new appointment and thanked her on behalf of the Committee. A new Director of Human Resources had been appointed and was due to start at the end of October 2019.

9 Date of next meeting

9.1 **The Committee noted that the next meeting was due to be held on 19 November 2019 at 12pm.**

10 Exclusion of the press and public

10.1 **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.**

11 Minutes of the previous meeting held on 19 March 2019 containing exempt information

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

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

12.1 A verbal update was provided on the Development Team.

12.2 **The Committee noted the Actions List.**

13 Chief Executive's Performance Against 2019/20 Objectives - exempt information relating to the item on Part 1

13.1 The Board Secretary introduced the appendix containing exempt information in relation to the Chief Executive's performance versus 2019/20 objectives.

13.2 **The Committee noted the appendix.**

Chairman

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