

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:** David Edmonds CBE (Chairman)
Nicky Dunn
Keith Edelman
Philip Lewis
- In Attendance:** David Goldstone CBE, Chief Executive Officer (via conference call)
Sally Hopper, Head of Human Resources
Tim Somerville, Mayor's Observer
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 Lord Mawson OBE.

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 stating that the results of the survey have influenced One Organisation – The Next Phase.

5.2 The results of the survey and the long and short term actions were attached as appendix 3 of the report. The main outcomes from the survey had been based around three themes: People; Projects; and Processes.

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.

5.5 The Chief Executive noted that while a majority of staff had responded more positively than last year, there was still a minority who were less satisfied in respect of some aspects of the survey. For example, silo working featured in the surveys of 2014 and 2015 and therefore it continues to be a priority to address.

5.6 Members sought clarification on the number of occasions on which all staff met together both formally and informally. The Head of HR confirmed that there are two formal social events per annum; Christmas Party and summer away day event. In addition there is a monthly all staff meeting. It was agreed that consideration should be given to regular informal after work gatherings.

[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. It was noted that the Investors in People framework could assist with this. **[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. This approach was welcomed as a means of recognising staff who had worked beyond the requirement of their role, 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, to be introduced at a time to be determined by the Chief Executive Officer.

7 Chief Executive's Performance Objectives 2015/16

7.1 The Chairman presented the report providing a Quarter 2 update on the Chief Executive's 2015/16 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. It was felt that this would not be the most effective use of the time allocated under the shared services arrangement.

8.3 It was agreed that the review should be carried out internally via a questionnaire, and include seeking the views of the Executive Management Team and the GLA.
[Action: Board secretary]

8.4 The Committee agreed that the Board effectiveness review be carried out internally and, subject to the findings, a further externally facilitated review may be undertaken if deemed necessary.

9 Any other Business the Chairman Considers Urgent

9.1 There was no urgent business.

9.2 Philip Lewis 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.

9.3 The Committee congratulated the Chairman on his appointment as Chairman of the Board, subject to his Confirmation Hearing.

10 Date of Next Meeting

- 10.1 The Committee noted that the next meeting was due to be held on 10 November 2015 at 1pm. (post meeting note, this meeting was deferred until March 2016).**

11 Exclusion of the Press and Public

- 11.1 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

- 12.1 It was agreed that the minutes of the meeting of the Chairman's Committee held on 28 April 2015 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 and that the Chief Executive Officer would determine when this would be introduced.**

15 Chief Executive's Performance Objectives 2015/16 - Exempt Information Relating to the Item on Part 1

- 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 that the Chairman, Chief Executive Officer and Head of HR would review the presentation and monitoring approach taken in 2016/17.

16 Close of Meeting

16.1 The meeting closed at 11.45am.

Chairman

Date

Contact Officer: Rachel Massey, Tel: 020 3288 1829,
Email: rachelmassey@londonlegacy.co.uk