

Subject: Annual Review of Committee Terms of Reference
Meeting date: 23 July 2019
Report to: Chair's Committee
Report of: Lyn Garner, Chief Executive

This report will be considered in public

1. SUMMARY

1.1. This report sets out the terms of reference for an annual review.

2. RECOMMENDATION

2.1 The Committee is asked to note and comment on the proposed changes to the terms and reference and scheme of delegations which will be submitted to the Board for approval.

3. BACKGROUND

- 3.1. In response to a recommendation in the May 2016 internal audit report to regularly review the LLDC's Committees' terms of reference, LLDC has implemented an annual review of Committee terms of reference. This is the third annual review of the terms of reference.
- 3.2. The Chair's Committee was established in December 2012. The terms of reference have been reviewed since then to reflect the changing priorities of LLDC as follows:
- 3.2.1. In July 2014, the terms of reference and membership of the Chair's Committee were revised to enable continued opportunities for board members to contribute their expertise to the Committee.
- 3.2.2. In May 2015, the Board agreed to delegate authority to the Chair's Committee to determine the Chief Executive's annual bonus for future financial years and the terms of reference were amended accordingly.
- 3.2.3. In March 2017, it was agreed that succession planning should be added to the terms of reference.
- 3.2.4. In June 2018, the Board agreed to amendments related to the Committee's role in relation to Diversity and Inclusion.
- 3.2.5. In January 2019, the Board approved changes to the scheme of delegations to give the Chair's Committee a role in monitoring the pay and conditions of all senior staff earning over £100,000. This supported the GLA initiative to enhance control mechanisms related to changes the pay and conditions of senior staff across the GLA Group. The Chair's Committee already had a role in relation to the Chief Executive's appointment, performance assessment, remuneration, and his or her removal from office including any departure terms as well as any settlement on termination of employment to the other members of the Executive Management Team (EMT) that include more than six months' salary costs, or

equivalent. The amendments to the scheme of delegations enabled changes the packages of all senior staff earning over £100,000 to be monitored. The Chair's Committee agreed with the proposal to amend the remit at their meeting on 4 December 2018.

4. PROPOSED CHANGES

- 4.1. In September 2018, the Board reviewed the terms of reference of the LLDC committees and there was an action to: update the terms of reference as appropriate to reflect the Committees' role in relation to transition arrangements. It is proposed to add "Ensuring that any implications for the implementation of the transition strategy are taken into consideration when taking decisions" to the committee's role. This is set out in Appendix 1.
- 4.2. Subsequent to the Board approval of changes to the scheme of delegations to give the Chair's Committee a role in monitoring the pay and conditions of all senior staff earning over £100,000, a further amendment was proposed that the Committee should also oversee all severance packages which were over contractual terms. The proposed amendments to the scheme of delegations are set out in Appendix 2. These would then be submitted to the Board for approval.

5. FINANCIAL AND LEGAL IMPLICATIONS

- 5.1. There are no financial implications from this report.
- 5.2. The Localism Act, pursuant to section 198 and paragraphs 6 and 7 of Schedule 21, allows a Mayoral development corporation to establish committees, and to delegate powers to them.
- 5.3. The procedure for committees is set out in detail in the LLDC's Standing Orders.

APPENDICES

Appendix 1 – Chair's Committee Terms of Reference

Appendix 2 – Proposed extract of the Scheme of Delegations

List of Background Papers:

Papers for the meeting of the Chair's Committee, June 2018
LLDC Standing Orders and Scheme of Delegations

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