

LEE VALLEY REGIONAL PARK AUTHORITY

**EXECUTIVE COMMITTEE
19 SEPTEMBER 2024**

Members Present: Paul Osborn (Chairman) Heather Johnson
David Andrews (Vice Chairman) Chris Kennedy
Susan Barker Graham McAndrew
Ross Houston (remote presence) Gordon Nicholson

In Attendance: John Bevan, David Gardner

Officers Present: Shaun Dawson - Chief Executive
Beryl Foster - Deputy Chief Executive
Dan Buck - Corporate Director
Jon Carney - Corporate Director
Keith Kellard - Head of Finance
Victoria Yates - Head of Human Resources
Marigold Wilberforce - Head of Property
Julie Smith - Head of Legal
Michael Sterry - Senior Accountant
Jessica Whitehead - Volunteers Officer
Sandra Bertschin - Committee & Members' Services Manager

In remote presence: Kevin Bartle – S151 Officer (London Borough of Enfield)

Part I

343 DECLARATIONS OF INTEREST

Name	Agenda Item No.	Nature of Interest	
Chris Kennedy	13	Wife is an employee of LLDC	<i>Non-Pecuniary</i>

344 MINUTES OF LAST MEETING

THAT the minutes of the meeting held on 20 June 2024 be approved and signed.

345 PUBLIC SPEAKING

No requests from the public to speak or present petitions had been received for this meeting.

346 Q1 REVENUE BUDGET MONITORING 2024/25

Paper E/860/24

The report was introduced by the Head of Finance.

In response to Members it was advised:

- additional expenditure across Policy and Performance mainly related to a business support post and the majority of this expenditure would be absorbed within the ongoing Marina Review;

- additional income at marinas reflected the focus on rechargeable works which maximised engineer productivity;
- details of the Minimum Revenue Provision would be included in future Revenue Budget Monitoring reports;
- an update on the Marina Review would be provided shortly;
- there has been no contact from the Administrators of the Lee Valley Ice Centre redevelopment main contractor since the Authority wrote to them in 2023, however the Administration process had been extended to August 2025.

(1) the report;

(2) the revision to the agreed loss of income payment relating to the barrier installation at Lee Valley VeloPark, to be paid to Greenwich Leisure Limited as detailed in paragraph 14 of Paper E/860/24; and

(3) the loss of income payment relating to the Kayak Slalom Ramp at Lee Valley White Water Centre, to be paid to Greenwich Leisure Limited as detailed in paragraph 14 of Paper E/860/24 were noted.

347 Q1 CAPITAL PROGRAMME BUDGET MONITORING 2024/25

Paper E/861/24

The report was introduced by the Head of Finance.

A Member suggested that an opening event be held for the St Paul's Field project.

Heather Johnson joined the meeting

(1) the report was noted.

348 FINANCIAL REGULATIONS REVIEW

Paper E/862/24

The report was introduced by the Head of Finance, including:

- it had recently been announced that the commencement date of the Procurement Act 2023 had been deferred to 24 February 2025 and this would be reflected in the report to Authority;
- procurement thresholds had not been updated since 2015 and following benchmarking new thresholds were proposed;
- a full review of Financial Regulations would be completed by April 2025.

(1) the revised Financial Regulations as set out in Appendix A to Paper E/862/24 to be recommended to Authority was approved.

349 UPDATED CORPORATE TRAVEL POLICY

Paper E/863/24

The report was introduced by the Head of Human Resources.

Member remarks included:

- concern regarding the modal split of Authority travel and the low proportion of electric vehicle usage;
- request that the restriction on travel by rail outside of Europe be reviewed;

- proposed deletion of paragraph 18.7 (gifts of hospitality);
- where travel is included within legitimate business invitations this should be accepted provided the visit is valid from a business perspective;
- within the City of London travel by taxi would probably be travel by electric vehicle;
- provision of EV charging across Authority venues should be encouraged; and
- HMRC mileage rates did not reflect the true cost of running a vehicle.

In response it was advised:

- a shift in staff travel modes was being encouraged and a salary sacrifice scheme for the purchase of electric vehicles was being considered;
- an electronic register of gifts and hospitality would be considered;
- the deletion of paragraph 18.7 would be considered;
- wording would be reviewed for acceptance of legitimate gifts of travel.

(1) the Corporate Travel Policy attached at Appendix A to Paper E/863/24 be recommended to Authority was approved.

350 UPDATED VOLUNTEER STRATEGY AND VOLUNTEER POLICY Paper E/864/24

The report was introduced by the Head of Human Resources.

A Member remarked that he had joined a volunteer group task and commended the working relationship with officers. He proposed that volunteer litter pickers also be provided with bin bag holders.

A Member thanked officers for their work on equality, diversity and inclusion. It was suggested that the aim of our volunteer base being representative of communities across the Park be included. It was advised that following work by the Volunteers Officer there had been a change in the profile of new volunteers coming forward including younger people and those from different backgrounds.

- (1) the Volunteer Policy attached at Appendix A to Paper E/864/24;**
- (2) the Volunteer Strategy attached at Appendix B to Paper E/864/24; and**
- (3) adoption of the term Global Majority throughout volunteer documentation and data be recommended to Authority were approved.**

351 OTHER BUSINESS – BEQUEST TO THE AUTHORITY

It was advised that the Authority would soon be receiving a monetary gift from the estate of an individual who had spent many happy hours in the Waltham Abbey area. Following receipt a report would be presented to Members including a proposal on how to commemorate the person.

352 EXEMPT ITEMS

THAT based on the principles of Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting for the items of business below on the grounds that they involve the likely disclosure of exempt

information again on the principles as defined in those sections of Part I of Schedule 12A of the Act indicated:

Agenda Item No	Subject	Exempt Information Section Number
12	Proposed Lease to UKPN on Three Sites at Stubbins Nursery and Holyfield Hall Farm North & South	3
13	Proposed Underlease of Part of Timber Lodge Lease, Queen Elizabeth Olympic Park, to Transport for London	3
353	PROPOSED LEASE TO UKPN ON THREE SITES AT STUBBINS NURSERY AND HOLYFIELD HALL NORTH & SOUTH	Paper E/865/24

The report was introduced by the Head of Property.

- (1) the grant of leases in accordance with the heads of terms set out in paragraph 5 of Paper E/865/24;**
- (2) an application be submitted under S21 of the Lee Valley Regional Park Act 1966 to the Secretary of State for consent to the disposal of an interest in land; and**
- (3) the signing and sealing of all necessary legal documentation were approved.**

354	PROPOSED UNDERLEASE OF PART OF TIMBER LODGE LEASE, QUEEN ELIZABETH OLYMPIC PARK, TO TRANSPORT FOR LONDON	Paper E/866/24
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The report was introduced by the Head of Property.

- (1) the granting of a Licence to underlet to the London Legacy Development Corporation on the terms set out in paragraph 11 of Paper E/866/24; and**
- (2) the signing and sealing of all documentation as necessary were approved.**

Chairman

Date

The meeting started at 10.31am and ended at 11.25am