<u>APPENDIX A</u>

LONDON LEGACY DEVELOPMENT CORPORATION

SCHEME FOR REMOTE DECISION-MAKING

Section A: Remote decision-making by the London Legacy Development Corporation after 7 May 2021 (updated post transfer of planning functions)

A. The following provisions of this Scheme shall apply from 7 May 2021 for so long as the Chair considers it appropriate on the basis it is not desirable or appropriate for meetings of the Legacy Corporation's board, committees and subcommittees to be convened and held physically in person having regard (without limitation) to the current and developing risks to public health posed by Covid-19, the practicality and availability of members to meet in person in compliance with any social distancing guidance and requirements.

B. These procedures shall be kept under review by the Chair of the Board and the Chief Executive Officer in light of the existence and extent of Government guidance and movement restrictions (if any) imposed by the Government.

C. The following persons:
   - the Chair of the Board; and
   - the Chairs of other committees and subcommittees

   are delegated authority by the Board to decide whether, having regard to the matters mentioned in paragraphs A and B above and in the light of the nature and urgency (if any) of any of the Corporation's business, it is appropriate or desirable that such business is transacted:
   - at a meeting of the body in question; or
   - by Chairs in accordance with the standing delegation conferred by paragraph 3, in which case paragraphs 1 to 8 below of this Scheme and Appendix 1 (Remote Decision-Making Procedures) shall apply.

Advisory Panels

1. The members of the Legacy Corporation's Board, and of its committees and subcommittees shall separately (in addition to their membership of those bodies which continue to exist) also be members of a corresponding Advisory Panel of each relevant body constituted under these procedures. The Chair(s) shall also chair that body's corresponding Advisory Panel. Observers to the Board, committees and subcommittees shall be observers to the relevant Advisory Panel.

2. A person who is a Substitute for any member of a committee or subcommittee may on the same basis substitute for that person on its corresponding Advisory Panel.

Standing delegations

3. The Board delegates to:

   - the Chair of the Board, following consultation with the Board Advisory Panel; and
   - the Chairs of each of the other committees or sub-committees following consultation with their corresponding Advisory Panels,

   the power to exercise any function of the Legacy Corporation that the Board committee or subcommittee (as applicable) is able to exercise on the Corporation's behalf. Any decisions made in the exercise of this delegation shall be made in accordance with the Remote Decision-Making Procedures set out in **Appendix 1** and the other terms and conditions of this Scheme, but subject always to the Urgent Action Procedures set out in paragraph 2 of the Corporation's Scheme of Delegations.

4. If on any occasion a Chair is absent or otherwise unavailable then the following persons (in the order given) may deputise and exercise the powers referred to in paragraph 3 above in the same manner as set out there:
   - the Deputy Chair (if there is one) of the Board, committee or subcommittee;
   - another member of the body in question as is appointed by the Chief Executive Officer to do so;
   - the Chief Executive;
   - the Deputy Chief Executive; and
   - any member of staff acting up into either post on a temporary or permanent basis.

Application of standing orders etc

5. Subject to paragraph 6, every reference to the discharge of a function of the Legacy Corporation as being reserved to or otherwise requiring (however expressed) the consideration or approval of the Board, a committee or subcommittee or the Chair of such a body in the Corporation's:
   - standing orders;
   - general scheme of delegation;
   - financial regulations;
   - procurement code;
   - budget and business plan; and
   - other policies, procedures and rules of whatever nature;

shall be construed in accordance with paragraph 3 above and shall have effect subject to this Scheme and the Remote Decision-Making Procedures set out in **Appendix 1**.[1]

Remote Decision-Making Procedures

6. Chairs' consultations with their corresponding Advisory Panels, and the proceedings of those Panels, can take place by remote means so that no members are required to be physically present together.

7. The delegation conferred by paragraph 3 above shall be exercised in accordance with the Remote Decision-Making Procedures set out in **Appendix 1** which shall be published on the Legacy Corporation's website. The Chief Executive may, following consultation with the Chair of the Board, revise those procedures as is considered appropriate from time to time and shall publish any revision on the Corporation's website.

[1] For example the approval of a matter reserved to the Board shall be given by the Chair of the Board following consultation with the Board Advisory Panel

Appendix 1: Remote Decision-Making Procedures

These procedures have been approved in accordance with the Legacy Corporation's Remote Decision-Making Scheme and may be amended from time to time by its Chief Executive.

1. The Chief Executive shall, following consultation with the Chairs, as soon as possible determine and publish on the Corporation's website a calendar ("Calendar") of indicative Advisory Panel dates which shall follow as closely as is practicable the normal cycle of meetings and business that would apply during the year. The Calendar shall be kept under review and any revisions published as soon as possible in the same way.

2. If it is impracticable for any reason to hold the proceedings of an Advisory Panel on a particular date in the published Calendar its date may be altered (brought forward or put back) and notice of the new date shall be published on the Corporation's website.

3. Advisory Panel Agendas (containing the proposed agenda, all items of intended business including reports and related appendices that are to be considered at a Advisory Panel) shall be published on the Corporation's website and copies sent to Panel Members and Observers not less than five clear working days in advance of the relevant Panel date unless the Chair considers that the business to be transacted is urgent, in which case the Agenda shall be published on the website and agendas sent as soon as practicable to do alongside a statement as to the reasons for doing so.

4. Every member of the press and public shall be entitled to access and download copies of an Advisory Panel Agenda and to follow the proceedings of a Panel by remote means (in so far as the Chief Executive or Secretary considers them to be practicable in the circumstances at the time) except to the extent –

    a. it is likely in the opinion of the Proper Officer[2], in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public had copies of, or remote access, to information relating to that item of business there would be disclosure to them of "Confidential Information" or "Exempt Information" (as defined in sections 100A (3) and 100I(1) of the Local Government At 1972, as amended); or
    b. any technical failure prevents it.

5. The Corporation's website and every Advisory Panel Agenda shall contain details (including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers) about how members of the press and public can follow the proceedings of the Panel by remote means.

6. If a member of the public would have been entitled under the Corporation's rules governing such meetings to attend and make an oral statement to a meeting of the

[2] References to the "Proper Officer" has the same definition as in the Corporation's Standing Orders.

Board, a committee or subcommittee then the Chief Executive shall approve and publish arrangements by which such a person may by pre-arrangement make a written statement instead, unless the Chief Executive or Secretary considers to be practicable in the circumstances at the time for that person to do so by means of a live or pre-recorded audio or video link.

7. All decisions proposed to be taken under the delegation conferred by paragraph 3 of the Corporation's Remote Decision-Making Scheme shall be presented in the form of a report in accordance with the Corporation's normal standards and requirements for the preparation of reports that applied prior to the coming into force of these arrangements.

8. Copies of the Advisory Panel Agenda shall be sent by email in electronic form or posted for downloading on the Corporation's website as the Chief Executive or Secretary considers appropriate. Unless the contrary is indicated to them all such copies will be deemed to have been received or capable of being downloaded and opened.

9. Subject to paragraphs 10 and 11 below, the Chief Executive shall put in place arrangements so that the Chair and other members of an Advisory Panel are able to participate in its proceedings by remote means, such that a Panel member is able at that time:

   a. to hear, and where practicable see, be heard by, and where practicable, be seen by, the other Panel members, relevant staff of the Corporation and Observers participating in its proceedings by remote means,
   b. to hear, and where practicable see, be heard by and, where practicable, be seen by, any members of the public participating by remote means, including in order to participate by exercising a right to speak on any item of business (where permitted), and
   c. to be heard by and, where practicable, be seen by any other members of the public following the Panel's proceedings by remote means.

10. The press and public shall be excluded from any part of the proceedings of an Advisory Panel where there would be disclosure to them of "Confidential Information" or "Exempt Information" (as defined in sections 100A (3) and 100I(1) of the Local Government Act 1972, as amended) unless the Chair directs otherwise.

11. In the event that it is not possible for technical reasons to comply with any one or more of the requirements set out in paragraph 9 (a) to (c) above on any occasion the Chair may conduct the proceedings of the Advisory Panel by email and the procedure in paragraph 12 below shall be adapted accordingly.

12. At the time and date indicated on the Advisory Panel Agenda for the start of its proceedings (or as soon as possible thereafter) the Chair shall consult those members of the Panel who indicate to the Chair or Secretary (before or at the time and date indicated) that they are available and wish to participate in its proceedings by remote means.

a. Panel members may indicate their views to the Chair before the start of the Panel's proceedings by means of a telephone call or email provided the Chair accurately summarises those views to those members participating in the Panel's proceedings.

b. The Chair or relevant staff of the Corporation may introduce each item of business and read the recommendation set out in the report.

c. Members of the Panel and Observers may discuss the item.

d. The Chair may summarise the different views expressed at the end of the discussion.

e. The Chair may amend a report's recommendation.

f. The Chair shall indicate to Panel members the Chair's decision as to whether the recommendation in the report (including as amended) is approved or not approved or is to be deferred.

g. Subject to the above the Chair may conduct the proceedings of the Panel as they see fit and may defer the Chair's decision on any item of business and adjourn the proceedings of the Panel (in whole or in part) to another time, provided notice of the fact is published in accordance with paragraphs 2 and 5 above.

13. The Secretary shall prepare a note of the proceedings of the Panel as soon as practicable which shall be published on the Corporation's website and which shall contain a statement as to the Chair's decisions (as above) on each of the items of business on the Panel Agenda.

14. Where the Executive Director of Planning Policy & Decisions exercises the delegation under paragraph 3, second bullet point (b) of the Corporation's Remote Decision-Making Scheme:

a. The Chair of the Planning Decisions Committee may participate as a member of the Planning Decisions Advisory Panel and chair the proceedings of that Panel; or

b. the Executive Director Policy & Decisions may chair the Panel's proceedings (and the references to the "Chair" in paragraphs 3, 9 to 12 and 13 above shall be to the Executive Director accordingly) notwithstanding that the Chair participates in its proceedings as a member of the Panel.

APPENDIX B

Amendments to Legacy Corporation's Scheme of Delegation

The following provisions of the Legacy Corporation's Scheme of Delegation (Version 11, last amended November 2020) shall be amended as follows, deleting those words crossed-out and inserting those underlined.

Type of decision	Delegation	Notes
General delegation	The Board delegates, to any Executive Director, Director and equivalent, all of the functions of the Legacy Corporation that are within the scope of that officer's job description, provided that this excludes any decision: a) on a matter that is reserved to the Board, a Committee or Sub-Committee, the Chief Executive, or other specified officers, under these delegations (including as applied by paragraph 5 of the Remote Decision-Making Scheme where it applies), or b) for which there is no budget provision, or c) which may be novel, contentious or repercussive. and in each case subject to the recording of their decisions and all considerations relevant to those decisions in a manner consistent with the procedures approved from time to time by the Chief Executive. "Remote Decision-Making Scheme" means the Scheme approved for time to time by the Corporation for the taking of decisions by Chairs by remote means.	These functions include those delegated to LLDC under the London Legacy Development General Powers Delegation 2012
Urgent action	**(A): Urgent action by Chair and Deputy Chair of the Board and other Chairs** The Board delegates to each of the Chair and Deputy Chair of the Board and to each of the Chairs of Committees the exercise of any of the functions of the Legacy Corporation between meetings where in the Chief Executive's opinion the matter to be decided is urgent ~~and it is not possible to convene an urgent meeting of the Board or the appropriate Committee~~ and it is not possible and/ or practicable to (as relevant) (a) convene an urgent meeting of the Board or the appropriate Committee or use (b) the Remote Decision-Making Procedures	These functions include those delegated to LLDC under the London Legacy Development General Powers Delegation 2012

Type of decision	Delegation	Notes
	provided that, prior to taking action: • the Chair or Deputy Chair or other relevant Committee Chair shall by email consult all available Members of the relevant body (and the GLA Observer as relevant) notifying them of the intended action and seeking their views, and • in the case of a proposed decision by the Chair or Deputy Chair of the Board the views of the relevant committee chair(s) shall also be sought **(B) : Urgent action by Chief Executive and Deputy Chief Executive etc** If the Chair or Deputy Chair or Committee Chair (as relevant) are unavailable for any reason and where any urgent matter involves reputational or financial or legal risk to the Legacy Corporation and it is not possible and / or practicable (as relevant) to (a) convene an urgent meeting of the Board or the appropriate Committee or use (b) the Remote Decision-Making Procedures ~~to convene an urgent meeting of the Board or the appropriate Committee~~ then the Board delegates to the following persons (in the order given if any are unavailable for any reason): (a) the Chief Executive; (b) the Deputy Chief Executive; or (c) Any member of staff acting up into either post on a temporary or permanent basis the exercise of any functions of the Legacy Corporation in relation to the urgent matter provided that, prior to taking action, they: • shall consult by email all available Members of the relevant body (and the GLA Observer as relevant) notifying them of the intended action and seeking their views within a reasonable time frame, and • in the case of a decision concerning the Board, shall also seek the view of the relevant committee Chair(s). Any urgent action taken using this provision (A) to (B) above must be recorded in writing along with the Members consulted and their views (if any) and reported to the next ordinary meeting of the Board or next proceedings of the corresponding Advisory Panel. All staff are delegated the authority to take emergency action in case of imminent danger to life	

Type of decision	Delegation	Notes
	or limb, in consultation with the most senior member of staff present or available by remote means. The "Remote Decision-Making Procedures" means such procedures as are approved by the Corporation from time for the taking of decisions by remote means by Chairs in accordance with the Scheme for Remote Decision-Making.	