

# Action sheet

**Meeting:** Board (public session) 22.07.09  
**Item No:** Public Item 01.5  
**Date:**  
**Place:** Conference Room 1&2  
 Palestra

Palestra  
 197 Blackfriars Road  
 London SE1 8AA  
 T 020 7593 8000  
 F 020 7593 8002  
 www.lda.gov.uk  
 info@lda.gov.uk  
 Textphone  
 020 7593 8001

Item	Agreed action	Action by	Action taken
<b>1.5</b>	<b>Minutes of the meeting held on 20 May 2009</b>		
	Typographical error in the final line of the third bullet point in Item 3.2 on page 7 to be corrected.	<b>Governance Team</b>	Completed
<b>1.7</b>	Information regarding the follow up actions from the Rising to the Challenge conference be brought to the Board	<b>Lurene Joseph</b>	Completed Public Item 10.2
<b>2.1</b>	<b>Investment and Financial Strategy 2010/11- 2013/14</b>		
	Rather than the single assumption of resource levels included in the paper, a series of scenarios, based on 5%, 10%, 15% and 20% cash reductions to be put forward for the basis of financial planning proposals to be brought to the September Board meeting for approval.	<b>Andrew Travers</b>	Completed Public Item 02.2
	Consideration to be given to achieve further cost improvements on administration budgets and proposals brought to the September Board meeting.	<b>Andrew Travers</b>	Completed Public Item 02.2
	A description of the key messages intended to be conveyed by the three slides presented at the meeting to be circulated to members.	<b>Erika Lewis</b>	Completed.
	Officers to seek input of Board members, via a workshop to be arranged prior to	<b>Governance Team /</b>	Completed

Item	Agreed action	Action by	Action taken
	the September Board meeting, to consider the Investment Strategy issues and develop the proposals.	<i>Erika Lewis</i>	
<b>3.1</b>	<b>Audit, Risk &amp; Performance Committee Annual Report and LDA Annual Governance Statement</b>		
	Time to be allocated for the Board to consider strategic risks and the Board's appetite for risk.	<i>Governance Team</i>	Added to Forward Plan
	The DLA Piper report to be circulated to members.	<i>Governance Team</i>	Completed.
	A written update on the progress with the Police investigations to be circulated.	<i>Debbie Adams</i>	Completed.
<b>3.3</b>	<b>Organisation Development Update</b>		
	An action plan to be drawn up to address the 2/3 most concerning issues arising from the survey.	<i>Andrew Travers/ Minna Nathoo</i>	<p>We have now developed an action plan to address the key findings of the survey - this involved taking input from staff about the issues they felt need to be addressed. There are three main themes to this action plan:</p> <ul style="list-style-type: none"> <li>• leadership</li> <li>• communications and involvement</li> <li>• development</li> </ul> <p>In addition we have also identified specific actions we need to take in relation to Bullying and Harassment and dealing with poor performance.</p>
<b>3.4</b>	<b>Matters on which the LDA has received Mayoral Advice and/or Mayoral Direction</b>		
	Further information to be provided on the management of the financial arrangements in relation to the Academies programme.	<i>Sarah Ebanja</i>	Completed Public Item 02.

Item	Agreed action	Action by	Action taken
	A summary document setting out the terms and LDA's ongoing responsibilities regarding those programmes for which it has received Mayoral Directions in the last year: Trees, Sport, Academies and Food.	<b>Debbie Adams</b>	Completed.
<b>3.5</b>	<b>Olympic Legacy Arrangements Update</b>		
	<p>Proposals to be brought forward to the September Board meeting to approve:</p> <ul style="list-style-type: none"> <li>• agreement to the terms of any transfer of staff.</li> <li>• agreement of the draft LDA structure incorporating the Olympic Opportunities function.</li> <li>• agreement to the Gateway B submission currently being prepared in relation to funding to be granted to the Company.</li> <li>• to consider these issues alongside associated funding implications for land transfer and debt.</li> </ul>	<b>Andrew Travers</b>	Completed Private Item 06.1