

WEST HAM PARK COMMITTEE
Monday, 13 February 2023

Minutes of the meeting of the West Ham Park Committee held at Committee Room -
2nd Floor West Wing, Guildhall on Monday, 13 February 2023 at 11.30 am

Present

Members:

Caroline Haines (Chair)
Andrew McMurtrie (Deputy Chairman)
James Bromiley-Davis
Alderman Ian David Luder
Wendy Mead
Catherine Bickmore
Councillor Joy Laguda MBE
Councillor John Whitworth

In attendance:

Benjamin Murphy
Oliver Sells KC

Officers:

Sally Agass	- Environment Department
Chloe Ainsworth	- Town Clerk's Department
Declan Gallagher	- Environment Department
Simon Glynn	- Environment Department
Stefania Horne	- Environment Department
Ricky O'Garro	- Environment Department
Simon Owen	- Chamberlain's Department
Edward Wood	- Comptroller and City Solicitor's Department

1. APOLOGIES

Apologies for absence were received from Deputy Graeme Doshi-Smith, Richard Gurney, Justin Meath-Baker and Reverend Simon Nicholls.

2. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT

There were no declarations.

3. MINUTES

RESOLVED – The public minutes and non-public summary of the meeting held on 5 December 2022 were approved as a correct record.

4. WELCOME TO NEW MEMBER

The Chair introduced Mr James Bromiley-Davis who had been elected to the Committee by the Court of Common Council.

5. **ASSISTANT DIRECTOR'S REPORT**

The Committee received a report of the Executive Director Environment updating Members on management and operational activities at West Ham Park since December.

Members were informed that 21 March 2023 was the provisional date for the Queen's Green Canopy planting event.

In response to a query, Members were informed that West Ham Park would charge 25 pounds per person for corporate events.

In response to another query, Members were informed that West Ham Park utilises 275,000 volunteer hours and that without this assistance, the park would have substantially more outgoings. Members were informed that the park's team were ensuring that vacancies were covered through fixed term contracts. It was noted that the team was stretched, but managing operations well.

A Member suggested utilising corporate volunteering events such as City Giving Day and the Big Help Out. It was noted that Officers were exploring the volunteering opportunities that the Coronation would provide.

The Chair indicated that it would be useful to the Committee to have data feedback on the park's volunteers. Members were informed that staff had plans to investigate digitalising and monitoring the usage of West Ham Park. Members agreed that data would assist the team to be specific when targeting particular users.

RESOLVED – That the report be noted.

6. **RISK MANAGEMENT UPDATE**

The Committee considered a report of the Executive Director Environment providing it with assurance that risk management procedures in place within the Environment Department and its Natural Environment Division, which includes West Ham Park, are satisfactory and meet the requirements of the Corporate Risk Management Framework and the Charities Act 2011.

The Committee discussed including an additional risk in relation to gang crime, which is prevalent in the geographical location of West Ham Park. A Member stated that residents nearby to the park had complained about antisocial behaviour in the previous 18 months and that he had met with the park's operational team to develop some action points to address this. The Chair stated that it would be useful for the Committee to receive a report on this topic.

In response to a query from a Member, the Committee was informed that the risk relating to asset management covers all of the Environment Department assets and highlights the restrictions on utilising buildings from a charity perspective. It was noted that it is the role of the City Surveyors to review the buildings.

The Committee discussed the layout of the risk register template with some Members being of the view that it was not user-friendly. A Member stated that the Committee only needs to receive a detailed risk register once a year and that the regular reports could simply set out the risks which have changed ratings.

RESOLVED - That Members agree to confirm, on behalf of the City Corporation as Trustee, the register appended to this report satisfactorily sets out the key risks to the charity and that appropriate systems are in place to identify and mitigate risks.

7. **DRAFT HIGH-LEVEL BUSINESS PLAN 2023-24**

The Committee received a report of the Executive Director Environment presenting the high-level business plan for the Environment Department for 2023 and 24.

A Member queried if the Environment Department had been working with Newham based businesses and colleges to recruit staff. Members were informed that candidates for fixed term contracts were sourced through a recruitment company and that job vacancies were included in local media.

RESOLVED – That the report be noted.

8. **WEST HAM PARK FEES AND CHARGES (2023-24)**

The Committee considered a report of the Executive Director Environment setting out the proposed fees and charges for a range of sports and services provided at West Ham Park for 2023 to 24.

A Member stated that where it can the City Corporation should try and increase fees to create revenue for the maintenance of the park. Members were informed that a review into the usage of the sports provision at the park and the impact of increasing charges was required. It was noted that the Environment Department did not currently have the resources to complete such a review, but would look to undertake this piece of work in 2024.

RESOLVED – That Members agree the proposed fees and charges for 2023-24, as set out in paragraphs 4-6 and appendix 1 of this report.

9. **FINANCE PROGRESS REPORT**

The Committee received a report of the Chamberlain updating it on the operational finance position as @ period 9 (April - December) 2022/23 for West Ham Parks local risk revenue budget to date and projected year-end outturn position, current live capital projects and outstanding debt position. The report also provided additional information on the various reserve funds and endowment balances held and other relevant finance information which fall within the remit of the West Ham Park Committee.

In response to a query, Members were informed that the operational property budget was held by the City Surveyors.

RESOLVED – That the report be noted.

10. DIRECTOR'S REPORT

The Committee received a report of the Executive Director Environment providing an update on matters relating to the work of the Natural Environment Division of the Environment Department since the last Committee meeting in December 2022.

Members were informed that the byelaws work had been paused as the Environment Department did not have the resources to progress this.

It was noted that the workshop taking place in February was for staff of the City Corporation.

RESOLVED – That the report be noted.

11. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no questions.

12. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT.

There was no urgent business.

13. EXCLUSION OF THE PUBLIC

RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act as follows:-

Item	Paragraph
14,15,16	3

14. NON-PUBLIC MINUTES

RESOLVED - The non-public minutes of the meeting held on 5 December 2022 were approved as a correct record.

15. NURSERY SITE UPDATE

The Committee received a verbal update of the Executive Director Environment about the nursery site.

RESOLVED – That the update be noted.

16. TARGET OPERATING MODEL UPDATE

The Committee received a verbal update of the Executive Director Environment on the target operating model (TOM).

Members were informed that the team had visited each environment site to keep staff updated of the proposed changes. Members were also informed that

the unions had been granted an extra fortnight for the consultation period until 13 March, which did not impact on the overall timetable.

RESOLVED – That the update be noted.

17. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no urgent business.

19. **CONFIDENTIAL MINUTES**

RESOLVED - The confidential minutes of the meeting held on 5 December 2022 were approved as a correct record.

The meeting ended at 1.10 pm

Chairman

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