

# Alexandra Palace

## Alexandra Park and Palace Charitable Trust – 2016/17 Decisions Tracker

DATE	DECISION	COMPLETED / NOTES	Significant decisions - category (legal, financial, policy, governance, strategic direction, Palace, Park ( i.e. significant changes to the physical assets - )
12 <sup>th</sup> April 2016 Minute 93 CEO's Report	i. Board to be consulted electronically on the scope of the Governance Review between Board meetings; and  ii. Approved the timetable and special Board meeting on Wood Green regeneration.	Yes	
12 <sup>th</sup> April 2016 Minute 99 Financial Report	Approved salary increase of 2% for all Trust employees effective from 1st April 2016.	Yes	
12 <sup>th</sup> April 2016 Minute 100 Reserves Policy	Approved the Reserves Policy. More comprehensive policy to be presented in the future.		
12 <sup>th</sup> April 2016 Minute 101 - West Yard Storage Project	ii. Approved permission for the CEO to work with Haringey Council to seek a £2.5m loan to finance the West Yard Storage Project.	Yes	Financial
12 <sup>th</sup> April 2016 Minute 101- West Yard Storage Project	iii. Agreed to delegated authority to the CEO, in consultation with the Trust Chair, to finalise details of the Business Case for the project; which the Chair undertook to share with the Board for comment.	Yes	Palace assets
12 <sup>th</sup> April 2016 Minute 101 - West Yard Storage Project	iv. Agreed that the same governance arrangements as approved on 18 <sup>th</sup> April 2015 be used to oversee and monitor the project.	On going arrangement	
12 <sup>th</sup> April 2016 Minute 101 - West Yard Storage Project	v. An updated report at a specially convened meeting be received in due course to appoint the contractor to complete the design and build contract for the West Yard Storage Project.	Yes	
12 <sup>th</sup> April 2016 Minute 101 - West Yard Storage Project	vi. Clear deadlines and project information be provided to the Trustees; and	Yes	
12 <sup>th</sup> April 2016 Minute 101 - West Yard Storage Project	vii. A report of the options appraisal showing that there was no other location for the storage unit including any suitable temporary solutions to be circulated to the Board.	Yes	

DATE	DECISION	COMPLETED / NOTES	Significant decisions - category (legal, financial, policy, governance, strategic direction, Palace, Park ( i.e. significant changes to the physical assets - )
19 <sup>th</sup> July 2016 Minute 8 CEO's report	i. Approved the Trust's current position in relation to the Wood Green Regeneration proposals; and ii. Approved the scope and methodology for the Governance Review.	Yes	
19 <sup>th</sup> July 2016 Minute 21 – Firework Festival	i. Firework festival to be increased from a one day event to a two day event, with the same content delivered on both days, including the beer festival. ii. the capacity of 50,000 per event day be noted.	Yes	Park
19 <sup>th</sup> July 2016 Minute 21 – Firework Festival	iii. the mitigations put in place to minimise the impact to Alexandra Park be noted and supported; and iv. the parking restrictions and road closures necessary for the safe and efficient delivery of the event be noted and supported.	successful event held & reported to Board & SACCC	
19 <sup>th</sup> July 2016 West Yard Storage Solution	i. A new storage facility shall be built in the West Service Yard within a £2.5m budget.	Regular Board updates	Financial & Palace Assets
19 <sup>th</sup> July 2016 West Yard Storage Solution	ii. CEO to approve the final scheme incorporating ancillary office space (to be occupied by APPCT), as opposed to a function space (with some event function space remaining within the tower) and omit the roof terrace from the scheme entirely, following feedback from the Planning Authority and the Statutory Advisory Committee;	Yes	Financial & Palace Assets
19 <sup>th</sup> July 2016 West Yard Storage Solution	ii. authority be delegated to the Chief Executive, in consultation with the Chair, to proceed with the appointment of the contractors and the planning process;	Yes	Financial & Palace Assets
19 <sup>th</sup> July 2016 West Yard Storage Solution	iii. the Chief Executive be permitted to apply to Haringey Council for a loan of £2.5m on the repayment terms outlined in the report; and	Yes	Financial & Palace Assets
19 <sup>th</sup> July 2016 West Yard Storage Solution	ii. the Chief Executive be permitted to formally request Haringey Council to restructure the Ice Rink Loan to the new schedule as outlined in the report.	Yes	Financial & Palace Assets
19 <sup>th</sup> July 2016 Minute 23a Security Contract	1.1 Approved the award of the contract to AP Security Limited, for a term of three years with the option to extend for two further periods of twelve months each and; 1.2 Authorised the London Borough of Haringey's Head of Legal Services to seal the contract.	Yes	Financial

DATE	DECISION	COMPLETED / NOTES	Significant decisions - category (legal, financial, policy, governance, strategic direction, Palace, Park ( i.e. significant changes to the physical assets - )
19 <sup>th</sup> July 2016 Minute 23b Pension Scheme	RESOLVED that the change from the Peoples Pension scheme provided by B&CE to Scottish Widows, the new provider recommended by the Lonsdale Independent Financial Advisers, be approved in principle.	Yes	
19 <sup>th</sup> July 2016 Minute 23d End of Year Accounts	<ul style="list-style-type: none"> <li>iii. powers for a final approval and signing off the accounts be delegated to the Chief Executive and Chair;</li> <li>iv. the management approach under FRS102 to reclassify the Park and Palace as a heritage asset and, although the asset is at NIL cost and is not subject to re-evaluations, to capitalise any improvements at cost, be supported; and</li> <li>v. the management approach to take advantage of a one-time opportunity to repay over-paid gift aid from previous years be approved.</li> </ul>	Yes	
19 <sup>th</sup> July 2016 Minute 23e  Risk Management Framework	<ul style="list-style-type: none"> <li>i. the Risk Management Policy be adopted;</li> <li>ii. the proposed Strategic Risk Register be adopted;</li> <li>iii. the Board Risk Tolerance Levels with the Risk Register be agreed, subject to amendments discussed during the development session prior to the Board meeting;</li> <li>iv. the recommendations from the Internal Risk Audit be agreed;</li> <li>v. the Finance, Risk and Audit Committee be formally constituted; and</li> <li>vi. the Alexandra Palace Trading Limited Committee be formally constituted.</li> </ul>	On going as part of governance review	
29 <sup>th</sup> September 2016  Minute 30 Special Meeting Park Premises Licence	<p>RESOLVED that:</p> <ul style="list-style-type: none"> <li>i) the request for submission of a premises licence application for the Parkland to the Licensing Authority be approved, with the following conditions: <ul style="list-style-type: none"> <li>- the application shall be for 43 event days - however, it was recognised that if the application was successful and a licence was granted the Trust should not aim to reach this level immediately and that a more gradual approach would enable the Board to ensure that the increased number of events were being monitored and managed effectively.</li> </ul> </li> </ul> <p>Therefore the Board agreed that the maximum number of event days that the Board shall allow to take place is capped at 30 for 17/18 and shall not be exceeded in future years without the permission of the Board. (This total applies to licensable events and includes AP own brand and 3<sup>rd</sup> party events).</p>	Licence to be submitted Feb 2017	Strategic Direction

DATE	DECISION	COMPLETED / NOTES	Significant decisions - category (legal, financial, policy, governance, strategic direction, Palace, Park ( i.e. significant changes to the physical assets - )
<b>29<sup>th</sup> September 2016</b> Minute 30 Special Meeting Park Premises Licence	ii) the AP Outdoor Event Strategy shall be completed to include the management and monitoring approach for these events, including impact metrics, and that the completed document be presented to the Board at a future date, no later than July 2017 .	for April Board meeting	
<b>29<sup>th</sup> September 2016</b> Minute 30 Special Meeting Park Premises Licence	iii) the Board, whilst recognising the constraints on resources, directed the Executive to ensure that appropriate measures and resources, to manage the impacts on the Park and surrounding areas, were included in the Business Plan for 17/18.	Yes Env impact included in 17/18 draft BP	
<b>16<sup>th</sup> Dec. 2016</b> Appointments	i. Councillor Jennifer Mann be appointed to the vacancy on FRAC and APTL; and ii. Councillor Jennifer Mann be appointed as the substitute member to the APPCT East Wing Project Programme Board.	Yes	
<b>16<sup>th</sup> Dec. 2016</b> Minute 58 FOAPT Constitution	Approved amendments to the Friends of Alexandra Palace Theatre constitution document.	Yes	
<b>16<sup>th</sup> Dec. 2016</b> Minute 62ii,	RESOLVED that the decision to award of contract for audit services to the successful bidder (Hays Macintyre) of tender competition be approved.	Yes	
<b>16<sup>th</sup> Dec. 2016</b> Minute 62iii Development Board	RESOLVED that A. the proposal to establish an Alexandra Park and Palace Charitable Trust (APPCT) Development Working Group be approved; B. the terms of reference of the working group, known as the Development Board, be agreed.	TOR approved, update at Feb 2017 meeting	
<b>16<sup>th</sup> Dec. 2016</b> Minute 63 H&S Policy Statement	A. the implementation of the proposed Health and Policy Statement be endorsed and supported; B. the Chair of the Trustee Board be authorised to sign this document on behalf of Alexandra Park and Palace Charitable Trust; C. the Chief Executive Officer be authorised to sign this document on behalf of Alexandra Palace Trading Ltd; D. the proposed schedule for the review and implementation of the Health and Safety Policy be agreed and presented at the next FRAC meeting.	Yes, signed off and communicated with staff 24.01.16	