

Report Title: Chief Executive Officer's Report

Report of: Louise Stewart, Chief Executive, Alexandra Park and Palace

1. Purpose

To inform the Board on current matters relating to Alexandra Park and Palace.

2. Recommendations

2.1 To agree that the Board will be consulted electronically on the scope of the Governance Review between Board meetings.

2.2 To approve the timetable and special Board meeting on Wood Green Regeneration.

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3. Executive Summary

3.1 This report updates on issues including:

- Strategic Vision
- Governance
- HR Audit
- Internal Audit
- Business Planning
- Wood Green Regeneration

4. Reasons for any change in policy or for new policy development (if applicable)

N/A

5. Local Government (Access to Information) Act 1985

N/A

6. Strategic Vision Project

- 6.1 The scope of the Strategic Vision work, to develop a strategic vision for the Charitable Assets for the next 25 years, was approved by the Board at the meeting on 16th February 2016.
- 6.2 The Executive have consulted the Corporate Trustee, London Borough of Haringey for input. The scope document has not changed, but it was highlighted that there has been a lot of investment in feasibility studies that should be taken into account. A review of previous studies is a key part of the activities included in the scope and a register of these pieces of work is being compiled.
- 6.3 A schedule for procurement is in development with the intention to commence the work by the end of summer 2016.

7. Governance

- 7.1 The Board approved a review of Governance at its meeting in December 2015. As outlined at the last Board meeting the work will be undertaken in house. Following a recruitment process Erica Wilkinson has been appointed as Company Secretary and commenced work on 21st March.
- 7.2 A review of documentation is underway to map the existing governance arrangements. The next step is to develop the scope, process and timetable for the Governance Review for approval by the Board and the Corporate Trustee.
- 7.3 It is suggested that the draft scope be circulated electronically to the Board for feedback and approval to avoid delays, as the next Board meeting is not until July.

8. Audit of Human Resources

- 8.1 The organisation has been without full time qualified Human Resource capacity and capability for some time. The organisation is dependent on the quality and performance of its employees to deliver its objectives. Effective HR management enables the organisation to attract, retain, develop and manage its employees. This requires clear policies and processes that are communicated and implemented consistently.
- 8.2 An independent audit of our HR policies, practices and procedures has been undertaken to ensure that the organisation is compliant with legislation and to develop an action plan to improve performance in this area. The audit includes an employee survey, which was undertaken in March.
- 8.3 The full report will be presented to the Finance, Audit and Resources Committee along, at its next meeting, with a prioritised action plan. A progress report will be provided to the Board of Trustees at the July meeting.

9. Internal Audit

- 9.1 The internal audit in 2015/16 Financial year focused on the risk management practices of the Trust and its trading operations. The report has now been issued with a list of recommendations. Overall there are no major concerns but improvements to the allocation of responsibilities, documentation and reporting processes could be improved. The Audit Report will be presented to the Finance, Audit and Resources Committee at the July meeting. A progress report will be provided to the Board of Trustees at the July meeting.

10. Alexandra Park and Palace Business Plan 2016/17

- 10.1 The one year Business Plan is attached for comment and approval under the exempt section of the agenda.
- 10.2 Once approved a public version of the Business Plan will be published on the website to assist in improving our communications and increasing awareness of the work of the Trust.

11. Wood Green Regeneration

- 11.1 Members of the Board were invited to attend a session on the Wood Green Regeneration proposals with Fluid, the consultants leading the process for London Borough of Haringey. It was a useful session and notes from the meeting were circulated to Board members.
- 11.2 The session highlighted the need for the Board of Trustees to dedicate some time to assessing the potential impacts of the proposals on the Park and Palace and to develop some clear principles particularly on the subject of access and egress routes to the Park and Palace.
- 11.3 The next round of consultation will take place in September which gives the Trust the opportunity to develop its position and consult the SAC and other stakeholders before finalising.
- 11.4 The suggested timetable for this is below. The Board is being asked to comment on and approve this timetable.

Action	Date
Board session Special meeting of the Board	Tuesday 24 May
Executive collate conclusions and circulate document to Board for approval	End of May 2016
Consultation of SAC/CC Scheduled SAC/CC meeting	30 June 2016
Executive revise document as appropriate	June 2016
Board discuss and approve Scheduled Board meeting	19 July 2016

12. Legal Implications

The Council's Assistant Director of Corporate Governance has been consulted in the preparation of this report, and has no comments.

13. Financial Implications

The Council's Chief Financial Officer has been consulted in the preparation of this report, and has no comments.

14. Use of Appendices

None.