

Minutes of the 60th Board meeting

Held on 24 November 2011

Present: John Armit, Sir Roy McNulty, Tony Ball, Lorraine Baldry, Barry Camfield, Neale Coleman (Item 5 – Item 10 only), Stephen Duckworth, Christopher Garnett (Items 1- Item 10 only), Sally Morgan, Kumar Muthalagappan, David Fison, David Taylor, Nicholas Serota

Apologies

There were no apologies.

2. Declarations of Interest

David Fison declared an interest as a Director of Osborne which has won a contract for the Village on the Olympic Park. In addition, Osborne are bidding for a landscape contract on the Olympic Park.

Christopher Garnett declared an interest as a Member of the Board of Transport for London.

Neale Coleman declared an interest as the Mayor's advisor on the Olympic and Paralympic Games.

Minutes of Previous Meeting & Actions Arising

The Board agreed the Minutes of the 59th Board Meeting held on 22 September 2011.

Chairman's Report

The Chairman welcomed the new ODA Head of Communications, to the meeting. The Chairman, on behalf of the Board, thanked General Counsel, this being her last meeting, for all her hard work and wished her well for the future.

Programme Performance Summary -Chief Executive's Report

The Chief Executive reported that there had been three RIDDOR accidents, with four security incidents in this period. The AFR is 0.15 (total), 0.17 on the Village and 0.12 on the Park.

The Chief Executive presented his report. He drew attention to the following points in particular:

92.9% of venues and infrastructure to Games Time had been completed.

93.7% of the Village had been completed.

Approximately 1.6million work hours had been completed on site in October 2011, including Off Park Projects & Services with an approximate total of 8,800 workers on site.

Programme Achievements and Progress

Chobham Academy - achieved practical completion.

IBC North and MPC South - external works completed.

Transport Achievements

TfL/ODA Traffic Demand Management and Olympic Route Network agreements have all been signed off.

The Active Travel Programme launch took place on the 24 October 2011.

The Games Time Journey Planner is online.

LOCOG

A clean handover of the Olympic Park to LOCOG will take place on the 10 January 2012.

LOCOG will be responsible for the management of operational security from the 10 January 2012.

The Board noted the Programme Performance Summary- Chief Executive's report, and associated actions.

Quarterly Report

The Board noted that Executive Summary of the September 2011 Quarterly Report to Funders and noted that the Quarterly Report has informed the GOE Quarterly Report which is to be published on the 5 December 2011.

Olympic Village – Retrofit Project

This item was introduced by the Director of Property.

The Village Retrofit Business Case is to be considered by OPRG on the 1 December 2011 and confirmed that the Retrofit will include works to residential component, the Community Projects, (Academy and Polyclinic), and infrastructure and public realm.

A member asked if LOCOG would be liable if the apartments were returned in an unacceptable condition. Ralph explained that LOCOG would be responsible for any cost of damage, in excess of fair wear and tear and this is documented.

The Board noted Olympic Village Retrofit Project, Village Retrofit Business Case.

ODA Exit Strategy

This item was introduced by the Director of Design and Regeneration.

The ODA are working with LOCOG regarding the handover of the Olympic Park and with OPLC regarding the post Games transformation works.

The ODA will manage staff reductions on a phased basis, in line with business requirements, while retaining organisational flexibility.

The ODA's statutory town planning function, (PDT), will remain fully operational through Games to deal with LOCOG applications and the OPLC legacy communities plan. ODA PDT is due to transfer to the MDC on 1 October 2012, subject to legislation and the ODA would not hold any town planning function beyond this date.

It was agreed that the Board would be updated, periodically, on how the ODA are progressing with the Exit Strategy.

The Board approved the ODA Exit Strategy (version 1.0), as summarised in the report.

Transition to LOCOG Operational Period

This item was introduced by the Direct of Utilities and Infrastructure and the Head of PAO.

LOCOG Park Operational Period is the period from 10 January 2012 up to and including 22 October 2012.

On the 10 January 2012, (27 January 2012 for the Village), LOCOG takes responsibility for overall management of the Park, Health and Safety, Incident Management and Security Operations including Access Control.

The ODA is responsible for providing services to LOCOG (Park Operations) and for delivery of its remaining construction works and is intensively engaged with LOCOG to ensure a successful transition.

Park Visits had been transferred to LOCOG on the 1 October 2011.

The Board noted the status of the planning for the transfer of control of the Olympic Park and Village to LOCOG.

Transport Update

This Item was introduced by the Director of Transport.

Successful achievements in Transport to date, including;

£6.5bn Transport Big Build completed on 1 June 2011 and final Olympic Transport Plan launched;

The Transport Co-ordination Centre is functionally complete and staffing nearly completed. The overall transport plans are complete with LOCOG ticket sales data reflecting predicted travel patterns.

The Board noted the contents of the Transport Update.

Bribery Act 2010

This item was introduced by Head of Fraud Prevention.

The UK Bribery Act came into force on the 1 July 2011 and introduced four discrete bribery offences; i) giving a bribe, ii) receiving a bribe; iii) bribing a foreign official and iv) failure of a commercial organisation to prevent a bribe being given on its behalf. This new “corporate liability” can be triggered by an act of bribery carried out by an “associated person” that is an agent, subsidiary, contractor or similar. The corporate offence can only be committed by a commercial body.

The ODA (and CLM) has a well established and relatively prescriptive Gifts and Hospitality policy and accompanying process. The Bribery Act does not seek to prohibit promotional type expenditure but it does make it clear that this type of expenditure can in certain circumstances be considered to be a bribe.

The Board noted The Bribery Act 2010 report and the implications from the ODA together with the recommendations to ensure compliance. The Board also asked Rob to oversee Lend Lease’s approach to ensuring Bribery Act compliance.

ODA Planning Committee and Planning Decisions Team Summary of Activities

This item was introduced by Director of Planning Decisions.

This report was part of the agreed activity report to be presented to the Board at six monthly intervals. Vivienne referred the Board to Appendices 1, 2 and 3 which gives a summary of Planning Committee and PDT activity for the second half of 2011/12 as well as cumulative totals for the last five years.

The Board was reminded that since September 2006 the Planning Committee have met 85 times to consider planning applications, with additional occasions for afternoon briefings and site visits (a total of 91). In the first half of 2011/12 the Planning Committee held 10 sessions, 6 actual meetings where the Planning Committee considered a total of 17 reports and the other 4 were sessions where the Planning Committee undertook site visits or briefings. The number of meetings and reports have reduced compared to the previous six months (8 meetings, 29 reports and 14 briefings).

The Board agreed that when PDT transfer to MDC it should be put on record that there is an expectation that the MDC will enforce all planning conditions.

The Board noted the contents of the “ODA Planning Committee and Planning Decisions Team Summary of Activities” and Appendices 1, 2 and 3 which give a summary of the Committee and PDT activity for the second half of 2011/12 as well as cumulative totals for the last 5 years.

Communications Progress Report

This item was introduced by the Head of Communications.

Upcoming media activity included;

ODA speakers at UKTI conference – 28/29 November 2011,

Publication of the National Audit Office report on London 2012 – 7 December 2011,

ODA interview with CCTV, Chinese state television – 1 December 2011,

Visit to the Olympic Park by Culture, Media, Sport Select Committee – 17 January 2012,

Handover and Olympic Village completion events for the media TBC in January 2012, plus further venue and facility completion events.

The Board noted the activity undertaken by ODA Communications since the last Board meeting and the planned programme of major events/announcements for the month ahead.

Finance Committee

The Board noted the draft minutes of the 33rd Finance Committee meeting.

Audit Committee

The Board noted the draft minutes of the 39th Audit Committee meeting.

Remuneration Committee

The Board noted the minutes of the 22nd Remuneration Committee.

SHE Committee

The Board noted the minutes of the 16th SHE Committee.

Planning Committee

The Board noted the minutes of the 86th and 87th Planning Committee meeting.