

## **ODA Board Minutes – 24 March 2011**

**Present:** John Armitt, Sir Roy McNulty, Lorraine Baldry, Barry Camfield, Tony Ball, Christopher Garnett, David Fison, David Taylor, Neale Coleman, Kumar Muthalagappan, Nicholas Serota

### **Apologies**

Stephen Duckworth and Sally Morgan sent their apologies as they were unable to attend the meeting.

### **Declarations of Interest**

David Fison declared an interest as a Director of Osbourne which is bidding for a 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 53<sup>rd</sup> Board Meeting held on 24 February 2011.

### **Chairman's Report**

The Chairman reported that LOCOG had celebrated 500 days to go to the Olympic Games with the unveiling of a countdown clock in Trafalgar Square.

### **Programme Performance Summary -Chief Executive's Report**

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

81.5% of venues and infrastructure to Games Time had been completed.

74.3% of the Village had been completed.

Approximately 2.3million work hours had been completed on site in February 2011, including Off Park Projects & Services.

### **Aquatics**

Solid progress against recovery programme.

Programme agreed for installation of added air handling units.

One year to go event with BBC planned for 27 July 2011.

### **Utilities**

The Multi Utility works (McNicholas) are completed with contract close out discussions in progress.

The low voltage network is the last part to be completed.

### **Village**

Milestone for 3,750 bed spaces available for LOCOG fit-out has been achieved.

### **Broxbourne**

Remaining defects are due to be closed out at the end of March 2011. This will support the LVRPA public opening on 19 April 2011.

### **Transport Achievements**

Agreement reached with LOCOG on the Venue Transport Operations Grant Agreement.

Successful test of Transport Coordination Centre held on 10 March 2011.

Games Travel Portal launched to the public on the 15 March 2011.

Finalising strategy for the National ORN, which will be routed to Weymouth and Soccer Cities across the UK.

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

### **ODA Risk Profile**

This item was introduced by the Head of Internal Risk and Audit and the Head of Fraud Prevention.

This item was part of an annual update to the Board. As the ODA moves to complete all of its Big Build targets the risk focus will become more operational in nature as the Park Operations and Transport projects become more dominant parts of the ODA's activities.

The Programme Risk Review Group would be incorporated into EMB, on a bi-monthly basis, from May 2011.

The Chair of the Audit Committee explained that the quality and timeliness of the Close Out process had been investigated by the Audit Committee.

The Board noted the Audit Committee Report: Olympic Delivery Authority, Changing Risk Profile Through to Exit (January 2011), which was presented to the Audit Committee on 5<sup>th</sup> January 2011.

### **Mayoral Development Corporation Consultation Document.**

This item was introduced by the Director of Property and the Head of Planning Decisions Team.

**Planning** –The Planning Committee had met on the 22 March 2011, to discuss the consultation. The Planning Committee welcomes the idea of setting up the MDC, to have full planning powers and to work with all the relevant bodies concerned but had further observations on the planned establishment of the OPLC as stated in the handout.

A discussion took place where it was agreed that the ODA should only be considering matters relating to the ODA and therefore the inclusion/exclusion of Drapers Field and the existing Stratford Town Centre was not a matter for the ODA to determine.

The Board considered the Mayoral Development Corporation Consultation Document and attached appendices, in addition to the "Planning Committee- Further observations" handout.

### **Olympic Games Update**

General Counsel introduced this item. A second reading of the Bill would take place in April 2011. The Bill will address Operational difficulties resulting from the requirement under the 2006 Act that goods seized by the ODA in connection with unlawful advertising and street trading must be handed over to the police and; gaps

and inconsistencies on the Act relating to regulation of traffic which were expected to be in force by the time of the Games, will not now be made.

The Board noted the Board Briefing Note on the London Olympic Games and Paralympic Games (Amendment) Bill.

### **Communications Report**

This item was introduced by the Director of Communications who highlighted the following:

IOC Cocom visit – 30 March -1 April 2011,

Sport Accord annual conference which will include visits to the Park – 4 April 2011,

Handball completion and Quarterly Financial Report – May 2011,

Basketball completion – 25 May 2011,

Health and Safety Awards – 9 June 2011,

ODA Annual Report, July 2011,

One Year to Go – 27 July 2011,

Test Events – August 2011,

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; and noted the “Communications March – September 2011” update.

### **Finance Committee**

The Board noted the draft minutes of the 33<sup>rd</sup> Finance Committee meeting.

### **Audit Committee**

The Board noted the draft minutes of the 33<sup>rd</sup> Audit Committee meeting.

### **Planning Committee**

The Board noted the minutes of the 78<sup>th</sup> Planning Committee meeting.

### **Remuneration Committee**

The Board noted the minutes of the 19<sup>th</sup> Remuneration Committee.

### **SHE Committee**

There were no meeting minutes to report.

### **Any Other Business**

The Chairman reported that the July 2011 Board meeting would comprise of a Park Tour and Dinner for Board Members and Partners.

The Chairman reported that the Permanent Secretary at DCMS had agreed that the ODA Board should be retained until September 2012. A report would be sent to the

Department of Culture, Media and Sport to formalise this agreement. The Chairman also reported that post September 2011, Board meetings are likely to be bi-monthly.