

ODA Board Meeting – 26 May 2011

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

Apologies

Tony Ball 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 Osborne 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 55th Board Meeting held on 21 April 2011.

Chairman's Report

This item was noted.

Programme Performance Summary -Chief Executive's Report

The Chief Executive reported that there had been one RIDDOR accident, (Logistics) and one security incident in this period. The AFR is at 0.18 (total), 0.24 on the Village and 0.14 on the Park.

A section on "Near Miss Reporting" had been included in the Programme Performance Summary. The Chief Executive stressed that this was embedded in the ODA Standards, the HS&E standards, leadership expectations and reporting systems. The Common Standard was approved by SHELTON in April 2009. Projects encourage reporting through worker engagement, reward and recognition and supervisor training courses.

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

84% of venues and infrastructure to Games Time had been completed.

80.9% of the Village had been completed.

Approximately 2.4million work hours had been completed on site in April 2011, including Off Park Projects & Services.

The Chief Executive reported that the ODA had won two awards at the "Building" Magazine awards – Client of the Year and Supply Chain of the Year. In addition, the Velodrome had won "Building of the Year" by Architects' Journal and RIBA London Award for arts and leisure building of the year.

Aquatics

Environmental conditions works have started. The programme shows installation will be complete in July 2011 with systems commissioned in September 2011 in line with the agreed schedule.

Village

The plot is 80% complete for Games use.

Transport Achievements

Work on Stratford International platform temporary raising commenced and remains on target for Westfield opening.

Surface Transport and Traffic Operations Centre (STTOC) and the TCC held an open and VIP visitor's observation day during the Royal Wedding.

Safety Readiness Case completed April 2011.

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

Park and Ride/Bus travel routes and charging policy.

This item was introduced by the Director of Transport and the Executive Head of Directly Delivered Services.

During the transport planning phase there would be a supplementary service offering three principal options; 2012 Games Coach Services, 2012 Games Park and Ride services and 2012 Games Shuttle Services.

Ticketing website/call centre ready for go live on 10 June 2011,

Vehicles ordered and staff recruited,

Accommodation booked and staff training plan underway,

Schedules and route tests complete and test events planned,

The Board noted the report "Directly Managed Transport.

Transformation

This item was introduced by the Chief Executive.

The OPLC has in principle approval from its Board to proceed with the transfer. Ministerial approval is timetabled for the HA-OPG meeting on the 15 June 2011.

The Board noted the progress since the report to the April Board, and in particular the decision of the OPRG meeting on the 17 May 2011; delegated authority to the CEO to conclude all necessary legal, financial and resourcing arrangements and endorsed the proposed next steps.

Annual Report 2010-11

This item was introduced by the Director of Communications.

The Annual Report tells the Olympic story through third party endorsements. There would be a magazine feel to the 2010-11 Annual Report and there would be a section on Priority themes.

The Board noted the contents of the Annual Report 2010-11.

Communications Progress Report

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

Completion of the Handball Arena – 12 May 2011 – Prime Minister David Cameron and Deputy Nick Clegg attended and coincided with 1 year on from the formation of the Coalition Government.

Basketball Big Build completion – June/July 2011.

Transport Big Build Completion event – Stratford Station upgrade complete / Stratford International DLR extension complete / Final Transport Plan – 1 June 2011.

ODA “Picnic in the Park” for Stakeholders, community and media to highlight Parklands progress – 15 June 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;

Audit Committee

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

Planning Committee

The Board noted the minutes of the 80th Planning Committee meeting.

SHE Committee

The Board noted the minutes of the 14th SHE Committee meeting.

Finance Committee

There were no meeting minutes to report.

Remuneration Committee

There were no meeting minutes to report.