

## **ODA Board Meeting – 28 July 2011**

**Present:** John Armit, Sir Roy McNulty, Lorraine Baldry, Barry Camfield, Stephen Duckworth, Christopher Garnett, David Taylor, Neale Coleman, Tony Ball, Sally Morgan, Nicholas Serota.

### **Apologies**

David Fison and Kumar Muthalagappan sent their apologies as they were unable to attend the meeting.

### **Declarations of Interest**

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 Chief Executive reported that he understood that each of the London Boroughs would be given £50k to appropriately undertake environmental improvements and dress streets with Olympic banners, posters etc. The Mayor of London would be funding this initiative via the "Look of the Games" budget that is controlled by the GLA.

The Board agreed the Minutes of the 57<sup>th</sup> Board Meeting held on 23 June 2011

### **Chairman's Report**

The Chairman expressed the Board's congratulations and thanks to the Director of Communications and the Communications team for a successful One Year to Go event at the Aquatics Centre, 27 July 2011.

The Chairman reported that a major focus going forward, now construction was complete, would be on Transport issues

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

The Chief Executive expressed the Board's thanks to the Head of External Relations and the Communications team for a first class Aquatics event, 27 July 2011. In addition, there had been an event at Number 10 Downing Street, earlier in the day, at which the Prime Minister had met with a number of representative workers from the Olympic Site. The event was successful and was a reflection of how much the project has achieved and how it is perceived by Government.

The Chief Executive reported that there had been three RIDDOR accidents, with three security incidents, in this period. The overall AFR remains at 0.16 (total), 0.2 on the Village and 0.12 on the Park. The trend analysis on Near miss reporting, June 2011, consistently showed the same top issues. Health and Safety remained a huge focus and priority for the ODA.

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

- 87.9% of venues and infrastructure to Games Time had been completed.
- 85.5% of the Village had been completed.

- Approximately 2.2million work hours had been completed on site in June 2011, including Off Park Projects & Services.
- Total spend to date is £5.5bn, 75.6% of lifetime budget.
- AFC £71.6m under budget.

Aquatics - Handover from Balfour Beatty achieved on 21<sup>st</sup> July 2011.

Transport - Completion of West Ham Station works and TfL now agreed to sign ORN/TDM Grant agreements.

In addition, the Chief Executive reported that:

- ODA post Games Transformation scope transfer to OPLC had received Ministerial approval.
- Loss of key personnel was a potential key issue for the ODA. It is anticipated that interim management arrangements will be required.
- ORN/TDM grant agreements between ODA and TfL are now agreed, subject to final Funders approval.
- The Park Look and Feel enhancements should be finalised with LOCOG in August 2011.

A member asked how many ODA staff had been seconded to OPLC. Dennis reported there were currently ten people.

A member asked if LOCOG could be asked to consider moving the start time of application for Olympic tickets from 6am to 8am to ensure that disabled members of the public are able to apply.

The Board agreed that a visit to Eton Manor and the Village Academy should take place.

In response to concerns about how the road network would work at Games time a member explained that the Department of Transport Regulations states that there will be no road works, apart from emergency issues, from March 2012 until after the Games.

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

### **Priority Theme Close Out Report**

This item was introduced by the Chief Executive and the Head of PAO.

The Chief Executive reported that the purpose of the report was to close out the priority themes at the end of the "Big Build". Future priority theme reports will focus on health and safety and transport sustainability only.

The Board noted the Priority Theme Close Out Report for the end of the Big Build.

### **Quarterly Report**

The Board noted the Quarterly Report to Funders – June 2011 – and the Executive Summary of the June 2011 Quarterly Report to Funders and noted that the Quarterly Report to Funders has informed the GOE Quarterly Report published 19 July 2011.

### **Olympic Village Disposal**

This item was introduced by the Director of Property.

The Board agreed to ratify the decision and minutes of the ODA Board Olympic Village Sales Sub-Committee meeting held on 7 July 2011; authorised the Sub-Committee to approve the necessary corporate restructuring described in the meeting together with the detailed terms for the disposal of the Olympic Village and associated development plots; agreed to issue a joint press release with the purchaser following the exchange of contracts and authorised the Chairman to authenticate the minutes of the Board in respect of this item before the next ODA Board Meeting.

### **Security Transition to LOCOG**

This item was introduced by the Director of Construction and the Head of Security.

The Director of Construction assured the Committee that the ODA would not be responsible for any liability and reminded the Board that this arrangement would only apply up to 10 January 2012, when LOCOG take over the Park and are fully responsible for security issues.

The Chief Executive reported that he would be in charge of operational Security when the Director of Construction leaves the ODA.

The Board noted the Update on the Security Transition to LOCOG.

### **Communications Report**

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 31st Finance Committee meeting.

### **Audit Committee**

The Board noted the draft minutes of the 37<sup>th</sup> Audit Committee meeting.

### **Planning Committee**

The Board noted the minutes of the 83<sup>rd</sup> Planning Committee meeting.

### **Remuneration Committee**

There were no meeting minutes to report.

### **SHE Committee**

There were no meeting minutes to report.

### **AOB**

There was one item under AOB.

## **Learning Legacy**

This item was introduced by the Director of Infrastructure and Utilities and the Programme Assurance Executive. A “London 2012 ODA Learning Legacy” presentation was circulated.

The Director of Infrastructure and Utilities explained that the Public Account Committee Report concluded that the Department and the ODA should take the lead in identifying the lessons from the preparation for the Games. The ODA Learning Legacy is the collation and dissemination of good practice and lessons learned from the ODA’s construction programme for the benefit of industry, clients, academia, government and as a showcase for UK PLC.

The main points of the ODA Learning Legacy, in particular;

Production of over three hundred plus learning legacy documents capturing lessons learned, innovations and best practice, produced in partnership with industry and academia. In particular Simon highlighted collaborative working with the Chartered Institute Of Building, Institute of Civil Engineers and the HSE.

The legacy consists of a number of documents including; research papers (16), case studies (50), technical overview papers, micro-reports (143) and champion products (72).

An ODA Learning Legacy Website is under development and will have a micro-site linked from the London 2012 website. This website would be launched, at an event on 17 October 2011, by the Minister of Construction. An image of what the website would look like was shown to the Board. The ODA were working with industry partners to share lessons learned and develop Olympic website areas. The HSE learning legacy website was launched in July 2010.

A programme of dissemination events was being planned with examples such as the Learning Legacy Design and Engineering Innovation Events Schedule and the Sustainability Learning Legacy Events Schedule.

A member asked how much influence the ODA Learning Legacy has had over the IOC and future Olympic Games, such as Rio 2016. The Director of Infrastructure and Utilities reported that there had been much contact with Rio 2016, in offering support and advice to them. The IOC has their own legacy programme which they run after the Games.

The Chairman, on behalf of the Board, expressed congratulations to The Director of Infrastructure and Utilities and the Programme Assurance Executive on the ODA Learning Legacy project.

The Board noted the ODA Learning Legacy update.