

## **Minutes of 19th Board Meeting: 25 October 2007**

John Armitt (Chairman), Lorraine Baldry, Sir Howard Bernstein, Barry Camfield, Stephen Duckworth, Christopher Garnett, Sir Peter Mason, Baroness Sally Morgan, Kumar Muthalagappan, Sir Nicholas Serota

### **Apologies**

Apologies were received from Tony Ball, Neale Coleman, Sir Roy McNulty, and David Taylor.

### **Declarations of Interest**

Christopher Garnett declared an interest as a Member of the Board of Transport for London. Sir Peter Mason declared an interest as Chairman of Thames Water.

### **Minutes of Previous Meeting & Actions Arising**

The Board agreed the Minutes and reviewed the various recorded Actions Arising since March 2007.

### **Chairman's Report**

The Board agreed that in order to eliminate the element of duplication the Audit Committee should supersede the Risk Committee, which would cease to exist from this date. They approved the revised Standing Orders and Terms of Reference and approved the revised Membership of the Audit Committee as follows: Sir Roy McNulty (Chairman), Sir Howard Bernstein, Neale Coleman, Christopher Garnett, and Kumar Muthalagappan. Sir Peter Mason would be a member for those meetings where risk items were considered (normally 3 times each year).

The Chairman reported that Standing Orders and Terms of Reference were being drafted for the Safety, Health and Environment Committee which would meet 4 times each year. Barry Camfield, Stephen Duckworth, and Sir Peter Mason had agreed to serve as members. Subject to the approval of the Minister for the Olympics, an external Expert Member would also be appointed.

The Chairman reported that there would be informal briefing sessions on the morning of each Board Meeting in 2008 covering the eight cross-cutting themes, and two briefings on progress against cost/programme.

### **Chief Executive's Report**

The Chief Executive drew attention to a number of points including the following:

**Site possession.** Foreman and son, the Clays Lane travellers, Kingsway International Christian Centre, and the allotment holders had all now vacated the site. Negotiations with the Waterden Road travellers were progressing.

**Planning permission.** There were 2 outstanding issues. The LDA was seeking to compulsorily purchase land on Wyke Road for use as a bus depot but they now had planning permission on an alternative site so it was hoped the CPO need not be pursued. The Eastway Users Group and British Cycling would be meeting the Chief Executive to try to resolve the position of the cycling track in legacy.

**External Communications.** A gauge dial face with radioactive paint had been found on site. There was no risk to workers or the public.

**Stadium.** The Board noted the approval from the Minister for the Olympics and Paralympics to incur expenditure of up to £496m including VAT. Negotiations were

progressing well with Sir Robert McAlpine Limited, and the Board delegated authority to the Chief Executive to finalise details and approve execution of the Integrated Design and Construction Team contract. The design had been received favourably at the recent CABE Review and by the Mayor's office.

**Legacy.** The Board noted that Neale Coleman was chairing the Sport and Legacy Committee which would address legacy issues for venues. Work with the LDA on the Legacy Framework had started and the lead role would transfer from ODA to the LDA when their newly appointed Olympics Director started work on 1 January 2008.

**IBC/MPC.** The Board were informed that the tender period had closed and Heads of Terms were being agreed with both remaining groups (Carillion and Bouygues) with a view to agreeing a contract with one of them. There would be a report to the November Board meeting.

**Finance Report – September.**

Expenditure for September was higher than forecast, but an underspend by the end of March 2008 was still forecast despite an effort to further increase spending over the next six months.

**Olympic Park Transport and Environmental Management Schemes (OPTEMS).**

Under the Planning s106 Agreement, the ODA had agreed to make a contribution towards the cost of mitigating the adverse transportation effects of construction on the Olympic Park. The Board authorised the Chief Executive and the Director of Finance & Corporate Services to open business current and deposit accounts with the designation "OPTEMS". Interest accrued would be used for OPTEMS purposes.

**Funders' Committee.** A coordination Committee comprising representatives from funding departments was overseeing progress towards the next Funders' Committee meeting, planned for the end of November. ODA had undertaken some value engineering work to reduce costs.

The Finance Committee had agreed at the October meeting, that sufficient funding should be requested to enable critical projects to be committed over the next few months. Additional funding would be requested as necessary as contracts were signed over the next six months.

**Communications Update.** The Board noted that discussions with Newham had resulted in a proposal for the site of the Visitors Centre and financing was being considered.

The Board approved Minutes of the various Committees.

**Health and Safety Governance and Leadership**

**Leadership Programme.** A Leadership Programme for health and safety was being developed by ODA Directors in collaboration with site developers. Statistics showed that the largest single factor for accidents on site was unfamiliarity and, since new people were starting work regularly, it was vital to have good site inductions and leadership in place.

A workshop with the Health and Safety Executive would take place in early December to take ODA and CLM staff through the need to take control of the site in 2008 and to inform them about traffic plans.

**Safety Health and Environment (SHE) Committee.** The Board approved the Standing Orders and draft Terms of Reference. This Committee would normally receive two reports: one from the Health and Safety Team; and a second from the Environmental Management Team. It was proposed that the SHE Committee would meet quarterly in the month prior to the in-depth report to the ODA Board, so that discussion at the meeting could inform the content of that report.

#### **Olympic Village and Stratford City**

The Board heard a presentation on Stratford City and the Village. Lend Lease, the preferred developer for the Olympic Village, had developed their design further. The number of homes had been reduced but 30% would still be for social housing and the development would include an Academy School and Polyclinic Health Centre.

The Board was taken through the development rights, and the approach adopted. The proposal would be reported back to the November Board after further study of the development funding model.

The Board approved funding proposals and payments in connection with the development including investment in infrastructure and payments to London Continental Railways in respect of its interest in the Stratford City development.

#### **Utilities – Electrical Networks**

ODA expected to let the Electrical Network contract jointly with Stratford City in time to meet the milestone of starting work on site in June 2008. The Board endorsed the business case and the application to OPRG for funding approval.

#### **Any Other Business**

The Chairman reported that Board Members's remuneration was being reviewed and that, following an OGC report, a Board appraisal would be carried out in 2008.