

## **Minutes of 39<sup>th</sup> Board Meeting:**

24 September 2009

John Armit, Lorraine Baldry, Tony Ball, Barry Camfield, Neale Coleman, Stephen Duckworth, David Fison, Christopher Garnett, Sir Roy McNulty, Baroness Sally Morgan, Kumar Muthalagappan, Stephen Duckworth, Sir Nicholas Serota & David Taylor.

### **Apologies**

There were apologies from Baroness Sally Morgan who was delayed.

### **Declarations of Interest**

Neale Coleman declared an interest as an employee of the Greater London Authority (GLA), of which Transport for London (TfL) & the London Development Agency (LDA) are separate functional bodies;

Christopher Garnett declared an interest as a Member of the Board of TfL.

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

The Board agreed the Minutes of the 38<sup>th</sup> Board meeting held on 23 July 2009.

### **Chairman's Report**

The Chairman noted the large number of visitors to the site over the summer, including the Cabinet. The three years to go milestone had been marked in July, and received positive press coverage.

The Olympic site had recently been recognized as an example of good practice on sustainability, demonstrating that if clear sustainability goals were set at the outset the supply chain was able to respond.

The Board noted the Chairman's report.

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

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

Construction had now started on all blocks in the Village and the programme was 43% complete. The frame of the IBC/MPC was completed 10 weeks early and work had started on the temporary Basketball venue. The Aquatics Centre roof would be jacked down in the next few weeks.

Discussions had started with ODA staff about planning their future. As core activities conclude staffing reductions would be implemented. The organization would reduce significantly as construction came to an end and support would be offered to staff to help them find new roles.

The Programme Performance Report and the detail of the two RIDDOR reportable accidents were discussed.

The Board noted the Chief Executive's report dated September 2009.

## **Games-Time Training Venue Business Case**

The Project Sponsor (A Nimmo) gave a presentation on games-time training venues. She clarified that games-time training was separate from National Training Camps, which take place before the Games start. Games-time training would be provided from when the Village opened.

Upgraded existing facilities would be used where possible, which would maximize the legacy benefits. They would be offered some branding rights similar to the Inspire Mark. Preferred options for the venues had been identified and an assessment made of the cost of the upgrading work that would be required.

Approval for the direction of travel was sought, with the intention of taking the business case to OPRG in October.

The Board approved the business case for onward submission to OPRG.

## **HFC use on Aquatics (London Aquatics Centre – LAC) and Stadium**

The Project Sponsor (A Nimmo) explained that the use of HFC's had been reviewed at the LAC and the stadium. At the stadium an ammonia chiller would have incurred substantial cost and a greater carbon footprint. However it would be possible to use an ammonia chiller in the LAC, which had space to accommodate it.

The Board approved the use of HFC chillers in the Stadium and the use of an ammonia chiller with heat recovery in the LAC.

## **Olympic Transport Plan**

The Director of Transport (H Sumner) explained that the Olympic Transport Plan had been updated and would be published for consultation in November. Public sector enterprises would have a duty to execute their duties under the plan after they had been consulted.

The handling of transport during test events was discussed. Members agreed that it would be helpful for trial events, such as concerts, to be held simultaneously at multiple venues to test the transport plans. An Integrated Testing Group had been established, which would produce a programme of events. These were a requirement to secure licenses for the venues. Christopher Garnett and Hugh explained that they would report back to the board in early 2010.

The Board delegated authority to Christopher Garnett and High Sumner to sign-off the final version of the Olympic Transport Plan prior to printing and launching the document.

## **MTO2 – Update on negotiations with CLM**

The Chairman noted that a useful briefing session had been held on the negotiations with CLM before the Board meeting. Members present had been satisfied with the process of the negotiations and the approach taken by the team.

The Board:

- a) **NOTED** the current status of the Delivery Partner contract together with the current forecast of AFC;
- b) **NOTED** the proposed plan in relation to reaching an agreed close out position with CLM for services provided during tranche 1;
- c) **NOTED** the proposed commercial arrangements and negotiation strategy for the agreement of tranche 2.

### **ODA Management Statement & Financial Memorandum**

The Board noted the progress on updating the ODA Management Statement and associated Financial Memorandum.

### **Communications Progress Report**

Godric Smith presented a paper on key activities undertaken in the last month and noted that the Party Conference season had started. He noted that the focus of discussions had moved away from ODA's delivery to legacy.

Members noted the success of Open House and the interest in merchandise, which LOCOG was expected to start developing at Christmas.

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

### **Finance Committee**

The Board noted the draft Minutes of the 20<sup>th</sup> Finance Committee Meeting held on 17 July 2009.

### **Audit Committee**

The Board noted the Minutes of the 22<sup>nd</sup> Audit Committee held on 17 July 2009 and agreed to use a forthcoming Board briefing for a risk workshop.

### **Planning Committee**

The Board noted the final Minutes of the 48<sup>th</sup> and 49<sup>th</sup> Planning Committee Meetings and the draft Minutes of the 50<sup>th</sup>, 51<sup>st</sup> and 52<sup>nd</sup> meetings.

### **Remuneration Committee**

The Board noted the draft Minutes of the 11<sup>th</sup> Remuneration Committee held on 22 July 2009.

### **Safety Health and Environment Committee**

The Board noted the draft Minutes of the 7<sup>th</sup> SHE Committee held on 22 July 2009 and the Committee's forthcoming visit to the Athlete's Village.