

## **Minutes of the 47<sup>th</sup> Board Meeting**

Held on 24 June 2010

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

### **Apologies**

Christopher Garnett sent his apologies as he was unable to attend the meeting.

### **Declarations of Interest**

Neale Coleman declared an interest as the Mayor's advisor on the Olympics and Paralympics.

David Taylor declared an interest as Director of First London Power Ltd. Their waste to energy technology was part of a review being carried out by Cofley, for energy provision in the Olympic Park, in legacy.

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

The Board agreed the Minutes of the 46<sup>th</sup> Board Meeting held on 27 May 2010.

### **Chairman's Report**

The Chairman reported that he had attended a DCMS Chairs meeting where the main priorities of DCMS were explained. The main priority for the Secretary of State for Culture, Olympics, Media and Sport, was the Olympics. 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:

Venues and Infrastructure to Games was 70% complete.

The Chief Executive reported that EDF Energy were working on a green Flame for the Olympics and that the fit out of seating at the Aquatics would commence in July 2010.

The Board noted the Chief Executive's report dated June 2010

### **Park Operations**

The Chief Executive circulated the "ODA Staff Briefing June 2010" that would be presented to staff on the 28 June 2010. The main points were that in terms of construction the practical completion of the Park and Venues would be mainly achieved by Summer 2011.

The Director of Design and Regeneration and the Park Operations Executive gave a presentation on Park Operations. :

The Board noted the update on Park Operations

### **Civil Works Infrastructure for the Village Operations Support Area (VOSA) for Logistics**

This item was circulated as a late paper prior to the meeting.

The Chief Executive reported that the principle of a VOSA was established in the original Bid documents but the VOSA scope was not included in the ODA Baseline Report, November 2007 or the recent Blue book.

The VOSA would be situated at Drapers Field which sits outside the boundary of the Olympic Park and is owned by the London Borough of Waltham Forest. It is currently used as a local sports facility. The transfer of the site to the ODA was still subject to the council's approval but heads of terms had been agreed to meet the costs of reinstatement of Drapers Field and enhance other sporting facilities in the Borough so that they can provide alternative arrangements whilst Drapers Field is out of action.

The Board noted Business Case for the VOSA

#### **Approval for Write off of Wind Turbine Costs**

The Director of Finance Hone explained that under the Standing Orders of the ODA, Board approval is required to write off constructive losses. This was also a pre-cursor to agreeing the Annual Reports and Accounts for 2009-10.

The Board approved the write off abortive cost arising from the decision not to proceed with the wind turbine on the Olympic Park

#### **Annual Report & Accounts 2009-10**

This was circulated to Board members as a late paper prior to the Board meeting.

An additional paper "Changes to Annual Report and Accounts" was circulated which set out presentational and other amendments agreed with the external Auditors since the Accounts had been circulated. None of these amendments changed the annual deficit or net Assets position as at 31 March 2010.

The Board approved the ODA Annual Report and Accounts 2009-10, subject to the minor changes tabled and discussed, confirmed that they are content that all related party disclosures pertaining to them as individuals have, to the best of their knowledge, been properly disclosed and authorised the Chairman and Chief Executive to sign the ODA Annual Report and Accounts on behalf of the Board

#### **London Development Agency (LDA) Land & Agreement Transfer to the Olympic Park Legacy Company (OPLC)**

The General Counsel reported that LDA anticipated that this issue would be resolved by 30 June 2010.

It was agreed that further discussions between ODA and GOE would take place to provide clarity on the Deed of Variation regarding the LDA grant agreement with the ODA which needs to be amended to reflect the changes in funding that accompany the LDA/OPLC Land transfer.

The Board noted the attached paper, approved the proposed transfer from LDA to OPLC in principle subject to guidance from GOE and delegated the documentation and finalisation of legal documentation to the Director of Property and General Counsel

#### **Organisational Strategy**

The Director of Finance explained that the report outlined the current staffing model for the ODA organisational evolution and recommended to move to a structure to

deliver 5 key workstreams from 1<sup>st</sup> October 2011. The 5 workstreams are i) Transport Operations, ii) Park Operations, iii) Transformation (and construction run off), iv) Village and v) Corporate Support (including organisational close out).

It was agreed that such a change in organisational structure was required to achieve economies of scale as the organisation shrinks at the end of the construction phase. However by maintaining the existing structure over the next 12 months staff would be able to focus on construction close out without distraction. The Board asked that a strategy was developed to ensure that critical staff were retained so that the ODA could fulfill its delivery obligations.

The Board noted the report and approved the proposed approach for restructuring the organisation in Summer 2011, noted that the report would be submitted to GOE as part of the ODA Exit Strategy and noted that staffing implications will be referred to the Remuneration Committee as appropriate.

### **Exit Strategy and Close-Out Activities**

The Board then received a presentation on the Commercial close out process from the Head of Commercial and Procurement.

The Assurance and Audit arrangements for Final Accounts and Commercial agreements was discussed. It was agreed that all contracts would be subject to assurance arrangements.

The Committee noted the plans in place to facilitate the orderly wind-up of the ODA and noted the ongoing project and commercial close-out processes on place to facilitate the timely and efficient wind-up of the ODA

### **ODA Planning Committee – Extension of Appointments of Existing Members**

The Chair of the Planning Committee, explained that the reappointment of independent and local authority members of the Planning Committee expires on the 5 September 2010. Current members and their London Boroughs have been approached. So far, only one confirmation by the Borough of Waltham Forest that they wished their member to be re-appointed had been received. However, Tower Hamlets may select a new member.

A discussion took place and it was agreed that if an alternative member is put forward by the Local Boroughs, the Chair and the Deputy Chair of the Planning Committee would have delegated authority to make a decision.

The Board noted that the appointments of the existing Planning Committee external members expire in September 2010 and agreed to reappoint all Members for a further 2 years to September 2012 or the cessation of the ODA as LPA whichever is sooner, subject to the approval of the Secretary of State as required by the London Olympic Games and Paralympic Games Act 2006

### **Communications Progress Report**

The Director of Communications provided an update to the Board. He reported that there would be significant activity in July with the CoComm IOC inspection, Jacques Rogge visiting the Stadium, installation of the first seats and 2 years to go on 27 July 2010.

The Board noted the activity undertaken by ODA Communications since the last Board meeting, and the planned programme for major events.

**Finance Committee**

The Board noted the draft minutes of the 24<sup>th</sup> Finance Committee meeting.

**Audit Committee**

The Chairman of the Audit Committee reported that the Director of Transport updated the Committee on the recent Transport Assurance Pulse Check Report and highlighted that nearly all the transport infrastructure was now in place, an appropriate assurance regime was required and the need for progressive 360 continuous reviews going forward. A paper set out the scope for test events would be presented to the ODA Board in September 2010.

The Board noted the draft minutes of the 27<sup>th</sup> Audit Committee Meeting

**Planning Committee**

The Board noted the final minutes of the 65<sup>th</sup> Planning Committee meetings.

**Remuneration Committee**

The Board noted there were no meeting minutes to approve.

**SHE Committee**

The Board noted the draft minutes of the 10<sup>th</sup> SHE Committee meeting.