



Birmingham Organising Committee for the 2022 Commonwealth Games
Board Meeting
Tuesday 14 May 2019
Held at One Brindley Place, Birmingham

Members present:	In attendance:
John Crabtree (JC) - Chair Derrick Anderson (DA) – WMCA Simon Ball (SB) – CGE Jonathan Browning (JB) – Independent David Grevemberg (DG) – CGF Zara Hyde Peters (ZHP) – Independent Lyndsey Jackson (LJ) – Independent Helen Judge (HJ) – DCMS Ian Metcalfe (IM) – CGE Dame Julie Moore (JM) – DCMS Nick Timothy (NT) – Independent Ian Ward (IW) – BCC	Ian Reid (IR) – CEO, B2022 OC Tim Pile (TP) – LEP Observer Caroline McGrory (CMcG) – B2022 OC Josie Stevens (JS) – B2022 OC Nigel Swinbank (NS) – B2022 OC Martin Green (MG) – B2022 OC Adrian Corcoran (AC) – B2022 OC David Grady (DGra) – B2022 OC Allan Gooch (AG) – B2022 OC - <i>Item 16</i> Anne Shaw (AS) – TfWM – <i>Item 16</i> Matthew Kidson (MK) – B2022 OC – <i>Item 12 & 13</i> Dominic Olliff (DO) – B2022 OC – <i>Item 12</i> Sarah Coffey (SC) – Secretariat Apologies: David Leather (DL) – CGFP Dame Louise Martin (LM) – CGF Ellie Simmonds (ES) – Independent

ITEM NO	ITEM	Action Owner
2019/03-001	<u>Apologies for Absence</u> JC welcomed everyone to the new home of the Organising Committee. Apologies were given for the non-attendees for this meeting.	
2019/03-002	<u>Minutes of Previous Meeting</u> The Board approved the March Board minutes Actions from the previous meeting are being tracked as complete or covered in the agenda.	

2019/03-003	<u>Board Approval for Change of Registered Office</u> The Board approved the change of the Registered Address to One Brindley Place, Birmingham, B1 2JB from 100 Parliament Street, Level 4, London, England, SW1A 2BQ	
2019/03-004	<u>Board Approval for Change of Company Secretary</u> The Board approved CMcG's appointment as the Company Secretary.	
2019/03-005	<u>Directors Register</u> JC thanked the Board for their contributions to the register and asked for any further additions to be sent to the OC to keep the register updated. JC reminded the Board to complete the Gift and Hospitality register when representing B2022 at any events/functions. It was noted that Alternate Director Forms had been circulated to Board members and should be completed if a Director is not able to attend a meeting and wishes to appoint an alternate to attend in his / her place. Action: Board members to update register for all gift and hospitality received to date.	Board Members
2019/03-006	<u>Conflicts of Interest</u> No new conflicts of interest were declared.	
Reporting:	Background	
2019/03-007	<u>General Games progress update paper</u> IR led this item and provided an update on progress noting the move in date to Brindley Place as w/c 20 May.	
2019/03-008	<u>Risk Managers Report</u> NS stated that updated risks were included in the Dashboard report (agenda item 010) and he would take questions on specific risks when that agenda item is discussed.	
2019/03-009	<u>OC Policies Approval</u> The Board approved the following policies: <ul style="list-style-type: none"> • Anticorruption, Fraud, Bribery Gifts and Gratuities • Counter Fraud • Providing Hospitality Policy • Counter Fraud, Bribery and Corruption Strategy • Fraud Action Plan 2019/20 • Grievance Resolution • Whistleblowing • Freedom of Information Policy and Procedure 	

	<p>The Fraud Response Plan was not approved at this time. JB noted that currently the highest level of notification is CEO level, but significant fraud should also be notified to the Board.</p> <p>Action: DGra agreed to review the Fraud Response Plan and bring to a future meeting for approval.</p>	DGra
2019/03-010	<p><u>Dashboard Report and Updated Roadmap</u></p> <p>NS led this item and highlighted the move to the new office next week ahead of plan.</p> <p>NS highlighted the three issues escalated on the report:</p> <ul style="list-style-type: none"> • Alexander Stadium & Transport • MPRG • Sport to Venue <p>AC highlighted the Cyber Security risk and that mitigations are in development which will ensure the same level of security as DCMS. SB added that a deep dive into Cyber Security will be carried out at the next ARAC meeting.</p> <p>IW reported the exchange of contracts with National Express, with vacant possession of the Job Centre by the end of the calendar year.</p> <p>Action: There was a request to consider including a generic Games time transport risk (people movement) on the risk register.</p> <p>Action: There was also a request to add “Royal Demise” to the risk register.</p>	NS NS
2019/03-011	<p><u>Finance Report & MPRG Process</u></p> <p>IR led on this item and highlighted that an internal Audit Review on financial controls had been carried out and has resulted in a green rating.</p> <p>MPRG - IR reported lots of activity since the last Board. MPRG final meeting is taking place in London immediately following the Board meeting. A decision on budget is not expected to be formally communicated until mid-June. Communications will need to be planned alongside the “Sports to Venues Review” and the announcement of new sports.</p>	
2019/03-012	<p><u>Sport to Venue Optimisation Review Update</u></p> <p>MK & DO provided an update on the process on the Sport to Venue Optimisation Review and the next steps.</p>	

	<p>The presentation gave the reasons why a review has been carried out and the impact on budget.</p> <p>DO confirmed that Neil Carney is on the working group and is involved in assessing funding implications.</p> <p>The presentation also included the criteria for evaluation as well as transport and security considerations.</p> <p>IM suggested that a small working group may be required in addition to any individual meetings.</p> <p>Action: IR to set a date for the smaller working group to meet</p> <p>Action: SC to look for date for Extraordinary Board Meeting to review proposal</p>	<p style="text-align: center;">IR</p> <p style="text-align: center;">SC</p>
2019/03-013	<p><u>Update from SportAccord</u></p> <p>MK gave an update from the Sport Accord conference that IR/CQ & MK attended in the Gold Coast. Meetings were held with Presidents & General Secretaries of International Federations, OCs and Media. It was reported that this was a useful and successful event and that discussions also took place with potential sponsors.</p>	
2019/03-014	<p><u>Update on Board Sub Committees</u></p> <p>Athlete Advisory – ZHP updated the Board on the set up of the Athlete Advisory and thanked CGE for promoting to all Sports for nominations. The window for nominations has been extended to 17 May with interviews being held on 31 May.</p> <p>Legacy Committee – JC presented an update on the Legacy Committee. JC confirmed that Neil Carney had agreed to Chair the Steering Group which reports to the Committee. IW, Deborah Cadman, Bruce Robertson and Martin Reeves agreed to sit on the Committee.</p> <p>Action: MG to share legacy plan for Hull City of Culture.</p> <p>Action: ZHP to provide JM details of Local County Sport Partnerships</p> <p>Contract Approvals Committee (CAC) – JB confirmed the first meeting of the Contract Approvals Committee will take place on 21 May. The small proposed changes to the Terms of Reference to allow flexibility of membership and allow experts to join the Committee.</p> <p>The Board approved the proposed updated Terms of Reference which had been tabled.</p>	<p style="text-align: center;">MG</p> <p style="text-align: center;">ZHP</p>

	<p>Audit and Risk Assurance Committee (ARAC) – SB provided an update to the Board on the ARAC meeting held on 13 May 2019.</p> <p>SB noted the difficulty with timings on the filing of the accounts and Parliament recess dates. The OC is working with DCMS to find a solution.</p>	
2019/03-015	<p><u>National Audit Committee – Letter of Engagement</u></p> <p>The Board approved the proposed Letter of Engagement which was tabled.</p>	
2019/04-016	<p><u>Games Strategic Transport Plan</u></p> <p>AG and Anne Shaw joined the session and presented the draft transport strategy plan which would become a statutory plan if the Games legislation is passed. It was noted that the consultation period will be a minimum of six weeks, with any proposed changes coming back to the OC Board for approval.</p> <p>DG recommended that business and freight is considered in transport planning for the Games.</p> <p>TP requested that a review of the plan in relation to venues, post the Sports review, should be carried out. AG confirmed that any changes from the sport venue review will be made before the consultation document goes out.</p> <p>Once the feedback has been received from all parties, any issues that arise will be brought back to the OC Board to agree before going to the WMCA Board to formally adopt.</p> <p>DG asked for the Transport plan to have links and alignment to the long-term legacy and this should be highlighted in the plan, capturing the investment into legacy. JS confirmed strong links to the local residents’ group to ensure clear and transparent communication with communications are integrated into the Transport Working Group.</p> <p>The Board approved the draft Games strategy Transport Plan for public consultation.</p>	
2019/03-017	<p><u>Brand and Communications Update</u></p> <p>JS gave an update on the brand development and the 3-phase launch activity, including community engagement and a “tease campaign” with the final logo and brand launch itself on 27 July 2019.</p> <p>Feedback was provided on the “home nation” narrative and the proposed “hashtag”.</p>	

	CMcG informed the Board that searches are currently underway on the new logo and the trademark applications will be made on 26 July.	
2019/03-018	<p><u>Forward Look</u> NS led on this item and made suggestions for potential agenda items for the next two Board meetings based on the 2019-20 Milestone Plan.</p> <p>Action: IW requested that Stadium Planning is added to the Agenda for the September meeting.</p> <p>Action: There was a suggestion that the business engagement workstream be a future agenda item.</p> <p>Action: HJ requested that a Commercial & Sponsorship update be a standing agenda item for each meeting.</p> <p>Action: DG suggested that a presentation be made on the new CGF transformation strategy to 2022 at a future Board meeting.</p>	<p>NS / SC</p> <p>NS / SC</p> <p>NS / SC</p> <p>NS / SC</p>
2019/03-019	<p>Future dates for Board Meetings 2019/20 The Board noted the dates for the 2019-20 meeting dates.</p> <p>Action: SC to send out invitations to Board members</p>	SC
AOB	<p>Additional Sports – IM noted that a media line should be immediately available once the decision on additional sports has been made to ensure the Board has consistent message.</p>	
Date of Next Meeting: 10 July 2019		