

Birmingham Organising Committee for the 2022 Commonwealth Games
Board Meeting
Wednesday 10 July 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 Dame Louise Martin (LM) – CGF Ellie Simmonds (ES) – Independent (part)	Ian Reid (IR) – CEO, B2022 OC Tim Pile (TP) – LEP Observer David Leather (DL) – CGFP Caroline McGrory (CMcG) – B2022 OC & Company Secretary 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 Ellen Upton (EU) – Anthesis – <i>Item 8</i> Neil Carney (NC) – BCC - <i>Item 9 & 20</i> Sarah Coffey (SC) – Secretariat Apologies: None

ITEM NO	ITEM	Action Owner
2019/07-001	<u>Apologies for Absence</u> JC welcomed everyone to the meeting. There were no apologies. DG & ES joined the meeting by telephone.	
2019/07-002	<u>Minutes of Previous Meeting</u> The Board approved the minutes from the 14 May Board meeting. Actions from the previous meeting are being tracked as complete or covered in the agenda.	
2019/07-003	<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 noted that the Directors Register would be on the new website when launched.	
2019/07-004	<u>Conflicts of Interest</u> No conflicts of interest were declared.	
2019/07-005	<u>Gifts and Hospitality</u>	

	JC reminded the Board to complete the Gift and Hospitality register when representing B2022 at any events/functions. JC noted that the Gifts and Hospitality Register would be on the new website when launched.	
Reporting:	Specific Board Approvals Required	
2019/07-006	<p><u>Modern Slavery Statement</u></p> <p>CMcG presented the proposed Modern Slavery Statement to be adopted by the OC that will appear on the new website. The Board discussed the Statement and noted the positive action by the OC. It was noted that the OC should exercise appropriate due diligence when appointing its supply chain and that a process should be put in place to monitor compliance. The Board approved the Modern Slavery Statement as tabled and this was signed by JC.</p> <p>There was a recommendation that training be given to OC staff to ensure they had the knowledge of what to look for. CMcG confirmed that this would be included within the Gowlings training programme. JC suggested that one of the big contractors of staff could join in this training to offer more practical advice/tips. Action: CMcG</p>	CMcG
2019/07-007	<p><u>Agreement to Timing, Scoring & Results Provider</u></p> <p>CMcG provided an overview on the proposed sponsorship agreement with the preferred Technical Partner for TSR and highlighted that this would be a 3 Games deal and would be one of the biggest value agreements for the Games.</p> <p>The Board recommended that ARAC review and agree the general VIK policy for the OC.</p> <p>The Board discussed the terms of the proposed sponsorship agreement and as per section 7 of the paper. The Board:</p> <ol style="list-style-type: none"> 1) Approved in principle the appointment of Longines as the official timing and scoring partner of the Birmingham 2022 Games on the key terms as set out in the Board Papers. 2) Granted delegated authority to the Contract Approval Committee to approve (i) the terms of the final sponsorship agreement for signature provided there is no significant deviation from the key terms set out in the Board paper; and (ii) the terms of the Games Services Agreement to be entered into by the OC. 3) Granted authority for the OC to continue to negotiate with Swiss Timing in relation to the specification of the TSR services to be provided for the benefit of Birmingham 2022 and to agree the costs of the provision of such services up to the value of the sponsorship rights being granted to Longines and 	

	<p>4) Granted delegated authority to the CEO of the OC, Ian Reid, to approve (i) the sponsorship benefits to be granted to Longines in respect of Birmingham 2022; and (ii) to sign the Games Services Agreement on behalf of the OC.</p>	
2019/07-008	<p><u>Environmental / Sustainability Strategic Intent</u> Ellen Upton from Anthesis joined the meeting to present on the work done to date and the proposed next stage plans for the development of the OC Environment and Sustainability strategy. EU left the meeting and JC thanked EU for updating the meeting. It was agreed that EU would provide a further update in 3-4 months. The Board acknowledged the progress of the work to date and agreed with the proposed strategic intent of the OC Environment and Sustainability workstream.</p>	
2019/07-009	<p><u>Sport to Venue Recommendations</u> IR presented the recommendations of the Sport to Venue Optimisation Working Group for approval by the OC Board. The recommendations include the additional sports which are subject to confirmation by the CGA's which is expected in late July. The Board had detailed discussions on the recommendations and noted the complexities. The Board agreed to support the recommendation as proposed. Any announcements on the change to venues will be announced only when the required discussions with International Federations and affected venues have been progressed and it was noted that all venues have not yet been confirmed.</p>	
2019/07-010	<p><u>Finance Report</u> DG led this item and provided an update on Financial Governance, Year to date expenditure and MPRG. DG will provide a proposal on how to report on OC finances to the next ARAC meeting. Action: DG</p>	DG
2019/07-011	<p><u>Commercial Update</u> DL lead this item and provided an update on the category focus over the past six months.</p>	
2019/07-012	<p><u>General Games progress update paper</u> NS led this item and no further questions were raised on the update on activities across the Organising Committee.</p>	
2019/07-013	<p><u>Dashboard Report and Updated Roadmap</u> NS led this item and highlighted the good progress since the last Board meeting noting the excellent Games Bill which had progressed through "Committee" stage on 9 July with all proposed amendments being</p>	

	<p>withdrawn. Further amendments may be raised at the next “Report” stage.</p> <p>NS also noted the positive progress with the recent Coordination Commission, conclusion of the MPRG process and the announcement of the proposed additional sports.</p>	
2019/07-014	<p><u>Risk Focus</u></p> <p>NS noted three key areas of risk and circulated a summary document highlighting the immediate impact and proposed action plan.</p> <p>Capital Projects – IR noted the positive progress from the Assurance report.</p> <p>Cyber Security - AC reported that the security levels that were being put in place for the OC would match the level of security implemented by DCMS and this implementation upgrade is expected to be completed by end of August. AC will attend the next ARAC meeting on 19 August and will provide a more detailed report to that Committee.</p> <p>EU Exit - IR led on this area noting the immediate impact on the critical path for Sandwell Aquatics Centre and the possible budgetary impact on Alexander Stadium due to the potential impacts of EU Exit on the procurement process.</p>	
2019/07-015	<p><u>Update on Board Sub Committees</u></p> <p>Audit & Risk Assurance Committee - SB noted the next ARAC meeting would be held on 19 August. The key agenda item is the approval of the Accounts for the period ending 31 March 2019 which will be circulated to all Board members mid-August. Board members will be asked to approve the accounts through a written resolution which will be circulated to Board members by the Company Secretary in mid-September following the ARAC meeting. Cyber Security and Budgets will also be on the agenda at the 19 August meeting.</p> <p>Athlete Advisory Panel – ZHP confirmed the appointments of the Athlete Advisory Panel and that four inductions had already taken place. The first meeting will be held in early September.</p> <p>The athletes on the Advisory Panel are:</p> <ul style="list-style-type: none"> • Alastair Brownlee - Triathlon • Sarah Jane Perry - Squash • Sarah Davies - Weightlifting • Tom Bosworth – Athletics • Katrina Hart – Disability Athletics • Jodie Gibson – Netball <p>There was also agreement on the proposed attendance of Colin Gregor (CGF) on this Committee.</p> <p>Contract Approvals Committee (CAC) – JB noted the first meeting of the Contract Approvals Committee took place on 21 May and the</p>	

	<p>Committee's focus is to ensure the best deal for the Birmingham Games but that they are open to consider contracts for multi Games.</p> <p>Legacy and Benefits Committee – JC noted the first meeting of the Committee took place on 10 June. One key action from the meeting was to broaden the membership. JC asked the Board for any recommendations on names to approach including names of any ambassadors. The next meeting will be in September.</p>	
2019/07-016	<p><u>Remuneration Committee</u></p> <p>IR informed the Board of the need to set up a Remuneration Committee now that the Remuneration Strategy has been approved by Treasury. LJ will Chair the Committee and will include DA & JC as members. A proposed Terms of Reference will be circulated to the Board for input feedback.</p> <p>Action: IR/CMcG</p>	IR / CMcG
2019/07-017	<p><u>CoCom Update</u></p> <p>IR led this item and referenced the paper that provided a summary of the CGF Coordination Commission which met on 12 & 13 June. A formal report will be shared with the Board once received.</p>	
2019/07-018	<p><u>Communications – 3YTG</u></p> <p>JS gave an update on the brand launch and the 3 years to go celebration on 27 July 2019.</p>	
2019/07-019	<p><u>Festival UK</u></p> <p>MG led this item and outlined discussions with DCMS and the proposal for Birmingham 2022 Organising Committee to assume the curation and administration of "Festival UK" (<i>working title</i>). The Board had a lengthy discussion on the proposal and raised some questions for further clarification. IR suggested that MG & IR continue to work with DCMS to define the risks and build a business case. They will then report back to the next Board meeting when more detail is available, and a recommended way forward can be presented.</p> <p>Action: IR / MG</p>	IR / MG
2019/07-020	<p><u>Capital Projects Updates</u></p> <p>Alexander Stadium – NC presented an update on the Alexander Stadium project and noted that BCC was close to reaching agreed heads of terms with Birmingham City University as anchor tenants. Demolition will start in September 2019 with construction beginning March 2020. Completion is expected November 2021. The Board thanked NC for the presentation.</p> <p>Village Masterplan – Due to time constraints this was not covered. It was agreed that this will be presented at the Athlete Advisory Panel meeting in September.</p>	



2019/03-021	<u>Forward Look</u> Board members are requested to review the paper on this and to provide their feedback on future Board agendas to the Chairman.	Board Members
	<u>Any Other Business</u> IT Security – AC noted a trial for a more secure way of circulating information to Board members and with the agreement of SB this will be trialled with the next ARAC meeting on 19 August.	AC / Board Members
Date of Next Meeting: 30 September 2019		