

**Birmingham Organising Committee for the 2022 Commonwealth Games**  
**Board Meeting**  
**Monday 30 September 2019**  
**Held at One Brindley Place, Birmingham**

<b>Members present:</b>	<b>In attendance:</b>
<p>John Crabtree (JC) - Chair  Derrick Anderson (DA) – WMCA  Simon Ball (SB) – CGE  David Grevemberg (DG) – CGF  Zara Hyde Peters (ZHP) – Independent (part)  Lyndsey Jackson (LJ) – Independent  Sam Lister (SL) – DCMS  Ian Metcalfe (IM) – CGE  Dame Julie Moore (JM) – DCMS  Ian Ward (IW) – BCC</p>	<p>Ian Reid (IR) – CEO, B2022 OC  Tim Pile (TP) – LEP Observer  David Leather (DL) – CGFP  Caroline McGrory (CMcG) – B2022 OC &amp; Company Secretary  Josie Stevens (JS) – B2022 OC  Martin Green (MG) – B2022 OC  Adrian Corcoran (AC) – B2022 OC  David Grady (DGra) – B2022 OC  Sarah Coffey (SC) – Secretariat</p> <p><b>Apologies:</b>  Jonathan Browning (JB) – Independent  Nick Timothy (NT) – Independent  Dame Louise Martin (LM) – CGF  Ellie Simmonds (ES) – Independent</p>

<b>ITEM NO</b>	<b>ITEM</b>	<b>Action Owner</b>
2019/09-001	<p><u>Apologies for Absence</u>  JC welcomed everyone to the meeting. A particular welcome to Sam Lister as alternate Director for Helen Judge. Apologies were received from Louise Martin, Ellie Simmonds, Nick Timothy and Jonathan Browning. Zara Hyde Peters joined the meeting by telephone.</p>	
2019/09-002	<p><u>Minutes of Previous Meeting</u>  <b>The Board approved the minutes from the 10 July Board meeting.</b>  Actions from the previous meeting are being tracked as complete or covered in the agenda.</p>	

2019/09-003	<u>Directors Register</u> JC reminded the Board any changes should be notified, and that the information will be public on the B2022 website. ZHP noted her appointment as CEO of UK Athletics, from December 2019; IM noted his appointment on the CGF Board which was confirmed at the CGF General Assembly in Rwanda earlier in the month.	
2019/09-004	<u>Conflicts of Interest</u> No conflicts of interest were declared.	
2019/09-005	<u>Gifts and Hospitality</u> JC reminded the Board to log any gifts and hospitality on the register when representing B2022 at any events/functions.	
<b>Reporting:</b>	<b>Specific Board Approvals Required</b>	
2019/09-006	<u>Terms of Reference – Board Sub Committee</u> CMcG provided an overview on the minor amendments to be made to the Terms of Reference for a number of sub-committees of the Board. The Board approved the following Terms of Reference: Athlete Advisory Committee – <b>updated version approved</b> Audit and Risk Assurance Committee – <b>updated version approved</b> Legacy and Benefits Committee – <b>approved</b> Remuneration Committee - <b>approved</b>	
2019/09-007	<u>Board Code of Practice</u> CMcG provided a paper with the details of the amendments to the Board Code of Practice and asked the Board to note the changes in line with the Cabinet Office revised “Code of Conduct for Board Members of Public Bodies, June 2019. CMcG confirmed that the Board would receive the new Code of Practice along with the relevant accompanying documents following the meeting. <b>Action: CMcG</b>	<b>CMcG</b>
2019/09-008	<u>Social Values Charter</u> JS gave an overview to the Board on the engagement to date on developing the Social Values Charter and the need to develop new policies with more details on each of the key areas. It was suggested that Mental Health should be included as part of the Health and Wellbeing focus area. <b>Action: JS</b> It was also agreed that under the Human Rights section that “support” is replaced with “protect”. DG also requested that there be a link to the new CGF Strategy on page 4 of the Charter. The	<b>JS</b>

	<p>Board discussed the clear metrics and outcomes from the Charter and asked JS to look at the detail and come back with a proposal at the next meeting.</p> <p>The Board approved the Social Values Charter in principle and for it to be developed in more detail. <b>Action: JS</b></p>	<b>JS</b>
2019/09-009	<p><u>Finance &amp; Commercial Report</u></p> <p>DGra led this item and provided an update on the Report and Financial Statements, Year to date flexibility and Financial Systems which had gone live last week.</p> <p>The Audit &amp; Risk Assurance Committee (ARAC) had recommended a proposal that ARAC be delegated to review the performance against annual budgets and for the Board to review the lifetime budget and the year end accounts. The Board approved this recommendation.</p> <p><u>Commercial Insurance</u></p> <p>DGra said that confirmation is being sought from DCMS that any such costs resulting from the requirement to self insure would be funded in addition to the Games Budget. The Board stressed the importance of getting confirmation of this underwrite from DCMS asap. <b>Action: DGra</b></p> <p>The Board also highlighted the urgency to accelerate a decision from DCMS with regards to Cancellation and Abandonment Insurance now that sponsors are on board. DGra confirmed that a broker has been appointed and been briefed, they are currently reviewing this insurance once confirmation from DCMS that the OC can proceed had been received.</p> <p>DGra provided the Board with an update on the target Commercial Income.</p> <p>DGra noted a re-budgeting exercise was underway and will be presented to Board in January following review at ARAC. <b>Action: DGra</b> to provide a report on Commercial Income at each Board meeting either separately or within the Finance report.</p>	<p><b>DGra</b></p> <p><b>DGra</b></p>
2019/09-010	<p><u>General Games progress update paper</u></p> <p>IR led this item and no further questions were raised on the update on activities across the Organising Committee.</p>	
2019/09-011	<p><u>Dashboard Report and Updated Roadmap</u></p> <p>IR led this item and highlighted the risks with a red status: Capital Projects &amp; Cyber Attack. It was highlighted that the Games should be seen as an opportunity for organisations to develop their technology proposition e.g. 5G / digital space. It was</p>	

	noted that the Games should be open to new benchmarks in these areas.	
2019/09-012	<p><b>Risk Focus</b> IR noted the key areas of risk and circulated a summary document highlighting the immediate impact and proposed action plan.</p> <p><b>Athlete Village</b> – IR noted the Turner &amp; Townsend Assurance report which has resulted in the risk profile raising. Contingency options have been identified which have been shared with BCC. IW confirmed that this is a key area of focus. DG highlighted that the key priority was that the Project be delivered on time.</p> <p>IR confirmed that following the CEO Group a new defined forum for each capital project will be set up to include key decision makers and external expertise. The Board asked to be kept up to date on critical dates and outcomes in between Board meetings.</p> <p><b>Action: IR/CQ</b></p> <p><b>Sandwell Aquatics</b> – Updated costs are expected 7 October. It was agreed that the Board should be kept in the loop.</p> <p><b>EU Exit</b> - 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 EU Exit.</p>	<b>IR/CQ</b>
2019/09-013	<p><b>Update on Board Sub Committees</b></p> <p><b>Audit &amp; Risk Assurance Committee (ARAC)</b> - SB provided an update from the last ARAC meeting and in particular noted the year end accounts had been filed in time and had been laid before Parliament was prorogued.</p> <p>PWC Internal Audit workplans will be discussed at the October meeting.</p> <p><b>Athlete Advisory Committee (AAC)</b> – ZHP updated on the first formal Athlete Advisory Meeting and noted that the first meeting had involved a presentation update on brand and sport to venue process as well as the sharing of information.</p> <p><b>Contract Approvals Committee (CAC)</b> – DG confirmed that PWC had been approved as Professional Services Provider. The Host Broadcaster and Marketing Tenders have been agreed and issued. The draft funding agreement with TfWM was also tabled and agreed by the Board.</p> <p><b>Legacy and Benefits Committee</b> – JC noted that the two workstreams had been discussed – Jobs and Skills and Civic Pride. JC confirmed a real ambition to make a difference and had resolved to appoint additional members to the Committee to push this forward.</p>	

	<p><b>Remuneration Committee</b> – LJ provided an updated on the first Remuneration Committee meeting held on 13 August 2019. It was noted that the Committee had agreed:</p> <ul style="list-style-type: none"> <li>• The Committee would focus on Chiefs and Directors only in terms of change of salary;</li> <li>• OC Senior Team performance management criteria principles;</li> <li>• Confirmation that the OC are paying above the National Minimum Wage and the Birmingham Living Wage.</li> </ul>	
2019/09-014	<p><u>Ticketing Strategy</u></p> <p>DGra introduced Paul Williamson who highlighted the approach to developing the principles of the Games Ticketing Strategy. The Board discussed the paper and highlighted areas of emphasis including offering tickets to deprived communities, transport links offered with tickets and technology enhancements/innovation to engage fans.</p> <p>The Board approved the development of a detailed ticketing strategy and ratified the general principles contained within the Ticket Programmes Context and Framework paper.</p>	
2019/09-015	<p><u>Ceremonies, Culture QBR update</u></p> <p>MG led this item and presented on the three principal CCQ areas in the Games and the proposed timelines:</p> <ul style="list-style-type: none"> <li>• Ceremonies, Sports Presentation &amp; Medals</li> <li>• Queens Baton Relay</li> <li>• Cultural Programme, Live Sites and Athletes welcome</li> </ul>	
	ZHP left the meeting	
2019/09-016	<p><u>Festival UK</u></p> <p>IR introduced this item stating that the OC has been asked by Government to consider the opportunity to be involved in the Festival UK project and the rationale why the Senior team believe we should do this. The recommendation is for Festival UK to be a subsidiary body of the OC. SL gave an overview of the background to Government’s stance and confirmed full political support. MG confirmed that the Board of Festival UK would operate independently of the OC Board, with IR as the Accounting Officer for both the OC and Festival UK. The Board discussed the recommendation and approved the creation of a new subsidiary legal entity to deliver Festival UK as set out in the paper. It was agreed by the Board that artistic and governance freedom was key to the Festival UK project – it was essential that the projects should be politically neutral/unbiased.</p>	

2019/09-017	<u>Operations Update</u> CQ led on this item and gave a brief update on security, transport, sport, village and venues. <b>Road Race</b> – CQ provided information on the selection process for the location of the Games Cycling Road Race and Time Trial events. It was pointed out that the opportunity should be taken when possible to showcase the region to the world.	
2019/09-018	<u>Games Bill</u> CMcG provided the Board with an update and next steps on the proposed Games Bill, confirming that the Bill will be carried over into the next session when Parliament starts following prorogation.	
2019/09-019	<u>Marketing &amp; Communications Update</u> JS provided an overview on the 3YTG Campaign and the media feedback to the event. <b>Community Brand</b> - JS updated the Board on the proposed B2022 Community Brand (a first for Commonwealth Games).	
2019/09-020	<u>Forward Look</u> IR highlighted the proposed content for the next two Board meetings and requested Board members review the paper and to provide their feedback on future Board agendas to the Chairman	

2019/09-021	<p><u>Transformation 2022 of Commonwealth Games Federation</u>          DG presented on the recent transformation of the brand of the Commonwealth Games Federation. A copy of the documentation can be seen here:  <a href="https://thecgf.com/our-relevance/transformation-2022">https://thecgf.com/our-relevance/transformation-2022</a></p>	
2019/09-020	<p><u>Any Other Business</u>  <b>India</b> – DG provided an update on the threat of boycott from India and confirmed it had been discussed at CGF Board. The CGF would be travelling to India in November to meet with their Sports Minister and with Indian Politicians.  <b>Commonwealth Games England AGM</b> – IM noted the 13 November as the CGE AGM and invited OC Board members to attend.  <b>Environment/Sustainability</b> - It was agreed that an update on the OC’s current environmental sustainability policy be provided at the next Board Meeting. <b>Action: JS</b></p>	<b>JS</b>
<b>Date of Next Meeting: 20 November 2019</b>		