

Birmingham Organising Committee for the 2022 Commonwealth Games
Board Meeting
Wednesday 20 November 2019
Held at One Brindley Place, Birmingham

Members present:	In attendance:
<p>John Crabtree (JC) - Chair Derrick Anderson (DA) – WMCA Simon Ball (SB) – CGE Jonathan Browning (JB) – Independent Lyndsey Jackson (LJ) – Independent Brigid Jones (BJ) – BCC (Alternate for Ian Ward) Sam Lister (SL) – DCMS <i>(via phone)</i> Dame Louise Martin (LM) – CGF <i>(via phone)</i> Ian Metcalfe (IM) – CGE Dame Julie Moore (JM) – DCMS Ellie Simmonds (ES) – Independent Nick Timothy (NT) – Independent Caroline McGrory (CMcG) – B2022 OC & Company Secretary</p>	<p>Ian Reid (IR) – CEO, B2022 OC <i>(Items 9,10, 11,13&14)</i> David Leather (DL) – CGFP Adrian Corcoran (AC) – B2022 OC David Grady (DGra) – B2022 OC Charles Quelch (CQ) Sarah Coffey (SC) – Secretariat</p> <p>Apologies: David Grevemberg (DG) – CGF Zara Hyde Peters (ZHP) – Independent Ian Ward (IW) – BCC Tim Pile (TP) – LEP Observer Josie Stevens (JS) – B2022 OC Martin Green (MG) – B2022 OC</p>

ITEM NO	ITEM	Action Owner
2019/11-001	<p><u>Apologies for Absence</u> JC welcomed everyone to the meeting. Apologies were received from David Grevemberg, Zara Hyde Peters and Tim Pile. It was noted that Brigid Jones was acting as alternate for Ian Ward at this meeting. Dame Louise Martin, Sam Lister and Ian Reid joined the meeting by telephone.</p>	
2019/11-002	<p><u>Minutes of Previous Meeting</u> The Board approved the minutes from the 30 September Board meeting. Actions from the previous meeting are being tracked as complete or covered in the agenda. It was noted that the Sustainability Policy item would be carried forward to the January meeting.</p>	

2019/11-003	<p><u>Directors Register</u></p> <p>JC reminded the Board that the register will need to be checked and updated, if required, before publication on the website. CMcG confirmed that each Board member would be issued with the latest register following the meeting for them for final sign off before publication. Action: CMcG</p>	CMcG
2019/11-004	<p><u>Conflicts of Interest</u></p> <p>No new conflicts of interest were declared. BJ asked that a record of interest previously shared is still held. Action: CMcG</p>	CMcG
2019/11-005	<p><u>Gifts and Hospitality</u></p> <p>JC reminded the Board to log any gifts and hospitality on the register when representing B2022 at any events/functions.</p>	ALL
Reporting:	Specific Board Approvals Required	
2019/11-006	<p><u>Policies for Approval</u></p> <p>The Board approved the policies below as summarised by CMcG:</p> <ul style="list-style-type: none"> • Corporate Health & Safety <p>It was noted that Health & Safety should be added to the agenda for the next Board Meeting at which an annual Health and Safety report should be tabled. Action: SC</p> <ul style="list-style-type: none"> • Anti-Slavery & Human Trafficking Policy <p>The Board added that as part of the Procurement tenders, businesses with a higher risk in these areas should be visited to ensure compliance.</p> <ul style="list-style-type: none"> • Procurement Policy <p>The Board suggested that the OC should ensure it has sufficient resource in place to monitor and evaluate the social values commitments being made by suppliers. Action: IR</p> <p>In addition, SL asked mentioned whether Cabinet Office controls were also included in the Policy. It was confirmed that these sat within the Scheme of Financial Delegation however the OC would be happy to include reference to these expressly in the Policy.</p> <p>It was noted that it was essential for the Games to achieve its strategic objectives in terms of compliance with its social values commitments and it was suggested that the OC should engage with the Government and outside bodies in order to see what “best practice” looks like. SL suggested that the OC undertake</p>	<p>SC</p> <p>IR</p>

	self-assessment as part of the quarterly evaluation meetings held with suppliers. SL offered to provide assistance if needed.	SL
2019/11-006a	<p><u>Recruitment Services Provider</u></p> <p>CMcG provided a paper with the details of the proposed Recruitment Services provider and recommended that the Board approve the appointment of GI Group. It was confirmed that the OC's Contract Approval Committee has already approved this appointment but that it also required Board approval as the overall potential spend could exceed the £5m threshold for Board approval if all the optional services are taken up.</p> <p>The Board approved the appointment of GI Group as the OC's Recruitment Services provider and for the Executive to sign the services contract on the basis of the paper tabled.</p> <p>The Board approved the appointment of GI Group as a Tier 2 sponsor of the Games and approved the OC entering into a sponsorship agreement with GI Group on the terms proposed.</p>	
2019/119-007	<p><u>Finance Update</u></p> <p>DGra led this item and provided an update on year end budgets which were submitted on the 1 November 2019 for the financial year ending 31 March 2020. DGra confirmed that the supplementary estimate had been reviewed and approved by ARAC. Concern was noted over the lack of flexibility once the supplementary estimate has been submitted and about the 50% flexibility which it was believed had previously been agreed. DCMS confirmed that the rules of HM Treasury are that the 50% flexibility no longer applies once the supplementary estimate has been submitted.</p> <p>The Board discussed and SL agreed to review the details of the previous conversation with HJ in which such flexibility had been confirmed based on the fact that a solution was still to be found regarding the year on year flexibility going forwards for the OC which was essential for its operations. Action: SL</p> <p>DGra noted that DCMS had not approved the third-party Cancellation and Abandonment Insurance. DL added that this would cause issues with potential Commercial partners and added that in particular proof of the OC's Cancellation and Abandonment Insurance was being requested to progress the Timing, Scoring and Results agreement. IR agreed to pick this up with DCMS.</p> <p>Action: IR</p>	SL

	<p>It was also highlighted that Directors and Officers Insurance was still not in place. SL agreed to move both insurances forward and agreed this would be confirmed by 10 December 2019. Action: SL</p>	<p>IR</p> <p>SL</p>
2019/11-008	<p><u>Commercial Report</u> DGra led this item and confirmed that a Commercial report will be a standing agenda item. A new Commercial Leadership Forum has been established to provide local intelligence and to aim to get local businesses involved in the Games. The Chair offered to prepare a list of the local business connections of both the Chair and other Board Directors which could be passed to Lagardere/CGFP. Action: JC</p> <p><u>Broadcast Rights</u> – DL reported that Sky Television has been announced as the rights holder for the 2022 and 2026 Commonwealth Games in New Zealand. Deals for South Africa and Sub Saharan Africa have also been signed. The total for all three deals was slightly better than budget.</p> <p>It was requested that a dashboard on sponsorship/broadcasting income be produced for the next and subsequent ARAC meetings to highlight the income risks to the Games. Action: DGra</p> <p>DL noted the that Lagardere Sport was for sale with a number of interested parties with negotiations ongoing. DL did not expect any impact on the Games</p>	<p>JC</p> <p>DGra</p>
2019/11-009	<p><u>General Games progress update paper</u> IR led this item and highlighted: The Games Bill had fallen due to the General Election. SL said that DCMS would continue pressing with the reintroduction of Games Bill as a priority once the new Secretary of State is appointed following the General Election. The new Director of Programme & Integrated Planning would be starting early December. BJ confirmed the departure of Neil Carney and added that the role was out to advert with a closing date of 22 November. The timetable for the recruitment of a new CEO had been pushed back to January due to the General Election; Clive Heaphy is acting CEO until an appointment is made. No further questions were raised on the update on activities across the Organising Committee.</p>	

2019/11-010	<p><u>Dashboard Report and Updated Roadmap</u></p> <p>IR led this item and highlighted the risks with a red status. An updated Roadmap was circulated to the Board for information and IR asked if any questions to let the team know.</p>	ALL
2019/11-011	<p><u>Risks & Issues Focus</u></p> <p>IR noted the key areas of risk and circulated a summary document highlighting the immediate impact and proposed action plan. IR noted that the overall Games status is Amber primarily due to the risks on the Capital Projects.</p> <p>Athlete Village</p> <p>IR highlighted the challenges on programme and budget and confirmed further detail on the proposed way forward would be presented to the CEO Group on 28 November. The Board asked IR to provide an update following the CEO Group. Action: IR</p> <p>It was noted that the experience within the Athletes Village is fundamental to the Games and must be a priority.</p> <p>ACTION: the key communications lines to be circulated to the Board with the update.</p> <p>Sandwell Aquatics</p> <p>IR confirmed that the project was in a good place and had moved forward positively. The contract is due to be signed imminently and is within budget. The delivery dates are critical with final completion expected April 2022, however the OC need access for overlay from February 2022.</p> <p>Alexander Stadium</p> <p>Demolition work on the stadium is currently underway and on track. The Contractors have been shortlisted and the project is currently within budget. The target capacity of the Stadium is 31,500 gross.</p> <p>India</p> <p>LM reported on the recent visit to India. CGF continue to work with India to ensure that they attend the Games in 2022. LM reported that she felt confident and happy with the current situation.</p>	IR IR/JS
2019/11-012	<p><u>Update on Board Sub Committees</u></p> <p>Audit & Risk Assurance Committee (ARAC) - SB provided an update from the ARAC meeting held 29 October 2019 and noted the topics covered:</p> <ul style="list-style-type: none"> • Review of P8 forecast 	

	<ul style="list-style-type: none"> • Appointment of PWC as Internal Audit Service • Risk <p>Training was provided from the National Audit Office on “value for money”. SB noted that the definition of “value for money” should be clarified as the NAO definition is different to that within the Green Book.</p> <p>Looking ahead the Committee will visit each of the Capital Projects (Village, Alexander Stadium & Sandwell Aquatics).</p> <p>A copy of the ARAC Annual Report was circulated to the Board for information.</p> <p>All members and attendees at ARAC meetings have been sent an ARAC self-assessment questionnaire.</p> <p>Athlete Advisory Committee (AAC) – JC noted that at the meeting on 15 November the Committee were brought up to date on the Athlete’s Village layout and operations and highlighted the importance of embedding the athletes’ views into everything which the OC does.</p> <p>Contract Approvals Committee (CAC) – JB updated the Board on the meeting held on 12 November. In particular he noted the use of multi lot procurement processes to attract as many local businesses as possible and noted that the OC had made a good start with their pipeline of procurement contracts.</p> <p>Legacy and Benefits Committee (LAB) – JC noted the ongoing work within the workstreams.</p> <p>Over 70 applicants for the LAB committee had been received and recruitment for a Director of Legacy is underway.</p>	
2019/11-013	<p><u>Operations Update</u></p> <p>Competition Venues - IR introduced the proposed venue options for Beach Volleyball and 3*3 Basketball and the rationale for the preferred venue to be the Smithfield site. IR added that he had received a letter from Birmingham City Council who were confident of working alongside the developer to accommodate the OC’s required use of Smithfield.</p> <p>BJ gave some background to the site noting it was one of the oldest parts of Birmingham. The Board felt that the location was excellent and supported the use of Smithfield.</p> <p>Road Race & Time Trials</p> <p>IR introduced the Board to the selection process for the location of the B2022 Commonwealth Games Cycling Road Race and Time</p>	

	Trial events. Following the direction given by the Board in September discussions have been had with CSM looking at route options. A presentation on the proposed routes will be presented to the OC Board for a decision on 25 March 2020	
2019/11-014	<u>Forward Look</u> IR highlighted the proposed content for the next two Board meetings and asked Board members to request any specific items for discussions/presentation following the feedback received from the Board questionnaire. Action: IR to circulate note on MPRG meeting	IR
2019/11-015	<u>Board Questionnaire</u> The Chair highlighted the responses from the recent Board questionnaire and noted the comments back were very positive and constructive.	

2019/11-016	<p><u>Proposed changes to Contract Signatories</u></p> <p>CMcG tabled a paper setting out proposed changes to Financial Scheme of Delegation relating to the contract signatories for signing bespoke OC contracts. The new proposal is positive from a compliance viewpoint and also keeps the process simpler. The Board approved the delegation of authority to all Executive management team members of the OC to sign on behalf of the OC as well as approving the changes to the process for contract signing and the required contract signatories.</p>	
2019/11-017	<p><u>Any Other Business</u></p> <p>Job adverts – It was requested that salaries be included on all OC job adverts which would help applicants decide if they wish to apply. Action: CM</p> <p>The Chair wished to record thanks to Neil Carney and to Eliza Hakes.</p>	CM
Date of Next Meeting: 22 January 2020		

* The actual order of the meeting was different due to availability of members.