

Birmingham Organising Committee for the 2022 Commonwealth Games
Board Meeting
Wednesday 25 March 2020
Held via Microsoft Teams

Members present:	In attendance:
<p>John Crabtree (JC) – Chair Derrick Anderson (DA) – WMCA Simon Ball (SB) – CGE Jonathan Browning (JB) – Independent David Grevemberg (DGrev) – CGF Lyndsey Jackson (LJ) – Independent Sam Lister (SL) – DCMS Dame Louise Martin (LM) – CGF Ian Metcalfe (IM) – CGE Dame Julie Moore (JM) – DCMS Ellie Simmonds (ES) – Independent Nick Timothy (NT) – Independent Cllr Ian Ward (IW) – BCC (part) Caroline McGrory (CMcG) – B2022 OC & Company Secretary</p>	<p>Ian Reid (IR) – CEO, B2022 OC David Leather (DL) – CGFP Adrian Corcoran (AC) – B2022 OC David Grady (DGra) – B2022 OC Charles Quelch (CQ) – B2022 OC Josie Stevens (JS) – B2022 OC Martin Green (MG) – B2022 OC Annie Hairsine (AH) – B2022 OC Sarah Coffey (SC) – Secretariat Emma Clueit (EC) - B2022 (Item 6 only) Dominic Olliff (DO) – B2022 (item 16 only) Matt Kidson (MK) – B2022 (item 16 only) Steve Waltho (SW) – Turner & Townsend (item 10 only) Alex Kirby (AK) – B2022 (item 10 only) Ashwin Lokare (AL) – B2022 (item 10 only) Phil Batty (PB) – B2020 (item 11, 12 & 13 only) Michael Rawlings (MR) – B2022 (item 15 only) Sarah Conneally (SCo) – DCMS (item 14 only)</p> <p>Apologies: Tim Pile (TP) – LEP Observer</p>

ITEM NO	ITEM	Action Owner
2020/03-001	<p><u>Apologies for Absence</u> JC welcomed everyone to the meeting via Microsoft Teams. Apologies were received from Tim Pile. It was noted that Cllr Ian Ward would be joining the meeting later.</p>	

2020/03-002	<p><u>Minutes of Previous Meeting</u> The Board approved the minutes from the Board meeting held 22 January and the Board calls held 31 January and 10 February.</p> <p>The actions from the meetings are being tracked as complete or were covered in the agenda as specific items.</p>	
2020/03-003	<p><u>Directors Register</u> JC reminded the Board to report any changes or updates to the Directors Register to CMcG and reminded the Board that this was now available on the B2022 website.</p> <p>JC reminded the Board to complete and return the Skills Matrix to CMcG. Once complete a copy would be circulated to the full Board.</p>	ALL
2020/03-004	<p><u>Conflicts of Interest</u> JC asked the Board to declare any new interests which may not have been already declared. Also in relation to any specific agenda item, each Board member should consider where they have a specific conflict in relation to that Agenda item and ensure that it is declared. DA declared a new conflict of interest (non pecuniary) in relation to Agenda item 10 as he is a Lay Member of the Council at University of Birmingham.</p>	
2020/03-005	<p><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.</p>	ALL
Reporting:	Specific Board Approvals Required	
2020/03-006	<p>1. <u>Accessibility Policy for Approval</u> Emma Clueit, Accessibility Manager of the OC joined the meeting for this Agenda item only. EC summarised the proposed Accessibility Policy which had been tabled which includes the comments previously received from Board members and outlined the OCs commitments within that policy.</p> <p>It was questioned whether provisions in relation to equality, diversity and inclusion (EDI) should be included within the policy. EC advised that the OC has a separate EDI Policy and a working</p>	

	<p>group had been set up to cover EDI on a wider base within the OC.</p> <p>The Board discussed the OC Accessibility Policy and approved the Policy as presented.</p> <p>EC left the meeting following this Agenda item.</p>	
2020/03-007	<p><u>Host Broadcast</u></p> <p>AC provided an overview on the Host Broadcast tender process. The final tender papers were received last week with evaluations currently being carried out. AC noted there was one standout leader from a quality and commercial perspective in the evaluation process and subject to some minor clarifications the OC would be in a position to issue a contract award by 9 April. The Board were asked to:</p> <p>(i) Delegate authority to the Contract Approvals Committee to be held on 7 April 2020 to sign the Award Recommendation Form (ARF) and to approve the award of the Host Broadcasting Services contract to the recommended tenderer within the terms set out in the paper.</p> <p>(ii) Delegate authority to the Contract Approvals Committee to approve the overall contract value which includes the provision of a traditional IBC option (consistent with TV Rightsholder requirements).</p> <p>The Board agreed to delegate authority to Contract Approvals Committee on the basis requested.</p>	
2020/03-008a	<p><u>Lifetime Budget</u></p> <p>DGra provided an update on the Lifetime Games budget which has been reviewed and approved by the OC Audit and Risk Assurance Committee at its meeting on 16 January 2020.</p> <p>The Board approved the updated Games Lifetime budget as set out in the tabled report.</p>	
2020/03-008b	<p><u>Annual Budget 2020/21</u></p> <p>DGra provided an update on the OC's Annual Budget for 2020/21 which has been reviewed and approved by the OC Audit and Risk Assurance Committee at its meeting on 17 February 2020.</p>	

	The Board approved the updated Annual budget 2020/21 as set out in the tabled report.	
2020/03/009	<p><u>PWC Internal Audit & Governance Report</u></p> <p>IR outlined the recommendations set out in Internal Audit and Governance report prepared by PWC. IR pointed out that whilst the review of the findings of the audit report had been delegated by the Board to ARAC, ARAC had recommended that, on this occasion, given the subject matter and the need to deal with recommendations promptly, it would be appropriate for this report to be reviewed by the full Board.</p> <p>ARAC will review the report (including progress against actions) with PWC in attendance at its next meeting on 22 April 2020.</p>	SB
2020/03-010	<p>** This item was discussed first on the meeting agenda due to its importance **</p> <p>Steve Waltho, Alex Kirby & Ashwin Lokare joined the meeting for this Agenda item</p> <p><u>Risks & Issues Focus</u></p> <p>Covid 19</p> <p>JC thanked IR and AH for the reports relating to this Agenda item which had been sent out the previous evening.</p> <p>IR led this item outlining the business situation currently with One Brindley Place closed for business and staff working from home with work continuing as 'normal' including the general supply chain.</p> <p>IR noted the financial challenges around Procurement, Insurance and the Commercial Programme.</p> <p>IR added that the impact on Tokyo 2020 moving to 2021 and the rescheduling of other events could have an implication on Birmingham 2022 but noted that the plan is to protect and retain the current dates for the Games yet being reactive in the event that things change.</p>	

	<p>Contingency options are continuing due to the possible delay in construction of the capital projects.</p> <p>Capital Programmes</p> <p>SW led this item summarising the results from the Assurance review which covered a two-month period up to 23 March (from 23 January) and provided the latest status on each of the three capital projects. Project Boards for each of the capital projects took place in early March.</p> <p>SW confirmed that at the time of the reviews the Covid 19 outbreak was having little or no effect on the projects and Sandwell and Alexander Stadium were currently progressing well. The Athlete Village project is at risk until funding issues are resolved.</p> <p>It was highlighted that the closure of the sites due to Covid 19 could have an impact on all three projects. An example of the effects of a possible six-week shutdown was shared with the Board. Any mobilisation of the sites would need to be carried out in the shutdown period.</p> <p>SW presented to the Board the results of the independent review which had been undertaken by Mace on the Capital Projects. The key findings were based on timing for delivery of the Athletes Village, the wider Perry Barr considerations, an assessment of the current costs and team performance and governance.</p> <p>Action: The OC to consider whether Mace should carry out some further work based on the current Covid 19 situation.</p> <p>IR pointed out to the Board that the OC needed to plan proactively for all possible options (based on the effects on Covid 19 and possible change of Olympic dates) and the Executive will update the Board at the next meeting when key decisions regarding alternative options would need to be made.</p> <p>A discussion took place that decisions may need to take place before the May Board.</p>	<p style="text-align: center;">IR</p>
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	<p>IR reassured the Board that in line with the current situation and the knowledge available, he was confident that the OC can still deliver to the existing dates, but noted that with Covid 19 it was still a moving feast and therefore he would keep this under review during these challenging times.</p> <p>Action: IR to prepare a paper within the next few weeks in advance of May Board meeting in relation to Covid 19 and contingency planning which should include the different scenarios i.e. attracting the best athletes.</p> <p>The Board confirmed that they were comfortable with this approach.</p> <p>IW joined the meeting at this stage.</p> <p>Action: JC & IR agreed to meet with IW to review capital projects</p> <p>IW updated the Board on the recruitment position for the key positions within BCC. He confirmed that (i) BCC was looking to bring in a consultant for the Project Director role; and (ii) that an interim CEO is to be appointed with a start date of May 2020.</p> <p>Steve Waltho, Alex Kirby & Ashwin Lokare left the meeting after this Agenda item.</p>	<p>IR</p> <p>JC/IR</p>
2020/03-011	<p><u>Queens Baton Relay Strategy</u></p> <p>Phil Batty joined the meeting for Agenda items 11 to 13.</p> <p>PB updated the Board on the current plans for the Queens Baton Relay and the proposed approach for the delivery of the event which is intended to be representative of the world we live in. The planning assumption is that the relay will start around 10 months out from the Games and visit all 72 nations and territories.</p> <p>DGrev requested that accessibility considerations be included in the tender process.</p>	

	Action: MG/PB	MG/PB
2020/03-012	<p><u>Cultural Programme</u> MG presented an overview on the plans for the Cultural programme and the key principles of the programme which will be a celebration of Commonwealth themes and the living narratives of Birmingham and the region. The Cultural programme will start from Commonwealth Day 2022 through to early Autumn 2022. The Board were fully supportive and agreed with the general direction of travel.</p> <p>A further update would be provided to the Board at the end of the year. Action: MG</p>	MG
2020/03-013	<p><u>Sports Presentation</u> MG outlined the role of the functional area responsible for the planning and delivering of Sport Presentation for 19 sports across 280 sessions during the Games and stated that they are working closely with Sport and International Federations.</p> <p>MG confirmed that he would present to the Board at the May meeting on the proposed Education/Learning Programme which will be region wide. Action: MG</p> <p>MG made a request to DCMS that this Programme still required funding. SL agreed he would take this back to DCMS. Action: SL</p> <p>Phil Batty left the meeting at the end of this Agenda item. JC thanked PB & MG.</p> <p>The Board were very supportive of the direction on QBR, Culture Programme & Sport Programme.</p>	MG SL
2020/03-014	<p><u>Legacy & Benefits Update</u> Sarah Conneally joined the meeting for this Agenda item.</p> <p>SCo provided the Board with an overview and update on the progress of the Legacy & Benefits Committee.</p>	

	<p>SCo confirmed the appointment of a co-funded Director of Legacy starting in June 2020 and the addition of five new influential community leaders to the LAB Committee.</p> <p>JC thanked SC.</p> <p>Sarah Conneally left the meeting following this Agenda item</p>	
2020/03-015	<p><u>Games Strategic Transport Plan</u></p> <p>Michael Rawlings joined the meeting.</p> <p>MR's paper was tabled and taken as read. MR provided an update to the Board on the feedback from the Games Strategic Transport Plan consultation. MR will update on the next steps following engagement with the community.</p> <p>JC thanked MR for his update.</p> <p>Michael Rawlings left the meeting after this Agenda item.</p>	
2020/03-016	<p><u>Update on Road Events</u></p> <p>Dominic Olliff and Matt Kidson joined the meeting for this Agenda item.</p> <p>DO & MK provided an update on the two road events – time trial and road race. DO confirmed that the next steps for the OC include confirming the route and obtaining sign off from CGF and the IFs before Venue Operational Planning starts in May.</p> <p>Announcement of the routes is expected to be in June 2020.</p> <p>JC thanked DO & MK.</p> <p>Dominic Olliff and Matt Kidson left the meeting after this Agenda item.</p>	
2020/03-017	<p><u>Finance Update</u></p> <p>The Finance Update in the Board pack was tabled and taken as read.</p> <p>JB asked if the D&O Insurance had been confirmed with DCMS. JC added that conversations were ongoing with DCMS.</p> <p>Action: DG to support JC to outcome.</p>	DG

2020/03-018	<p><u>Commercial Report</u></p> <p>The Commercial Update included in the Board pack was tabled and taken as read. DL noted the recent sponsorship announcements – Longines and GI Group.</p> <p>DL updated the Board on the domestic rights holder discussions which were in the final stages and reiterated the very positive position reached with the host broadcast procurement.</p>	
2020/03-019	<p><u>General Games progress update paper</u></p> <p>The General Games progress update paper was tabled and taken as read.</p> <p>IR highlighted to the Board that significant positive progress had been made on the Smithfield site as a possible venue.</p>	
2020/03-020	<p><u>Dashboard Report</u></p> <p>The Dashboard report included in the Board pack was tabled and taken as read.</p>	
2020/03-021	<p><u>Marketing & Communications Update</u></p> <p>JS gave a brief update on the media coverage for the first Quarter of the calendar year during which there had been approximately ten large announcements/media launches. She highlighted that the reach and engagement had been very positive. For example:</p> <p>United by Birmingham launch – reach of 10m people</p> <p>Longines/Countdown clock launch – more than 24m reach including live international links into breakfast news.</p> <p>JS stated that with new marketing agencies being appointed under the new Marketing Framework, she would be able to provide the May Board with more in depth detail and the results of consumer research as to who our audiences are for the Games and plans on how they can be reached. Action: JS</p>	JS
2020/03-022	<p><u>Forward Look</u></p> <p>The Board agreed the following for discussion at the May Board meeting:</p> <ul style="list-style-type: none"> • Covid 19 update • Strategy discussions • Learning Programme 	
2020/03-023	<p><u>Update on Board Sub Committees</u></p>	

	The Board papers, minutes and updates from Board subcommittee included in the Board pack were tabled and taken as read.	
2020/03-024	<u>Any Other Business</u> E-signatures – CMcG updated the Board on the process which had been put in place within the OC to ensure documents can continue to be signed quickly and effectively whilst remote working and with the office closed. Board call – IR recommended a Board call to update the Board on key issues towards the end of April. Action: SC to arrange suitable time	SC
Date of Next Meeting: 20 May 2020		

The actual order of the meeting was different due to time constraints to allow key current items to be fully discussed up front.