

Birmingham Organising Committee for the 2022 Commonwealth Games
Board Meeting
Wednesday 12 August 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 Andrew Field – (AF) DCMS – <i>alternate for Sam Lister</i> David Grevemberg (DGrev) – CGF Lyndsey Jackson (LJ) – Independent Sandra Osborne (SO) – CGF Ian Metcalfe (IM) – CGE Dame Julie Moore (JM) – DCMS Ellie Simmonds (ES) – Independent Nick Timothy (NT) – Independent Cllr Ian Ward (IW) – BCC Caroline McGrory (CMcG) – B2022 OC & Company Secretary</p>	<p>Ian Reid (IR) – CEO, B2022 OC David Leather (DL) – CGFP Tim Pile (TP) – LEP Observer Adrian Corcoran (AC) – B2022 OC David Grady (DGra) – B2022 OC Josie Stevens (JS) – B2022 OC Annie Hairsine (AH) – B2022 OC Charles Quelch (CQ) – B2022 OC Mick Wright (MW) – B2022 OC Alex Kirby (AK) – B2022 OC Sarah Coffey (SC) – Secretariat Martin Reeves (MR) – item 1 only Steve Waltho (SW) – item 7 only Phil Batty (PB) – item 13 only Matt Kidson (MK) – item 11 only Nicola Turner (NTu) – item 18 only</p> <p>Apologies: Sam Lister (SL) – DCMS Martin Green (MG) – B2022 OC</p>

ITEM NO	ITEM	Action Owner
2020/08-001	Martin Reeves presented to the Board on the impact of Covid 19 in the West Midlands, including lessons learned and future challenges.	
2020/08-002	<u>Apologies for Absence & Conflicts of Interest</u> JC welcomed everyone to the meeting with particular welcome to Sandra Osborne who has replaced Dame Louise Martin as one of the nominee Non-Executive Directors appointed by CGF.	

	<p>The appointment was made in accordance with the Articles of Association and the changes have been recorded at Companies House.</p> <p>Apologies have been received from Sam Lister with Andrew Field attending the meeting in his place as Helen Judge's alternate.</p>	
2020/08-003	<p><u>Minutes of Previous Meeting</u></p> <p>The Board approved the minutes from the Board meeting held 20 May and the two Extraordinary Board meetings held on 29 June 2020 and 10 July 2020.</p> <p>In addition, it was confirmed that the Board approval request sent on 15 July had also been approved by the majority of the Board.</p> <p>The actions from the meetings are being tracked as complete or were covered in the agenda as specific items.</p>	
2020/08-004	<p><u>Directors Register</u></p> <p>JC reminded the Board to report any changes or updates to the Directors Register of Interests to CMcG.</p>	
2020/08-005	<p><u>Conflicts of Interest</u></p> <p>JC asked the Board to declare any new interests which may not have been already declared.</p> <p>SO declared that she is the President of the Barbados Commonwealth Games Association.</p>	
2020/08-006	<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>	
2020/08-007	<p><u>Sandwell Aquatics</u></p> <p>AK gave the Board an update on the Sandwell Aquatics capital projects and the impacts of Covid 19. Steve Waltho from Turner Townsend joined the meeting to assist with any questions. Turner Townsend are appointed to provide the OC with independent assurance on the capital projects.</p> <p>AK summarised the report which gave a high degree of confidence in the delivery of the Aquatics centre subject to a number of mitigation measures being put in place to ensure delivery for pre Covid planned completion dates.</p>	

	<p>JM asked what monitoring would be in place to ensure delivery and what step in rights were in place. AK confirmed that Turner & Townsend provide independent reassurance for the OC and undertake regular programme reviews. AF emphasised that it was critical that the Aquatics Centre is delivered within the planned programme in time for the Games.</p> <p>ACTION: The Board asked to be kept up to date on progress and the main milestones particularly with regards to the discussions of the Finance Directors Group.</p> <p>Following questions raised by DGrev regarding governance, it was confirmed that the OC was responsible for the successful delivery of the aquatics programme but not the capital build. The day to day responsibility for the capital projects lies with the Capital Projects Board with ultimate decisions to be made on capital projects by the Strategic Board.</p> <p>SW left the meeting.</p>	<p>IR/AK</p>
<p>2020/08-008</p>	<p><u>Road Racing/Time Trial venue approval</u></p> <p>CQ provided details of the proposed locations for the Road Race and Time Trial start and finish. He asked the Board to approve and delegate authority to the CEO of the OC to conclude negotiations on the Heads of Terms and Venue Use Agreements and recommend the locations for approval by the CGF.</p> <p>It was agreed that the recommendations set out in the Board paper be formally considered and approved by the Board by correspondence within 2 weeks. The Chair committed to write to the Board proposing the formal resolution following this two-week window. IR stressed the importance of venue certainty to operational planning.</p> <p>IR wished to record thanks for the support from everyone in relation to the Village announcement. He stressed the importance of all partners working together through the StratComms Group and expressed concern that the story had been leaked prior to the planned announcement date which had caused a number of problems for the OC.</p>	

2020/08-009	<p><u>OC Strategy</u></p> <p>IR took the Board through the work done so far by the OC. He noted that the OC would be engaging with all Board members over the next 5-6 weeks and will set up an interim Board session between formal meetings to ensure all Board feedback and comments are considered before finalising at the September Board.</p> <p>Action: ALL</p>	ALL
2020/08-010	<p><u>Operations Committee & Terms of Reference</u></p> <p>IR took the Board through the proposal for a new Board sub-Committee to whom the Board can delegate authority for the oversight, scrutiny and assurance in relation to the key operational areas of the Games including transport, capital projects and overlay projects and technology. The proposal is for LJ to Chair the Committee and five ex officio members will be appointed who are specialists recognised in the relevant fields.</p> <p>It was suggested that the Terms of Reference should be further clarified in relation to the delegated authority being granted. It was agreed that a forward looking calendar would be developed for the committee and the Board would consider this as an appendix to the committee's terms of reference at the September meeting. This calendar would give clarity on the delegation and decision making authority of the new committee. The Board approved:</p> <ul style="list-style-type: none"> • The establishment of this new Operations Committee • The appointment of the proposed members • The Terms of Reference for the Operations Committee subject to further changes being made to reflect in more detail the scope of delegated powers. <p>JM suggested the name of the Committee be changed to avoid confusion with the main OC Board. Action: IR/MW to update the committee name and draft a forward calendar to make clear the delegations.</p>	IR/MW
2020/08-011	<p><u>Competition Schedule</u></p> <p>Matt Kidson joined the meeting and gave an update on the Daily Competition Schedule and outlined the 3 different phases:</p> <ul style="list-style-type: none"> • Daily Schedule • Session Schedule 	

	<ul style="list-style-type: none"> Event Schedule <p>The Board approved the proposed Daily Competition Schedule and recommended approval by CGF. Matt Kidson left the meeting.</p>	
2020/08-012	<p><u>CGF Indemnity with CGFP</u></p> <p>CMcG provided an update and background to the requirements for a Deed of Indemnity to be entered into between OC, CGF & CGFP.</p>	
2020/08-013	<p><u>Equality, Inclusion & Diversity Action Plan</u></p> <p>The Chair introduced this item and gave his views on the recent media coverage and the commitment going forward.</p> <p>IR gave an introduction to the work undertaken by the OC to date and the people who had helped frame the paper and introduced Phil Batty.</p> <p>PB took the Board through the paper giving an overview of the journey so far and the commitments made.</p> <p>The Board supported the action plan presented and agreed with the five priorities of the plan:</p> <ol style="list-style-type: none"> 1) Developing a workforce reflective of the West Midlands. 2) Delivering a highly accessible and inclusive Games. 3) Creating a fair, supportive and open culture throughout Games delivery. 4) Connecting communities to the Games through engagement and participation. 5) Educating and developing our shared understanding on issues of inequality <p>LJ said that we need to identify areas that are not represented and consider these groups/characteristics, for example trans athletes DA said that the paper hit all the right buttons but does need to ensure that it includes all of the protected characteristics. He would also welcome the use of internal champions and the use of “experts”.</p> <p>ACTION: It was suggested that at the September Board meeting more detail be provided on the metrics as to how</p>	IR

	<p>success in this area can be measured based on a more detailed action plan.</p> <p>ACTION: The Board was requested to feedback comments to PB/IR</p> <p>PB left the meeting.</p>	ALL
2020/08-014	<p><u>Finance & Budget Review Update & Commercial Update</u></p> <p>The Finance Update in the Board pack was tabled and taken as read.</p> <p>DG noted that the cost of Cancellation and Abandonment Insurance would be considerably higher than recent iterations of the Games and under the terms of the Host City Contract both CGF and CGFP will be parties to the policy. The Contract Approval Committee will approve the policy at the September meeting subject to feedback from OC Board.</p> <p>The Accounts will be presented to the Board at the September Meeting for approval.</p> <p>There was a discussion regarding the reassurances provided by the OC that the Games are on budget. IR confirmed that in relation to the areas which the OC controls, it is currently operating on budget.</p>	
2020-08-015	<p><u>Dashboard Report</u></p> <p>AH gave an overview on the Programme Dashboard included in the Board pack.</p>	
2020-08-016	<p><u>Marketing & Communications Update</u></p> <p>Ringo Moss joined the meeting from McCann and provided a summary of the proposed major marketing campaigns.</p> <p>JS offered to take any Board members through the longer presentation for those who were unable to make the full presentation on 4 August.</p> <p>JC thanked Ringo for the presentation and Ringo left the meeting.</p>	
2020-08-017	<p><u>Forward Look</u></p> <p>The paper which was tabled was noted and taken as read. The Board agreed the following for discussion at the September Board meeting:</p>	

	<ul style="list-style-type: none"> • EDI Strategy • OC Strategy 	
2020-08-018	<p><u>Legacy Update</u> Nicola Turner, Director of Legacy joined the meeting. Nicola gave an update on the Legacy Programme since starting in post.</p> <p>NT asked the Board to articulate their definition of Legacy which was summed up as <i>"Birmingham changed for the better as a result of the Commonwealth Games"</i>.</p> <p>JC thanked Nicola for the update and Nicola left the meeting.</p>	
2020-08-019	<p><u>Updates on Board Sub-Committees</u> The minutes from the various Board subcommittees included in the Board pack were tabled and taken as read.</p>	
2020-08-020	<p><u>General Games progress update paper</u> The General Games progress update paper was tabled and taken as read.</p>	
2020-08-021	<p><u>Health & Safety update</u> The Health & Safety update paper was tabled and taken as read. Joe Ryan, Head of Health & Safety will provide regular updates to the Board and will present to future Board meeting. Action: SC</p>	SC
2020-08-022	<p><u>Any Other Business</u> Publishing OC Minutes on website – CMcG noted that all Board meeting minutes will now be published on the website.</p> <p>IM wished to record thanks to the Executive team and the OC Comms team in relation to the village announcement.</p>	
Date of Next Meeting: 30 September 2020		