

**Birmingham Organising Committee for the 2022 Commonwealth Games**  
**Board Meeting**  
**Wednesday 20 May 2020**  
**Held via Microsoft Teams**

<b>Members present:</b>	<b>In attendance:</b>
<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 (part) 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 &amp; 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 Martin Green (MG) – B2022 OC Annie Hairsine (AH) – B2022 OC Mick Wright (MW) – B2022 OC Sarah Coffey (SC) – Secretariat Elizabeth Howells (EH) - B2022 (Item 10 only) Dominic Olliff (DO) – B2022 (item 6 only) Matt Kidson (MK) – B2022 (item 6 only) Dean Creamer (DC) – DCMS (item 6 only) Chris Naylor (CN) – BCC (item 6 only) Ian McLeod (IMc) – BCC (item 6 only) Steve Waltho (SW) – Turner &amp; Townsend (item 6 only) Alex Kirby (AK) – B2022 (item 6 only)</p> <p><b>Apologies:</b> Charles Quelch (CQ) – B2022 OC</p>

<b>ITEM NO</b>	<b>ITEM</b>	<b>Action Owner</b>
2020/05-001	<p><u>Apologies for Absence</u> JC welcomed everyone to the meeting via Microsoft Teams. There were no apologies to note. It was noted that Dame Louise Martin &amp; Cllr Ian Ward would need to leave the meeting after agenda item 6.</p>	

2020/05-002	<p><u>Minutes of Previous Meeting</u></p> <p><b>The Board approved the minutes from the Board meeting held 25 March and the Board call held 2 April.</b></p> <p>The actions from the meetings are being tracked as complete or were covered in the agenda as specific items.</p> <p>JC noted the update on two outstanding actions:</p> <p><b>Sustainability:</b> The more detailed Sustainability statements and cost benefit analysis, which was due to be presented to this meeting, has been pushed back to the September Board meeting. The OC is in the process of working with its appointed consultants to better understand the feasibility of the OC's sustainability aspirations for the Games. They will work to establish a baseline of the carbon footprint of the Games and they will create a carbon management plan for the OC. This will then infer what the likely cost will be to offset unavoidable carbon produced by OC activities. This work will be concluded in early September, so the OC's Sustainability Manager, will report back to the Board at the September meeting.</p> <p><b>Learning Programme:</b> DCMS continues to support development of the learning programme and has engaged with DfE and MHCLG on aspects of delivery. The OC is putting together a proposal on where DfE could contribute to the programme, for a curriculum and school-based model, which will then be proposed to DCMS. Currently DfE is very focussed on COVID-19 pressures (and how to plan for schools re-opening) - but the OC is expecting to resume conversations with them next month.</p> <p><b>BCC Leadership</b> – It was noted that an Interim CEO for BCC (Chris Naylor) and Project Director (Craig Cooper) have now been appointed by BCC and are in place.</p>	<p><b>SC – Agenda September meeting</b></p>
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2020/05-003	<p><u>Directors Register</u></p> <p>JC reminded the Board to report any changes or updates to the Directors Register to CMcG.</p> <p>JC noted thanked all Board members for completing and returning the Board Skills Matrix. The completed register has been circulated to all Board members. The Audit &amp; Risk Committee has reviewed the actions from the PWC Governance report and JC/IR and SB will meet to discuss next steps. <b>Action:</b> JC/IR &amp; SB</p>	<p><b>ALL</b></p> <p><b>JC/IR &amp; SB</b></p>
2020/05-004	<p><u>Conflicts of Interest</u></p> <p>JC asked the Board to declare any new interests which may not have been already declared. JC reminded Board members that they are Directors of the organisation tasked with planning and delivering the games and wider cultural programme and the need for any decisions to be evidence based and in the best interests of the OC. DA reminded the Board that he is a Council member of the University of Birmingham but with no pecuniary interest.</p>	
2020/03-005	<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>	<p><b>ALL</b></p>
<b>Reporting:</b>	<b>Specific Board Approvals Required</b>	
2020/05-006	<p><u>Contingency planning - Covid 19</u></p> <p>JC introduced this agenda item and thanked the OC team for adjusting successfully to the new ways of working and continuing with their task of delivering the Games.</p> <p>IR extended his thanks to his colleagues and partners who have contributed in pulling the Covid 19 report together.</p> <p>IR tabled the paper which had been included in the Board pack and provided the Board with some background to the work that had been undertaken since the March Board meeting including:</p> <ul style="list-style-type: none"> <li>• Reviewing the calendar and options for the delivery of the Games;</li> <li>• Understanding the impact of Covid on the Capital Projects;</li> <li>• Looking at the wider games programme in relation to Covid and;</li> <li>• Consulting with all departments and partners for input and consideration.</li> </ul>	

	<p>The key criteria in the analysis is to attract the best athletes to compete at the Games, leave a positive legacy for Birmingham and the region as well as being affordable.</p> <p>IR presented on the following aspects of the paper:-</p> <p><u>Calendar options:</u> it was noted that it is still the preference of the UK Government to keep summer 2022 as the date for the Games. The decision will be made as soon as possible as this will also have an impact on the securing of accommodation.</p> <p><u>Athlete Village:</u> The OC has considered viable alternative options for the Athletes Village.</p> <p>The OC is not able to make a recommendation to the Board today until further discussions have taken place. This may mean an interim Board meeting is required for a formal recommendation to be considered for approval.</p> <p><u>Sandwell Aquatics:</u> The construction of the new aquatics centre at Sandwell is progressing well however the impact of Covid is not yet clear. The OC recommend continuing with Sandwell as the current assumption. <b>Action:</b> SC</p> <p>The Board supported the work of the OC to continue with the contingency plans and requested that the Board be kept updated.</p> <p>It was noted that a decision on the Games village would be required from BCC within the next four weeks.</p> <p>Finances &amp; Budget Implications - IR outlined the impact of Covid 19 on the budget as well as the estimated costs of the alternative Games Village solution.</p> <p>The Board discussed the paper and thanked the OC for pulling it together in the short timeframe.</p>	<p><b>SC – August meeting</b></p> <p><b>IW</b></p>
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	<p>JB agreed that the OC should concentrate on delivery of the Games in 2022. IR highlighted that a budget review would be undertaken by the OC as referenced in the paper which had been tabled and therefore suggested that the Board give further consideration to the budget position on completion of this work.</p> <p>SL expressed his full support of the OC paper and is fully supportive of a Games in 2022.</p> <p>LM &amp; IW left the meeting</p> <p>The Board agreed:</p> <ol style="list-style-type: none"> <li>1. To support delivery of a summer 2022 timeline acknowledging that there may a date adjustment up to one week.</li> <li>2. To commit to the review schedule and delivery criteria as proposed in the paper which was tabled.</li> <li>3. To approve the further investigation into a move to the delivery of an athlete village solution containing all or part student and/or hotel accommodation and for the OC to provide increased certainty over the programme and its costs (pending final position of BCC to be decided within the next 4 weeks) to the Board.</li> <li>4. For the OC to undertake a re-budgeting exercise immediately with a view to making a proposal to the Board as to the funding options available to the OC recognising that the estimated costs attributed to the impact of COVID, an alternative village solution and the costs of a potential short-term date adjustment.</li> <li>5. To note that the current status of the Sandwell Aquatics Centre capital build be considered at the OC's August Board.</li> </ol> <p>IR confirmed that no decisions regarding budget commitments were being asked from the Board at this meeting. The OC will come back to the Board at a further meeting for a decision.</p>	
2020/05-007	<p><u>Management Agreement</u></p> <p>CMcG gave an overview of the summary of the changes made to the existing Management Agreement held between the Birmingham Organising Committee for the 2022 Commonwealth Games Ltd (the OC) and the Department for Digital, Culture, Media and Sport</p>	

	(DCMS) for the 2020/21 financial year. The Board approved the Management Agreement for the 2020/21 financial year which was tabled and approved its signature by the authorised signatory of the OC.	
2020/05-008	<p><u>Festival 2022</u></p> <p>CMcG updated the Board on the incorporation of Festival 2022 as a subsidiary of the Organising Committee. The paper and accompanying documents were tabled in relation to the interests of Ian Reid as sole Director of Festival 2022 Limited.</p> <p>The Board approved the Shareholder's Resolution which was tabled as an Ordinary Resolution and authorised any one Director of the OC to sign the Resolution on behalf of the OC.</p>	
2020/05-009	<p><u>Telecommunications Services</u></p> <p>AC provided an overview on the Telecommunication services tender process.</p> <p>The Board was requested to delegate authority to the Contract Approvals Committee currently planned for the 7 July 2020, to sign the Award Recommendation Form (ARF) and to approve the award of the Telecommunication Services Contract/s to the recommended tenderer/s consistent with the terms set out in the paper. SB raised a question regarding procurement vs sponsorship. AC confirmed that the commercial responses including sponsorship are evaluated separately from the quality element of the responses.</p> <p>The Board agreed to delegate authority to the Contract Approvals Committee on 7 July 2020 to sign the Award Recommendation Form (ARF) and to approve the award of the Telecommunications Services Contact(s) to the recommended tenderer(s) consistent with the terms set out in the tabled paper.</p>	
2020/05-010	<p><u>Ticketing Update</u></p> <p>Elizabeth Howells, Head of Ticketing, joined the meeting.</p> <p>EH provided an update on ticketing following approval of the Ticketing Strategy paper in January 2020.</p> <p>Procurement for a ticketing provider will go out to tender on the 27 May 2020 with an expected contract dated of September 2020.</p> <p>It was pointed out that technology and capacity are critical elements for the ticketing services provider. Robust testing should be undertaken, and assurance standards adhered to.</p>	

	A further update will be provided at the September Board meeting. JC thanked EH. EH left the meeting.	<b>SC – September meeting</b>
2020/05-011	<u>Finance Update</u> The Finance Update in the Board pack was tabled and taken as read. DG confirmed that DCMS had confirmed the scope of the D&O insurance cover which had been confirmed to the Directors. DG highlighted that the cancellation and abandonment insurance is costing more than originally projected due to the impact of Covid 19. This will most likely require CAC approval.	
2020/05-012	<u>Commercial Report</u> Stephen Marsden joined the meeting. The paper included in the Board pack was tabled.  DL provided an update in relation to the risks associated with the achievement of commercial revenue targets for Birmingham 2022 and the significant impact that Covid 19 is having on the broadcast and potential sponsorship markets. SL & SM/DL agreed to discuss possible Ministerial engagement. <b>Action:</b> DL/SL JC thanked SM. SM left the meeting.	<b>DL/SL</b>
2020/05-013	<u>General Games progress update paper</u> The General Games progress update paper was tabled and taken as read. IR highlighted that the Heads of Terms for Edgbaston had been signed and the commercial terms for Smithfield have been agreed and will now be reflected in a formal Head of Terms. IR noted the refurbishment of floors 3 & 4 at GHQ and informed the Board that an EMT task force had been set up to look at a return to work strategy, which takes into account the wellbeing of the workforce. Head of Health & Safety was now in situ and H&S will be included on the Board agenda going forward. The new Director of Legacy is now also in place.	<b>SC – August meeting</b>
2020/05-014	<u>Dashboard Report</u>	

	The Dashboard report included in the Board pack was tabled and taken as read.	
2020/05-015	<p><u>Marketing &amp; Communications Update</u></p> <p>JS updated the Board on the progress within the marketing and communications function. She outlined the consumer research which had been carried out, noting the uplift in consumer awareness of the Games and the data which showed that key media activities would be better moved from Autumn 2020 to early 2021 due to Covid 19 effects on consumers. A copy of the presentation will be circulated to the Board. The OC Strategy and Marketing Campaigns will be presented to the Board in August.</p>	<b>JS</b>
2020/05-016	<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 August Board meeting or in advance if necessary:</p> <ul style="list-style-type: none"> <li>• Village status</li> <li>• Aquatics review</li> <li>• OC Strategy</li> <li>• Budget review update</li> </ul> <p>It was agreed that an interim Board meeting be set up for 6 July to approve the Accounts. This meeting could also be used to discuss actions/updates from this meeting.</p>	
2020/05-0017	<p><u>Update on Board Sub Committees</u></p> <p>The minutes from the various Board subcommittees included in the Board pack were tabled and taken as read.</p> <p><u>LAB Committee</u> – JC noted that the draft legacy plan would be published in the autumn.</p> <p><u>Athlete Advisory Committee</u> – Matt Kidson held an AAC meeting on Monday (18 May) and updated on the impact of Covid 19 and dates of the Games.</p> <p><u>Remuneration Committee</u> – LJ confirmed that the Remuneration Committee met earlier today and agreed the Performance Management structure and salaries for senior OC staff.</p>	
2020/05-018	<p><u>Any Other Business</u></p> <p>There was no other business.</p> <p>JC thanked everyone for their time.</p>	
<b>Date of Next Meeting: 12 August 2020 (with interim meeting on 6 July 2020)</b>		