



# Report

# Contents

<b>Introduction and explanatory notes</b>	<b>2</b>
<b>Board Members</b>	<b>4</b>
<b>Commercial &amp; Legal</b>	<b>4</b>
<b>Communications</b>	<b>5</b>
<b>Finance and Corporate Services</b>	<b>5</b>
<b>Health &amp; Safety</b>	<b>6</b>
<b>Human Resources</b>	<b>6</b>
<b>Information Technology</b>	<b>6</b>
<b>Project Sponsors</b>	<b>6</b>
<b>Property</b>	<b>6</b>
<b>Security</b>	<b>7</b>

# Introduction and explanatory notes

This is the Corporate Hospitality Register (the Register) for all corporate hospitality received by employees of the Olympic Delivery Authority (ODA) for the fourth quarter of 2013, from the beginning of October to the end of December.

The Nolan Committee in its report on Standard in Public Life recommended that a central register of offers of hospitality to public servants should be kept. The ODA keeps such a register and all employees have to declare any hospitality offered (whether accepted or declined).

The ODA understands that it is important, given the high profile nature of the London 2012 Olympic and Paralympic Games (the Games), as well as the amount of public funding that went into the Games, that as an organisation we are open and transparent in our dealings with industry, as well as the public.

It is for this reason that the Register is being published.

The Register includes a list of all hospitality received by senior members of staff, the relevant date, and the name of the hospitality provider as well as a short description of the event. All Board members' hospitality (relevant to their position at the ODA) is also published.

The Register is divided alphabetically by department with the senior member in charge of that department heading the table. The table concludes with the summary of corporate hospitality accepted by the non-senior members of that department.

The ODA believes that by publishing the Register in this way it provides a reasonable balance between the official capacity in which the ODA acts and our privacy and data protection concerns (particularly in respect of staff who do not occupy senior management roles).

Given the nature of the project, as well as the time scale to which we are working it is vital to foster good working relationships quickly within the ODA, as well as between the ODA and the various contractors, stakeholders and other interested parties. Good relationships are a key ingredient, in a project of this scale, for the efficient and timely completion of all projects and tasks. One way of fostering these relationships is through various forms of hospitality both provided by, as well as offered to, the ODA. We could not, as an organisation, have afforded to miss opportunities which could have enhanced the delivery of the Games and it would not have been in the public interest to do so. We have however, carefully considered the appropriateness of accepting any hospitality and would not have accepted any form of hospitality from a prospective contractor or supplier in any active tender situation.

The ODA is currently in the post Games phase of the project and is scheduled to dissolve as an organisation in 2014. As a result the number of ODA staff is consistently decreasing as projects are being completed. This will be reflected in the number of hospitality requests received and accepted by the ODA going forward.

**Frequency of publication**

The ODA publishes the Register quarterly in January, April, July and October.

**Only hospitality received**

We would also like to make clear that this Register only contains corporate hospitality which has been accepted by members of the ODA staff. It does not provide for those instances where hospitality was offered but not accepted but we have listed the number of offers declined.

**Hospitality declined**

For the time period of this report, 1<sup>st</sup> October 2013 up to and including 31<sup>st</sup> December 2013, a total of 23 corporate hospitality events were offered to all ODA employees. Only 8 of these offers of corporate hospitality were accepted whilst 15 of them were declined.

**Personal data**

Against the entries for the Board Members, Directors, Heads of Department and project sponsors, where the provider of the corporate hospitality was an individual, their name has been redacted as this is personal information which we do not believe we can justifiably release in terms of the Data Protection Act of 1998.

## Board Members

### **Sir John Armitt**

No hospitality was accepted by Sir John Armitt during the review period.

### **Lorraine Baldry**

No hospitality was accepted by Lorraine Baldry during the review period.

### **Neale Coleman**

No hospitality was accepted by Neale Coleman during the review period.

### **David Fison**

No hospitality was accepted by David Fison during the review period.

### **Christopher Garnett**

No hospitality was accepted by Christopher Garnett during the review period.

### **Sir Roy McNulty**

No hospitality was accepted by Sir Roy McNulty during the review period.

### **David Taylor**

No hospitality was accepted by David Taylor during the review period.

## Commercial & Legal

### **Director of Village & Commercial: Mike Cornelius**

<b>Person/Body providing hospitality</b>	<b>Date hospitality provided</b>	<b>Type of hospitality received</b>
Get Living London	2013 10 16	Exhibition/Cultural Event

### **Head of Legal: Pieter De Waal**

<b>Person/Body providing hospitality</b>	<b>Date hospitality provided</b>	<b>Type of hospitality received</b>
The Law Society	2013 10 22	Dinner

## Commercial & Legal Team

October to December 2013

Type	Number
Lunch	1
	<b>Total: 1</b>

## Communications

Head of Communications: John Evans

Person/Body providing hospitality	Date hospitality provided	Type of hospitality received
Transport for London	2013 11 12	Dinner

### Communications Team

October to December 2013

No hospitality was accepted by the non-senior members of staff of the Communications team during this time period.

## Finance and Corporate Services

Chief Operating Officer: Gerry Murphy

Person/Body providing hospitality	Date hospitality provided	Type of hospitality received
Get Living London	2013 10 16	Exhibition/Cultural Event

### Finance Team

October to December 2013

No hospitality was accepted by the members of staff of the Finance and Corporate team during this time period.

# Health & Safety

**Head of Health & Safety: Lawrence Waterman**

Person/Body providing hospitality	Date hospitality provided	Type of hospitality received
IOSH	2013 11 05	Dinner

# Human Resources

**Human Resources Team**

*October to December 2013*

No hospitality was accepted by the members of staff of the Human Resources team during this time period.

# Information Management and Information Technology

**Information Management and Information Technology Team**

*October to December 2013*

No hospitality was accepted by the members of staff of the Information Management and Information Technology teams during this time period.

# Project Sponsors

**Jim Prendergast**

No hospitality was accepted by Jim Prendergast during the review period.

**Project Sponsor Team**

*October to December 2013*

Type	Number
Dinner	2
	<b>Total: 2</b>

# Property

**Development Manager: Paul Hartmann**

No hospitality was accepted by Paul Hartmann during the review period.

**Development Manager: Jim Woolhouse**

No hospitality was accepted by Jim Woolhouse during the review period.

**Property Team**

*October to December 2013*

No hospitality was accepted by the non-senior members of staff of the Property team of the ODA during the review period.

## Security

**Security Team**

October to Decemeber 2013

No hospitality was accepted by the members of staff of the Security Team during the review period.



Olympic Delivery Authority  
One Churchill Place,  
Canary Wharf,  
London E14 5LN  
Reception 020 3023 6000  
[www.gov.uk/oda](http://www.gov.uk/oda)



**LOTTERY  
FUNDED**

© 2013 Olympic Delivery Authority.

The official Emblem of the London 2012 Olympic Games is protected by copyright. © British Olympic Association 2013. All rights reserved.

The official emblem of the London 2012 Paralympic Games is protected by copyright. © British Paralympic Association 2013. All rights reserved.

The Olympic Delivery Authority is funded by the Department for Culture, Media and Sport, the National Lottery and the Mayor of London.



**Department  
for Culture  
Media & Sport**

**MAYOR OF LONDON**