



Report

Contents

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

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 second quarter of 2013, from the beginning of April to the end of June.

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, 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 cannot, as an organisation, afford to miss opportunities which could enhance the delivery of the Games and it would not be in the public interest to do so. We are however, careful to consider the appropriateness of accepting any hospitality and will not accept 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, 1st April 2013 up to and including 30th June 2013, a total of 24 corporate hospitality events were offered to all ODA employees. Only 9 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

John Armitt

Body providing hospitality	Date hospitality provided	Type of hospitality received
Odgers Berndtson	2013 04 17	Lunch
Arup	2013 06 11	Dinner

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 Commercial & Legal: Mike Cornelius

Person/Body providing hospitality	Date hospitality provided	Type of hospitality received
ARUP	2013 06 20	Drinks

Head of Legal: Pieter De Waal

Person/Body providing hospitality	Date hospitality provided	Type of hospitality received
The Lawyer Magazine	2013 06 25	Dinner

Commercial & Legal Team

April to June 2013

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

Communications

Head of Communications: John Evans

Person/Body providing hospitality	Date hospitality provided	Type of hospitality received
Transport for London	2013 06 03	Dinner

Communications Team

April to June 2013

Type	Number
Seminar/Conference/Other Event	1
	Total: 1

Finance and Corporate Services

Chief Operating Officer: Gerry Murphy

Person/Body providing hospitality	Date hospitality provided	Type of hospitality received
Delancey	2013 05 21	Exhibition/Cultural Event

Finance Team

April to June 2013

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

Health & Safety

Head of Health & Safety: Lawrence Waterman

No hospitality was accepted by Lawrence Waterman during the review period.

Human Resources

Human Resources Team

April to June 2013

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

Information Management and Information Technology

Information Management and Information Technology Team

April to June 2013

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

Project Sponsors

Richard Arnold

No hospitality was accepted by Richard Arnold during the review period.

Jim Prendergast

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

Project Sponsor Team

April to January 2013

No hospitality was accepted by the non-senior members of staff of the Project Sponsor Team during the review period.

Property

Development Manager: Paul Hartmann

Person/Body providing hospitality	Date hospitality provided	Type of hospitality received
IMITIA	2013 04 23	Lunch

Development Manager: Jim Woolhouse

Person/Body providing hospitality	Date hospitality provided	Type of hospitality received
Royal Horticultural Society	2013 05 21	Exhibition/Cultural Event

Property Team

April to June 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

April to June 2013

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

Contents

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

Olympic Delivery Authority
One Churchill Place,
Canary Wharf,
London E14 5LN
Reception 020 3023 6000
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