

## **Minutes of 68<sup>th</sup> Board Meeting Held on 24 January 2013**

### **Present**

Sir John Armitt (Chairman), Sir Roy McNulty, Lorraine Baldry, Neale Coleman, David Fison, David Taylor, Christopher Garnett

### **Apologies**

There were no apologies received.

### **Declarations of Interest**

Lorraine Baldry declared an interest as the Chair of LCR. David Fison declared an interest as a director of Geoffrey Osborne Ltd, which was awarded two contracts for external works on the Olympic Village. Neale Coleman declared an interest as the Mayor's advisor on the Olympic and Paralympic Games. Sir John Armitt declared an interest as a Member of the Board of Transport for London.

### **Minutes**

The Board agreed the minutes of the 67<sup>th</sup> Board meeting held on 29 November 2012.

### **Chairman's Report**

The Chairman reported that the press conference to announce the new supplier recognition scheme was expected to be held shortly. The Head of Communications circulated a hand-out showing a summary comparison of the current protocol compared with the new scheme.

### **Programme Performance Summary**

The Chief Executive reported the sad news of the death of John Hopkins and confirmed that he was working with the London Legacy Development Corporation on a commemorative feature in the Park.

He presented his report, focusing on an update on blacklisting and correspondence from UCATT, John Biggs AM and Chuka Umunna MP. The ODA continued to respond to press questions about its knowledge of blacklisting practices, requesting the ODA to confirm its stance on blacklisting, and the steps taken by the ODA in relation to blacklisting. There was no evidence of any notification to the ODA of any wrongdoing in respect of blacklisting on ODA projects. In addition to written correspondence already sent in reply, the Chief Executive confirmed that he had offered meetings to Chuka Umunna and UCATT to confirm the ODA's position.

The Chief Executive updated the meeting on the Cofely utility concession.

With reference to various property issues, the Director of Property reported on the position of the Westfield overage and put/call option in respect of development land valuations.

With reference to financial close-out, the Director of Finance confirmed that there is no concern about the current level of accruals.

The Board noted the Chief Executive's Report and Programme Performance Report.

### **East Village Retrofit**

The Director of Property reported on the inspections undertaken in Plots No1 and No 3. The final outcome would be known shortly but the early indications are that issues previously reported are manageable within existing plans and budgets.

Sir Roy McNulty asked for assurance from the Chief Executive and Director of Property that the new governance arrangements and structures being proposed for post-March 2013 will be implemented and demonstrably up and running successfully before they leave the ODA. The Chief Executive explained that the handover would be phased such that handover of Senior Reporting Officer responsibilities would be timed for the end February, with a month to bed in.

The Chief Executive said that an E&Y real time assurance review was being undertaken on the Village and would report back in March.

He reported that a commercial agreement was under discussion with Lend Lease that could provide a pain/gain mechanism to incentivise delivery to time. The Director of Commercial and Legal confirmed that Lend Lease have a quality management assurance regime in place.

The Director of Property confirmed that Triathlon Homes and QDD have a presence on site and are able to raise quality issues early in the process. The estate management company is also being mobilised. ODA and Triathlon are current members, but the ODA's interest passes to QDD on completion of the sale, hence QDD also have a presence.

Sir Roy McNulty and Sir John Armitth emphasised that the new structures must be working by the end of March, which will require transition and continuity. The Chief Executive explained that arrangements were in place for continuity in attendance at meetings, and for knowledge transfer.

He emphasised the importance for DCMS of ensuring the proceeds from the sale of the Village by 31 March 2014.

Subject to the comments, the Board approved the East Village Retrofit paper and the proposed organisation structure.

### **Funding Update**

The Director of Finance presented her report, noted the risks associated with the current funding position and addressed questions arising.

The Board noted the Funding Update Paper.

### **Commercial Close-Out**

The Director of Commercial and Legal presented his report and addressed questions arising.

The Board noted the Commercial Close-Out Programme Update Paper and approved the re-baseline of the March Commercial Close-Out Corporate KPI Target. The Board did not approve a change to the ODA objectives targets for 2012/13 but noted the significant progress made to date.

### **December Quarterly Report Update**

The Director of Finance circulated a paper in relation to the Quarterly Report to Funders, and addressed questions arising. She confirmed that the report was still being finalised for the purpose of reporting to funders. A copy of the final report would be circulated to the Board.

The Board noted the report.

#### **Post Games Revaluation of ODA**

The Director of Finance summarised the paper prepared by ODA Finance, and she and the Chief Executive addressed questions arising.

The Board noted the Post-Games Valuation of Assets paper.

#### **Forward Arts Foundation Grant**

The Board approved the recommendations to write off the remaining grant payments due from the Forward Arts Foundation Grant made in a paper submitted by the Director of Finance.

#### **Communications Progress Report**

The Head of Communications gave a verbal updated on communications activity.

The Board noted the activity undertaken by ODA Communications since the last Board meeting and congratulated Christopher Garnett and Neale Coleman on receiving awards in the Honours List.

There being no other business the meeting closed.

Date of next meeting: 21 March 2013