

## **Minutes of 62<sup>nd</sup> Board Meeting**

29 March 2012

**Present:** Sir John Armit, Sir Roy McNulty, Tony Ball, Lorraine Baldry, Stephen Duckworth, Christopher Garnett, Sally Morgan, Kumar Muthalagappan, David Fison, David Taylor, Nicholas Serota.

### **Apologies**

There were apologies from Neale Coleman.

### **Declarations of Interest**

David Fison declared an interest as a Director of Geoffrey Osborne Ltd, have been awarded two contracts for external works on the Olympic Village.

Christopher Garnett declared an interest as a Member of the Board of Transport for London and a Non Executive Director of the Board of Aggregate Industries.

### **Minutes of Previous Meeting & Actions Arising**

The Board agreed the Minutes of the 62<sup>nd</sup> Board Meeting held on 29 January 2012.

### **Chairman's Report**

This item was noted.

### **Programme Performance Summary -Chief Executive's Report**

The Chief Executive reported that there had been zero RIDDOR accidents in the period.

The Chief Executive presented his report. The average daily worker count for February 2012 was 5,079 with 3,405 on the Olympic Park and 1,674 on the Athletes Village. LOCOG numbers are now increasing rapidly and discussions are taking place with the Home Office so that access control to the Park is appropriate.

### **Programme Achievements and Progress**

Eton Manor, IBC/MPC Catering Village and the main Media Centre have been completed and handed over to LOCOG.

Individual Village plots are being handed over to LOCOG progressively and landscaping works are nearly completed, with all handovers to LOCOG due to be completed by 31 March 2012.

### **ODA Transport Issues**

**Last Mile** – a draft letter from the Treasury solicitor regarding ODA responsibilities and liabilities in the “Last Mile” was circulated to the Board. This will be finalised and issued shortly and confirms that the risks to the ODA, as it is not undertaking any activities in these areas, is low.

**Penalty Charges** – A letter from Justine Greening, (Secretary of State for Transport), sent to the Director of Transport, was circulated to the Board. The letter outlined that the Secretary of State had rejected the ODA's penalty charge recommendations and stated that an increase in the penalties for all stationary and moving contraventions of Orders and Notices under the 2006 Games Act, as well as the associated release fees where a vehicle is removed to a pound, should be set at the levels pertaining for the relevant offences under other legislation as currently stands.

The ODA have decided that in light of the Secretary of State's views and those of the Mayor of London not to proceed with further representations. However, concerns

remain that the current penalty charges may not be an effective deterrent and could result in pressure from the Local Authorities to increase the funding for the LATMP programme to support an enhanced level of vehicle removals service around the venues.

**Non event Ticketed spectators** – LOCOG are seeking an agreement to sell Park only tickets with an estimated 15,000 in the first week for both morning and afternoon sessions; 1,000 in the second week and 20,000 on the closing ceremony evening. This takes into account Travel Demand Management issues.

The Board noted the Programme Performance Summary- Chief Executive's report, and associated actions.

### **Transport Readiness Safety Case**

This item was introduced by the Director of Transport and reported that the Draft Transport Readiness Case describes the process, controls and plans to ensure safety risks associated with the Games-time transport arrangements are managed to a level as low as reasonably practicable. This Draft had been presented to the Games Transport Board for comment. A final version of the Transport Readiness Safety Case would be presented to the Board, at its meeting in May 2012 taking on board any comments from the Games Transport Board.

A discussion took place and it was clarified that test events will take place between the 4-6 May 2012, with the test event on the evening of the 5 May 2012 having 45,000 spectators; all major train/tube stations have a combined Safety plan and on-site transport for the disabled will include access and inclusion to the edge of each Venue. LOCOG have a mobility service in place to support services.

The Board noted the process adopted and activities undertaken in partnership and consultation with all relevant duty holders, including LOCOG, regulators and delivery partners to design and deliver Games Transport with safety risks identified and managed to as low as reasonably practicable by the appropriate duty holders and noted the development and delivery of the Transport Readiness Safety Case (TRSC) that details how the management of safety risk will be managed at Games time and noted that the Final Transport Readiness Safety Case would be submitted to the May Board for approval.

### **Delegation of Authority – Advertising and Trading Programme**

This item was introduced by the Director of Commercial and Legal.

The report set out the proposed delegation of Authority by the ODA Board to the ODA Director of Commercial and Legal, ODA Head of Legal, ODA Advertising and Trading Programme Manager and ODA Advertising and Trading Project Managers for the exercise of statutory functions in respect of advertising and trading authorisation, provision of financial assistance, review and enforcement. The report also included the process for handling of claims for compensation and reviews of ODA decisions on claims.

The risks included; ineffective enforcement due to inadequate enforcement teams; Heavy handed enforcement - Officers are being trained to adhere to the policy with experienced, competent people being used – and; ensuring an integrated operational relationship with LOCOG. Discussions were taking place with LOCOG to ensure a successful relationship at an operational level. The ODA have a statutory responsibility for Advertising and Trading and that LOCOG would be active in this area. The ODA would ensure that LOCOG are working to guidelines which were appropriate to the Act.

The Board approved the scheme of delegation of authority for the implementation of the Advertising and Trading Programme.

### **Art in the Park**

This item was introduced by Principle Advisor Arts and Culture Strategy.

The "Art in the Park" programme will be completed in April 2012 with 25 permanent commissions, 11 temporary projects and the expertise of 39 artists and organisations. The total cost of the programme is £11m with the ODA contributing £6m and the other £5m from external sources. An external evaluation was published as part of the Learning Legacy Report.

The visuals of the various permanent structures which included the "RUN" sculpture, "Light Up Your Street" community engagement project in Hackney, "History Trees" which was an entrance marker commission, "Winning Words" which is 6 permanent poems in the Park, "Running Water" which is a water feature at Bridge T07, "One Whirl" on Bridge F03 and the U01 underpass, and the "Steles" which are water marker sleeves along the Waterworks River.

The Arts and Culture team were working in conjunction with the Communications Team to hold an event on the Park, showcasing the Art programme, on the evening of the 26 April 2012.

The Board noted the update on the Arts and Culture Programme.

### **Communications Progress Report**

This item was introduced by the Head of Communications.

The following was highlighted:

The ODA is to be awarded a special RoSPA Occupational Health & Safety Award for the most impressive project undertaken in the 60 years of the Queen's reign. This information remains confidential until RoSPA's announcement on 15 May.

Sir John Armit is to be presented an award, by the British Safety Council, for safety performance on the Park.

The GOE Quarterly Report will be published in w/c 14 May 2012.

Guardian Green Magazine feature on sustainability - extremely positive on ODA achievements and targets. Featured interview with Simon Wright (3rd March).

Guardian runs feature on less well known venues in Olympic Park (5th March).

Construction News feature on health and safety achievements at Olympic Park including front page photo. (15th March)

The Head of Communications reported that during Games-time ODA Communications team will be integrated with GOE which will have a communications centre handling all media calls. The ODA will provide staff to GOE but will have a presence at 1CP to act as a point of liaison with ODA Transport and Advertising and Trading teams, monitor media, write and approve quotes, take part in ODA Games-time processes and organise Ambassadorial activity, for instance by the Chairman and Chief Executive.

The Board noted the activity undertaken by ODA Communications since the last Board meeting and the planned programme of major events/announcements for the month ahead.

### **Finance Committee**

The Board noted the draft minutes of the 35<sup>th</sup> Finance Committee meeting.

### **Audit Committee**

The Board noted the draft minutes of the 41<sup>st</sup> Audit Committee meeting.

### **Remuneration Committee**

There were no meeting minutes to note.

### **SHE Committee**

The Board noted the minutes of the 17<sup>th</sup> SHE Committee.

### **Planning Committee**

The Chair of the Planning Committee reported that the Planning Decisions Team had won the Judges' Special Award for "Olympic Park Stratford E20; Olympic Delivery Authority" and that the Mayoral Development Corporation Planning powers will extend further than the Park and include some adjoining areas in Hackney and Newham broadly covering the previous London Development Agency remit.

The Board noted the minutes of the 90<sup>th</sup>, 91<sup>st</sup> and 92<sup>nd</sup> Planning Committee meeting.

### **Any Other Business**

There was one item under Any Other Business.

#### **ODA Plan and Budget 2012**

This item was introduced by the Director of Finance and the report was tabled.

The ODA Plan and Budget sets out the programme to be delivered in 2012-13 along with the funding required for delivery, a summary of progress to date and achievement against 2011 and 2012 targets and funding. The Plan meets the requirements as set out in the ODA's management statement and financial memorandum with DCMS, and other grant funding agreements.

The Board noted the ODA Plan and Budget 2012, which was circulated to the Board in February 2012 and noted that the Plan had been reviewed by funders with their comments incorporated and submitted to the Olympic Board and Lottery for approval and noted that the final Plan will be completed in May 2012 for the 2011-12 outturn and budget changes to 31 March 2012 and re-circulated to funders for final approval.