

Minutes of 63rd Board Meeting

Held on 24 May 2012

Sir John Armit, Sir Roy McNulty, Tony Ball, Lorraine Baldry, Neale Coleman, Christopher Garnett, Sally Morgan, Kumar Muthalagappan, David Fison, David Taylor, Nicholas Serota

Apologies

There were apologies from Stephen Duckworth.

Declarations of Interest

David Fison declared an interest as a Director of Geoffrey Osborne Ltd, who 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.

Neale Coleman declared an interest as the Mayor's advisor on the Olympic and Paralympic Games.

Minutes of Previous Meeting & Actions Arising

The Board agreed Minutes of the 62nd Board Meeting held on 29 March 2012.

Chairman's Report

The Chairman reported that the ODA had won a special Diamond Jubilee ROSPA award for the Health and Safety performance of the organisation that has had the most impact over the previous 60 years of the Queen's reign.

Programme Performance Summary -Chief Executive's Report

The Programme Performance Summary was tabled as a late paper.

The Chief Executive reported that the Accident Frequency Rate at the end of April was 0.10.

The Board noted this success but also that there could be no let up in pressure on safety performance.

Programme Achievements and Progress

Waterpolo – handed over to LOCOG on the 30 March 2012

Village infrastructure completed on 31 March 2012

Eton Manor handed over to LOCOG on the 20 April 2012

RUN sculpture handed over and illuminated for the first time on 26 April 2012

Successful May test events on the Park

Leyton Marsh, site for the temporary Basketball Arena, injunctions have been successful and work has recommenced on the site.

Transport Achievements

Testing Exercise Green Altius (User handbook) took place between 24-26 April.

Overnight 12 car test for Javelin held on 9-10 March.

Operational Overlay – the Eastern Egress works at Stratford Regional Station completed.

Transport Users Handbook deliveries have commenced to TfL and TOC's and pin badges delivered.

TfL Operations Supplemental Agreement (setting out TfL Games time services) approved by Minister.

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

ODA Transport Update

The Director of Transport reported that the ODA are now in full operational phase with the commencement of the Torch Relay on the 18 May 2012.

The Board noted the Transport Update.

Transport Safety Readiness Case

This item was presented by the Director of Transport who reported that the report provided an update on the progress against actions and the current understanding of safety risk associated with the ODA Transport elements. In addition, there is a high degree of confidence that transport safety risks will be managed as low as reasonably practicable. The final version of the Transport Safety Readiness Case will be subject to a legal review during June 2012.

The Board noted the progress against the activities planned to provide further assurance that safety risks associated with transport have been identified and are being managed to as low as reasonably practicable by the appropriate duty holders; noted the planned amendment of the current Transport Readiness Safety Case (TRSC) to reflect completion of these phase, and all activities planned to June 2012 and; noted the inclusion of information provided by LOCOG to provide an integrated overview of management of transport safety risks.

Directly Managed Transport

This item was presented by the Director of Transport.

The highlights of the report were that:

Additional direct coach origins have been added to the network to the west of London in response to the demand from this region;

Direct coach origins from Kent have been reduced, and the services will no longer run via Ebbsfleet as very low potential coach demand has been shown to exist.

Weymouth coach origins have been re-aligned to the likely demand hotspots of Bournemouth and Poole, with origins removed in Midlands and South Wales where little coach demand exists.

The Board noted and approved the re-alignment of the direct coach network in accordance with demand.

Park and Ride: Pay on the Day Proposals

This item was presented by the Director of Transport.

The original concept of pre booking Park & Ride has come under challenge based on the past games experience of client behavior and the low volume of Park & Ride bookings received to date. The Board discussed the revised principles and pricing strategy that would underpin a Pay on the Day facility for Park and Ride and Hugh explained that spectators would be encouraged to use credit cards when purchasing Park & Ride facilities and this would be managed in a safe and secure way via the Park and Ride contractor.

The Board noted the contents of the paper on Park and Ride: Pay on the Day Proposals and approved the concept of "Pay on the Day" at Park and Ride and Park and Walk sites.

ODA Games time Readiness: Operational Plans

This item was presented by the Director of Venues and Infrastructure, Head of Venues and Infrastructure Programme and the Director of Transport. A handout "ODA Games-time Readiness" was circulated.

The Head of Venues and Infrastructure Programme reported that the ODA has three Operational Areas which will deliver front-line services during the Games which are Transport, Park Operations and Advertising and Street Trading.

The highlights of the report were:

Planning for all Games time activities is complete and each area has completed a Games time operating model.

The Park and Transport capacities, however, have yet to be fully stretched and during the Games there will be a huge amount of activity at once.

Command co-ordination and communication (C3) structures with partners are at an advance stage of completion.

A Strategic Coordination Cell (SCC) has been set up for the reliable, timely data to ODA Executive during the Games and to ensure the ODA maintains oversight and communication regarding operational performance and issues that arise during the Games.

Contractual arrangements with suppliers for FM services and Memorandum of Understanding with Local Authorities for enforcement of advertising/street trading are in place.

That in respect of Park Operations the ODA is in effect a contractor working at the direction of LOCOG during Games. .

The Director of Transport reported that the scope for Transport included Directly Managed Transport, Management to the Southern Spectator Mall, ORN outside London and "The Hub". The Director of Venues and Infrastructure reported that the scope for Park operations included Facilities Management and Maintenance, FM Helpdesks and Asset Protection. The ODA Coordination Centre (OCC) will be operated from the Southern Spectator Mall office with six staff and be operational from 06.00-23.00 during Games time.

The Board reviewed and noted the ODA's readiness to deliver its Games time responsibilities.

Immediate Post Games Activity: Venues, Infrastructure and Athletes Village

This item was presented by the Director of Venues and Infrastructure, Head of Venues and Infrastructure Programme and the Director of Transport.

A discussion took place and the following points were clarified:

The LLDC (as the new planning authority from the 1 October 2012) will monitor the numerous consents granted by the ODA Planning Committee to ensure the conditional approvals are discharged.

ODA will work with the LLDC to ensure that LLDC, as far as is practical, adopt best practice H&S processes.

The Board noted the "Immediate Post Games Activity: Venues, Infrastructure and Athletes Village" report.

Immediate post Games Activity – Transport

This item was introduced by the Director of Transport who reported that the ODA will close out the Directly Managed Transport (DMT) operation. This comprises the contractual arrangements for and reinstatement of Park and Ride sites and coach and shuttle services for spectators during the Games.

In addition, the overlay the ODA have provided at football stadia and locally for DMT, taxis, and cycling at venues will be decommissioned.

The programme in Appendix A of the report shows the transition from close of the Olympic Games to the close of the Paralympic Games and the phased decommissioning.

The Board noted the "Immediate Post Games Activity – Transport" paper.

ODA Plan and Budget 2012

The Board noted the Final ODA Plan and Budget 2012 for the submission to the Olympic Board and the Olympic Lottery Distributor Board.

ODA Annual Report 2011/2012

This item was introduced by the Head of Communications who circulated the design version of the report which included further pictures and a timeline.

The Board noted the ODA Annual Report 2011/12, noted the minor amendment as suggested and noted the first draft of the Annual Accounts and the Annual Subsidiary Accounts.

ODA Planning Committee & Planning Decisions Team Summary of Activities: 1 October 2011 to 31 March 2012.

This item was introduced by the Chair of the Planning Committee who explained that this report was part of the agreed activity report to be presented to the Board at six monthly intervals. Lorraine referred the Board to Appendices 1, 2 and 3 which gives a summary of Planning Committee and PDT activity for the period of 1 October 2011 to 31 March 2012.

Since September 2006 the Planning Committee have met 94 times to consider planning applications, with additional occasions for afternoon briefings and site visits.

The Planning Committee would have its last meeting on the 25 September prior to the handover of planning powers to the London Legacy Development Corporation (LLDC), on the 1 October 2012.

The Board noted the contents of the “ODA Planning Committee and Planning Decisions Team Summary of Activities” and Appendices 1, 2 and 3 which give a summary of the Committee and PDT activity for the period of 1 October 2011 to 31 March 2012 and agreed to receive a final report on the ODA LPA in October 2012.

ODA Gifts and Hospitality Policy at Games time.

This item was introduced by the Chief Executive.

As Games time approaches it is expected that there will be a significant increase in the number of corporate hospitality to ODA staff. In turn this will increase the potential for reputational risk if hospitality accepted is adjudged to be excessive either singularly or in aggregate and additionally the requirements of the Bribery Act 2010 need to be adhered to at all times. To mitigate this potential increase in risk a number of enhancements to the ODA Gift and Hospitality Policy and control framework are planned.

Games time controls included all offers of corporate hospitality will require to be pre-authorised before acceptance by the staff members Head of, Director or Chief Executive and the details immediately forwarded to the Head of Legal; staff have been directed not to accept any form of corporate hospitality from third parties which are in any way involved with ongoing negotiations, including disputes, with the ODA, for example, procurement, contract close or similar. However it should also be noted that in all such situations the ODA's business as usual procedures include an appropriate level of segregation of duties to guard against exactly this type of risk and for the duration of Games time the Head of Legal will be required to sign off all received Registration Forms on the day of receipt.

The Board noted the ODA's assessment of the additional risks that the acceptance of gifts and corporate hospitality may present at Games time together with the additional controls being put in place to mitigate the risks.

Future dates for Board meetings.

This item was introduced by the Chief Executive who reported that the June 2012 Board meeting would be to sign off the ODA Annual Accounts and a final meeting of the current Board would take place post Games at the end of September 2012. The reduced Board would then come into effect with meetings in November 2012, January and March 2013.

The Board noted and agreed the Board dates for 2012/2013.

Communications Progress Report

This item was introduced by the Head of Communications who reported that international media interest in the ODA has increased and diversified and the Comms team is accommodating as many requests as possible given the limited staffing. In the last two months these have included a major interview with Japan's top TV channel about sustainability. In addition, Comms are exploring with LOCOG and London and Partners the possibility of ODA media briefings by the Chairman and/or Chief Executive at the IBC/MPC and London Media Centre in the fortnight before the Olympic Opening ceremony and are working on a fact sheet for this and the wider audiences highlighting the ODA's achievements.

Upcoming media activity included;

The last day of ODA tours events with special community bus tours of the Park – 31 May 2012.

GOE Quarterly Report – 13 June 2012.

London Assembly tour of the Park – 18 June 2012.

Chairman's Business Report published by DCMS – July 2012 (before Games).

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

There were no minutes to report.

Audit Committee

There were no minutes to report.

Remuneration Committee

There were no minutes to report.

SHE Committee

The Chief Executive reported that the SHE Committee would be disbanded and their responsibilities transferred to the Audit Committee with immediate effect. The Chief Executive thanked the SHE Committee, on behalf of the Board, for all their hard work, particularly in the area of Health and Safety.

The Board noted the minutes of the 18th SHE Committee.

Planning Committee

The Board noted the minutes of the 93rd and 94th Planning Committee meeting.

Any Other Business

There being no other business the Meeting closed at 15.25.

Date of next meeting: 28 June 2012