

## **Minutes of 65<sup>th</sup> Board Meeting**

Held on 28 June 2012

**Present:** Sir John Armit, Sir Roy McNulty, Tony Ball, Lorraine Baldry, Neale Coleman (Item 5-13), Christopher Garnett, Sally Morgan (Item 5-13), David Fison, David Taylor (Item 5-13), Nicholas Serota

### **Apologies**

There were apologies from Stephen Duckworth and Kumar Muthalagappan who were unable to attend the meeting.

### **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 the Minutes of the 64<sup>th</sup> Board Meeting held on 24 May 2012.

### **Chairman's Report**

This item was noted.

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

The Chief Executive reported that the Accident Frequency Rate at the end of May was 0.10. The Board noted the continued success but also reiterated that there could be no let up in pressure on safety performance.

#### **Programme Achievements and Progress**

Waterpolo – handed over to LOCOG on the 1 May 2012.

Transport Co-ordination Centre went live with the arrival of the Torch.

A thorough test of transport systems over Diamond Jubilee weekend - £1.2million people attending on the Sunday.

All ORN Traffic Orders are now made and approved by the Secretary of State.

#### **Transport Update**

**Transport Safety Readiness Case** – This has been substantially completed with final sign off anticipated in the week commencing 2 July 2012.

**ORN** – substantial Go-Live three days before Games with M4 lane operable from 15 July 2012. A judicial review by local businesses around the Park claiming disruption to business has resulted in a notice being served on the ODA, 27 June 2012, of which the ODA has 14 days to respond. Legal advice is that the judicial review is unlikely to be successful and could be timed out before the start of the Games.

**Torch Relay** – extremely successful with crowds approximately double the earlier estimates and concern regarding the impact in London in the final week and particularly on the 26 July 2012.

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

### **ODA Annual Accounts and Annual Report 2011/12**

This item was introduced by the Director of Finance who tabled a revised copy of the "Annual Accounts and Report"; a list of "Changes to the Annual Report and Accounts" since the Board agenda was circulated and; The "NAO Addendum to the Audit Completion Report (including management letter) on the 2011-12 financial statement audits". The Accounts and Annual report would be laid in the House of Commons on the 11 July 2012.

The Chairman of the Audit Committee reported that the Audit Committee were satisfied with the Report and had received supportive feedback from the NAO. The Chairman of the Audit Committee requested a few minor changes which were agreed to.

The Board authorised the Chairman and Chief Executive to sign the ODA Annual Report and Accounts and authorised the directors of Stratford Village Development (GP) Limited to sign the SVDL financial statements and agreed to minor changes to the Annual Report and Accounts as discussed in the meeting.

### **Games Time Contingency**

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

The Board noted the ODA proposals in respect of Games time contingency provision.

### **Communications Progress Report**

This item was introduced by the Head of Communications who reported that there were only 29 days remaining to the Games, media interest was still substantial. More recently the media have been focusing on the number of foreign workers on the Park and G4S security.

In addition; ODA Comms are arranging pre Games media and events from the ODA Chairman and Chief Executive; ODA Comms will second 3 staff to LOCOG and GOE in the next few weeks; from the 2 July 2012, the day to day responsibility of communications would be handed over to the Government Olympic Communications (GOC). It was agreed that further information on GOC, the Media fact file handbook on Venues of the Olympic Park (a draft of the latter was circulated during this item) and an 18 month CD calendar, starting from the 27 July, (which would include images of the Olympic Park) would all be circulated to Board members; Business Benefits Report would be launched on the 5 July at an event at Loughborough University to be attended by the Prime Minister and there would be a public meeting in July regarding the post Games remediation works at Leyton Marsh. The handover of the building, to LOCOG, would take place on 29 June 2012.

The Board noted the verbal update on Communications which included activity undertaken by ODA Communications since the last Board meeting and the forthcoming events/announcements pre Games.

### **Finance Committee**

The Board noted the minutes of the 36<sup>th</sup> meeting.

### **Audit Committee**

There were no minutes to report.

### **Remuneration Committee**

There were no minutes to report.

### **Planning Committee**

The Board noted the minutes of the 95<sup>th</sup> Planning Committee meeting.

### **Any Other Business**

*There being no other business the Meeting closed at 14.30.*

*Date of next meeting: 27 September 2012*