

East Village Board Sub-Committee

Standing Orders and Terms of Reference

Constitution and Membership

1. The Village Sub-Committee shall be constituted, and its membership determined, by resolution of the Board who shall appoint the Chairman of the Committee (“the Chairman”). The Committee shall comprise members of the Board.
2. At a meeting of the Board on 27 September 2012 it was resolved that a Village Sub-Committee be established to be chaired by the ODA Chairman Sir John Armitt. The members of the Village Sub-Committee agreed by the Board are David Taylor and David Fison.
3. The membership will be amended from time to time as required.
4. A representative from DCMS will be invited to attend the Village Sub-Committee.
5. The Village Sub-Committee will be provided with a secretarial function by the ODA Property Team and minuted by ODA Finance.

Meetings

6. The first meeting of the Sub-Committee will be scheduled in October 2012, and thereafter as agreed.
7. The Chairman may convene or request the Secretary to convene a meeting at any time.
8. At a meeting the Chairman shall preside. If the Chairman is absent the committee members in attendance shall choose one of their number to preside for that meeting.
9. The quorum for meetings shall be two Sub-Committee members.
10. The provisions of paragraph 28 of Standing Order 1 shall apply to meetings and proceedings of the Village Sub-Committee.

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11. The Chief Executive as Accounting Officer will normally attend meetings of the Committee, with the Director of Property as SRO of the Village project, the Finance Director and the Director of Commercial & Legal. Board members who are not members of the Committee shall be entitled to attend, but not vote at, meetings of the Committee. Other Officers may attend meetings at the direction, or invitation of the Chairman.

Authority

12. The Village Sub-Committee is a committee of the Board and is authorised by the Board to investigate any activity within these terms of reference and to seek any information it requires from staff, who are directed to cooperate with the Committee in the conduct of its enquiries
13. The Committee is authorised by the Board to obtain, at the ODA's expense, and on such terms as the Committee may think fit, outside legal and other independent professional advice and secure the attendance at its meeting of outsiders with relevant experience and expertise if it considers this necessary, but such persons shall not be members of the Committee.

Terms of Reference

14. The Village Sub-Committee has the prime function of assisting the Board in discharging its duty for oversight of all aspects of the Village programme and sale to QDD and Triathlon.

Context

15. The Village Sub-Committee has been set up as a Sub-Committee of the Board in order that the Board may have frequent oversight of management's plans to address the significant programme, cost, quality and commercial issues on the Village resulting from quality issues and defects identified in the run up to and over Games.
16. The Village is the ODA's only significant post Games programme, alongside the exit programme. There is c£800m of receipts from the sale of the Village to QDD and Triathlon to secure by March 2014. The DCMS, the ODA's sponsoring department, has been clear of the importance of this date to DCMS and the Treasury and the retrofit programme is therefore focused on delivering to secure receipts by this date aligned to ODA dissolution and maintain the ODA's reputation for on time and budget delivery to appropriate standards.
17. It is acknowledged that resolution of these issues may require a fine balance between value for money and the needs of delivering the programme and sale.

Duties

18. The Village Sub-Committee shall have the following duties:

- a) To review and approve the commercial strategy in relation to procurement, potential claims and disputes and delivery of the Village retrofit programme.
- b) To review and approve the governance arrangements for the appropriate management of the Village projects and supply chain.
- c) To review and approve periodic programme reports and projections including financial and risk management for the Village projects.

Amendment

19. The above terms of reference may be altered and amended from time to time by express resolution of the Board of which notice shall have been given in the meeting notice at which they are proposed.