

## **Minutes of 69<sup>th</sup> Board Meeting Held on 21 March 2013**

### **Present:**

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

### **Apologies:**

There were no apologies received.

### **Declarations of Interest**

Sir John Armitt declared an interest as a Member of the Board of Transport for London. Neale Coleman declared an interest as a Board member of the London Legacy Development Corporation and as the Mayor's advisor on the Olympic and Paralympic Games. Lorraine Baldry declared an interest as the Chair of LCR. David Fison declared an interest as a Director of Geoffrey Osborne Ltd, which 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.

It was noted that Dennis Hone has been appointed Chief Executive of the London Legacy Development Corporation.

### **Minutes**

The Board agreed the minutes of the 68<sup>th</sup> Board Meeting held on 24 January 2013.

### **Chairman's Report**

There was nothing to report.

### **Programme Performance Summary**

The Chief Executive presented the performance summary. The Chairman asked for a list of quantified contingency risks in respect of the Village. It was agreed that this would be useful for contingency planning purposes.

The Chief Executive said that the next Village sub-committee would discuss the arrangements relating to Village occupation and estate management. The Village sub-committee will meet monthly between Board meetings.

### **Lend Lease Proposal**

The Chief Executive summarised the developments and factors giving rise to the proposals presented in the paper prepared by the Director of Commercial and Legal. He also answered points of clarification in respect of the proposal.

The Board noted the paper and approved the proposals in principle, but the Board also agreed that the Chair would agree with the Director of Commercial and Legal any conditions precedent for the proposal to be accepted.

### **Draft ODA Plan**

The Director of Finance tabled the draft ODA Plan and confirmed that it would be updated in April/May 2013 for the provisional 2012-13 out-turn and that an abridged version would be placed on the website.

The Board approved the draft Plan but it was noted that the milestones included in the Plan should be amended to align to the ODA Incentive targets for 2013-14.

### **CLM Close Out**

The Director of Finance confirmed that CLM's scope has substantially closed out. Their work on the Park has been delivered but they are still administering two potential disputes, managing the removal of the Catering Village at IBC/MPC and are involved in the commercial close-out on the Village. A few secondees are remaining to deal with this post-March 2013. The Delivery Partner contract

provides for dealing with trailing wires. ODA propose to pay the remaining CLM overall programme gain share. There is significant headroom on the AFC target and CLM have a number of reserved matters. There are ongoing discussions in respect of other KPIs.

A member proposed that a paper be done to summarise what CLM have achieved and to record any lessons learned. The Director of Commercial and Legal confirmed that a paper is being produced in respect of the CLM Delivery Partner contract, and that lessons learned points could be added.

The Board noted the paper submitted by ODA Commercial and approved the payment of the remaining overall programme gain share.

### **Health & Safety**

The Board was informed that the Director of Commercial and Legal was now the Senior Responsible Owner (SRO) responsible for health and safety at the Village. The Head of Health and Safety had produced a report covering all aspects of health and safety. This raised the requirement for a review of health and safety arrangements in respect of Stratford Village Management Company (SVMC), on which he is preparing a further report.

The Board was also informed that the Head of Health and Safety would remain engaged as a part-time consultant to provide health and safety oversight until the end of the ODA.

The Director of Finance reported that the Lend Lease health and safety plan is reacting to the ongoing programme and planned activities on the Village. She said that the current workforce comprised about 1,500. A Board visit to the Village site was proposed.

The Board noted the update paper submitted by the ODA Head of Health and Safety.

### **Dissolution Date**

The Board noted the paper submitted by ODA Programme Assurance Office.

The Director of Finance reported on discussions with DCMS. While the Board agreed that it would make sense to aim for a June 2014 dissolution, this was not for the Board to decide and it is for DCMS to determine.

### **Communications Progress Report**

The Head of Communications reported that the focus was shifting to the Village and ongoing activities with Triathlon and QDD. He also gave an update on the BOA-administered licensing scheme for contractors to engage in permissible marketing activities.

### **Audit Committee**

The Board noted the minutes of the committee meeting held on 29 November 2012. It was confirmed that an Audit Committee meeting had been held earlier in the day.

### **Remuneration Committee**

There were no minutes to approve. A meeting would be held later in the day.

### **Any Other Business**

The Director of Finance tabled a short paper on bank mandates and the Board approved the proposed mandates, required by the ODA's imminent restructuring

It was agreed to arrange the next Board meeting at East Village in six weeks' time.

There being no other business the meeting closed at 3:30pm.