**Birmingham Organising Committee for the 2022 Commonwealth Games Ltd**

**Board Meeting**

**19 January 2022, 12.30pm – 3.3pm**

**Beach Volleyball Meeting Room, Six Brindley Place, Birmingham, B1 2JB**

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| **Present:** |  |
| John Crabtree (JC) | Chair  |
| Prof. Geoff Thompson (GT) | Independent & Vice Chair (until part way through minute 2022/01-008) |
| Ama Agbeze (AA) | Independent (by MS Teams) |
| Derrick Anderson (DA) | West Midlands Combined Authority (by MS Teams) |
| Simon Ball (SB) | Commonwealth Games England (by MS Teams) |
| Hiren Dhimar (HD) | Department for Digital, Culture, Media & Sport (by MS Teams) |
| Lyndsey Jackson (LJ) | Independent (until end of minute 2022/01-012) |
| Dame Louise Martin (LM) | Commonwealth Games Federation (by MS Teams) |
| Ian Metcalfe (IM) | Commonwealth Games England, minutes 2022/01-001 to 005 and minute 2022/01-009 onwards |
| Prof. Dame Julie Moore (JM) | Department for Digital, Culture, Media & Sport (by MS Teams) |
| Sandra Osborne (SO) | Commonwealth Games Federation (by MS Teams) |
| Ellie Simmonds (ES) | Independent  |
| Nick Timothy (NT) | Independent (by MS Teams) |
| Cllr. Ian Ward (IW) | Birmingham City Council (by MS Teams) |
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| **In attendance:** |  |
| Ian Reid (IR) | Chief Executive, Birmingham 2022 Organising Committee |
| Caroline McGrory (CMcG) | Chief Legal Officer, Birmingham 2022 Organising Committee & Company Secretary  |
| David Grady (DG) | Chief Financial Officer, Birmingham 2022 Organising Committee  |
| Adrian Corcoran (AC) | Chief Information Officer, Birmingham 2022 Organising Committee  |
| Charles Quelch (CQ) | Executive Director of Operations, Birmingham 2022 Organising Committee  |
| Mick Wright (MW) | Executive Director of Games Services & Workforce, Birmingham 2022 Organising Committee (until end of minute 2022/01-009)  |
| (GB) | Assistant Company Secretary, Birmingham 2022 Organising Committee (minutes) |
| (SC) | Executive Assistant to the Chief Executive Officer |
| (SL) | Department for Digital, Culture, Media & Sport, Observer (by MS Teams) |
| (KS) | CEO, CGF, Observer (by MS Teams) |
| (LBS) | LEP Observer (from minute 2022/01-008 onwards) |
| (MR) | CGF Observer (by MS Teams) |
| Martin Green (MG) | Chief Creative Officer, Birmingham 2022 Organising Committee (minute 2022/01-005) |
| Phil Batty (PB) | Director of Ceremonies, Culture, QBR, Birmingham 2022 Organising Committee, (minute 2022/01-005) |
|  (JOB) | Head of Sport Presentation – Progress Productions, Birmingham 2022 Organising Committee, (minute 2022/01-005) |
|  (MK) | Director of Sport, Birmingham 2022 Organising Committee (minute 2022/01-005) |
|  (MH) | Head of Covid Integration Operational Planning, Birmingham 2022 Organising Committee (minute 2022/01-008) |
|  (AN) | Director of Workforce & Volunteering, Birmingham 2022 Organising Committee (minute 2022/01-009) |
|  (CM) | Director of HR, Birmingham 2022 Organising Committee (minute 2022/01-009) |
|  (SM) | SportFive (by MS Teams, minutes 2022/01-010 & 011) |
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| **Apologies:** |  |
| Annie Hairsine (AH) | Director of Programme Management & Integrated Planning, B2022 |

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| **Minute** | **Item** | **Action Owner** |
| **2022/01-001** | **Welcome, Apologies & Declarations of Interest**  |  |
|  | The Chair welcomed attendees to the meeting. Apologies had been received from AH. The Chair wished all attendees a happy new year and informed attendees there were just 190 days until the opening ceremony. The Directors confirmed they had no further relevant interests to declare. The updated Register of Directors’ Interests was received by the Board.  The Chair requested that Directors inform the Secretariat of any changes to their registered interests. The Chair reminded Directors to record, via the Secretariat, any gifts and hospitality given or received.  |  |
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| **2022/01-002** | **Minutes of Previous Meetings, Matters Arising & Action Log** |  |
|  | The minutes of the meeting held on 10 December 2021 were approved as a true and accurate record of the meeting. The record of the decision made on 05 January 2022 was received. The Board noted that the open actions appeared on the agenda or were being progressed by the Secretariat. The action log was received by the Board. The Chair confirmed he had circulated an update to Board members before the meeting on legacy matters. The Chair informed the Board that invitations would be issued via the Secretariat for the Festival opening ceremony in March 2022.  | **SC** |
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| **2022/01-003** | **CEO Update**  |  |
|  | IR highlighted the following matters from his CEO report: * **Upcoming Meeting Schedule:** IR confirmed a forward look had been circulated to Committee Chairs for comment. IR advised that going forwards, the updates from Committee Chairs would provide the Board with an overview of activity. IR confirmed that meetings between him and the Committee Chairs had moved to monthly intervals. IR advised that the Executive Management Team had reviewed the proposed agendas for upcoming Board meetings and intended to share these with the Board. IR welcomed feedback on the agendas;
* **March 2022 Meeting:** At the request from LM, the Secretariat agreed to discuss the March 2022 Board meeting date with the CGF to ensure there was no clash with the CGF Board meeting;
* **Chef de Mission Seminar**: IR confirmed that the seminar had moved to a virtual event. The seminar papers would be circulated to the Board. IR expected feedback and challenge from the Chefs, which the OC would seek to address as best as it could. IR intended to share the main issues with the Board in his next update.

The Chair thanked IR for his update.  | **IR****SC** |
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| **2022/01-004** | **Programme Dashboard & Strategic Priorities Dashboard** |  |
|  | IR highlighted the following points from the dashboard:* **Covid:** IR confirmed this remained a red-rated risk and anticipated it would remain so until closer to the Games when the Covid environment would be known;
* **Readiness:** A readiness event had been held. Desk-top and live exercises would be held and there was the possibility of an athletics test event being held at the Alexander Stadium as well as a test event at Sandwell Aquatics Centre;
* **Ticketing:** The Board asked DG for the position on ticketing and if it was in line with expectations. DG advised that the ballot sales had performed in line with expectations. Tickets for events were on sale and would be actively promoted following a relaunch campaign. DG expected further ticketing revenue to be raised.

The dashboard was received.  |  |
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| **2022/01-005** | **Chair’s Update** |  |
|  | JC informed the Board that the OC had presented to the West Midlands Deputy Lieutenants meeting the day before, and the content had been well received. The Chair referred to the legacy update he had circulated outside of the Board meeting and encouraged Directors with any questions to contact him directly. The Chair informed the Board that Trustee posts on the United by 2022 Legacy Charity would become available for open applications. Interested OC Board members were encouraged to apply, citing the importance of legacy to the West Midlands and beyond. The Chair advised that the charity currently relied upon temporary staffing, and he was hopeful to secure funds to recruit permanent staff to support the charity. A brief discussion was held on the funding partner arrangements, and it was clarified that Birmingham City Council did not have any funding commitments to the charity. The Chair commented on the scale of the Games and the need for the Board to support staff in the run-up to the Games. The Chair requested that a message be provided to staff confirming the Board’s support in the run-up to the Games. |  |
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| **2022/01-006** | **Updates From Sub-Committees** |  |
|  | 1. **Athletes’ Advisory Committee:** AA confirmed that all recent AAC minutes were included in the meeting pack. She advised that tasting sessions would be held and there remained ongoing discussions regarding mattresses;
2. **Audit & Risk Assurance Committee:** SB referenced the risk discussion held in November 2021’s meeting. SB ran through the items to be presented at the next meeting on 03 February 2022;
3. **Contract Approvals Committee:** JM advised that business items were picking up pace and she anticipated the next meetings to be busy;
4. **Operations Committee:** LJ confirmed there had not been any recent Operations Committee meetings with the next meeting scheduled for February 2022. She highlighted some of the matters to appear on the next meeting agenda.

The Committee Chairs all welcome interested Board members to attend a meeting if any of the topics to be considered were of interest. This view was endorsed by the Chair.  |  |
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| **2022/01-007** | **Sports Presentation** |  |
|  | MG, MK, PB, and JOR joined the meeting. MG introduced the matter and confirmed that the presentation would outline the proposed enhancements but the decision on funding would be presented by DG later in the meeting. PB delivered slides on the sports presentation ceremonies with examples illustrating how the sports presentations could be enhanced if further funding was made available. JOR outlined the opportunities for the Games to use innovative and new technology in its sports presentations, which alongside the other enhancements, could contribute to the legacy of the Games. MK highlighted the importance of the show elements of the presentations for athletes and spectators alike and the opportunity the proposals presented to elevate how the Games were remembered. The Chair thanked the team for their presentation and invited feedback from Board members. The Board asked how the experience would be delivered, balancing between live spectators and a broadcast audience. MG advised that both types of audience would be considered. MG commented that the OC was working with the broadcast provider so there would be a good balance between live action and broadcast action. The proposals would be built into the broadcast plans to maximise impact and ensure it featured in schedules. The Board asked about the sustainability of pyrotechnics and if use of fireworks was consistent with the OC’s sustainability plans. MG advised that pyrotechnics eco-credentials had improved in recent years and the pyrotechnic experts could provide further information on this. PB confirmed that use of pyrotechnics had been built into the OC’s carbon plan calculations. The Board also asked about noise pollution resulting from pyrotechnics. MG advised that the OC would run communication campaigns in local areas prior to pyrotechnics being used. The type of pyrotechnic and the circumstances for use would be carefully considered. JOR confirmed that the fireworks proposed to be used did not contain any concussive sounds. The Board reflected on its discussions at previous meetings regarding the importance of sport in the delivery of a good Games and took the view that such proposals would add value and impact to that sentiment. The Board also formed the view that the proposals could be a motivation to athletes to deliver their best performances at the Games. The Board welcomed the proposals but recognised the financial cost of such enhancements. The Board agreed to review this matter as part of the budget considerations appearing later on the agenda. MG, PB, MK and JOR left the meeting.  | **PB/MG** |
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| **2022/01-008** | **Covid Action Plan** |  |
|  | MH joined the meeting and delivered a presentation to the Board.The Board suggested that the Covid presentation at the upcoming Chef de Mission seminar may provide some feedback on the testing timescales. GT left the meeting. The Board noted that in the governance slides of the presentation that the OC Board had not been referenced. MH stated that the OC Board would be consulted about Covid plans prior to the matter being presented to the CEOs group and Strategic Board. MH agreed to update the slide to include the OC Board. The Board received the Covid-19 planning update. The Board took a ten-minute comfort break.  | **MH** |
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| **2022/01-009** | **Workforce & Contractor Recruitment Strategy** |  |
|  | MW, AN and CM joined the meeting. AN delivered a presentation on the workforce and contractor recruitment strategy. The Board questioned if the OC would be liable for the quality of the staff being recruited. It was noted that whilst the OC’s recruitment resource would be used to identify talent, it remained the suppliers’ responsibility to recruit, interview, contract etc and the OC was not endorsing any candidates. The OC was compared to a sub agency of the GI Group and confirmed that the matter was covered in supplier contracts so there would be no recourse to the OC if, for example, there was an unsuitable candidate. The Board welcomed the appointment of the in-house team who had successfully delivered the OC’s volunteer campaign. HD highlighted that the OC’s strategy and DWPs aspirations were aligned in this area and as a result the proposals could meet both organisations’ needs and provide legacy opportunities with organisations/communities that otherwise may not have been reached. The Board thanked CM and AN for their presentation. MW, CM and AN left.  |  |
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| **2022/01-010** | **Commercial Income Update** |  |
|  | SM joined the meeting.DG provided the Board with an overview of the sponsorship income position. DG thanked SM and the team for their hard work. SM delivered a presentation to the Board outlining the current commercial income position. The Board welcomed the results and thanked the sponsorship team.  |  |
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| **2022/01-011** | **Sponsorship Approval**  |  |
|  | DG advised that the proposal had been considered and endorsed at the CAC meeting held on 06 January 2022. It was RESOLVED that the tier one sponsorship be approved. SM left the meeting. |  |
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| **2022/01-012** | **Budget Update & Allocations (including Good to Great)** |  |
|  | DG referred to the sports presentation item earlier in the meeting and confirmed that a short update would be circulated to the Board outlining what the sports presentation team proposed to spend the Good to Great funds on, should funding be made available. DG advised that the matter had been presented to the ARAC on 17 January 2022 and the proposals had been endorsed by the ARAC. It was RESOLVED that:1. The OC will confirm to Games partners it’s decision on funding for Look and Sport Presentation for its Good to Great proposals from the existing OC budget;
2. Subject to additional funding being made available on a timely basis, as set out in the accompanying paper, the Board approved additional budget allocation to the Look and Sports Presentation Programmes, with the detailed project level allocation delegated to Executive Management;
3. In the event that additional funding is made available to the Look and Sports Presentation teams, the Board delegated authority to the Contracts Approval Committee to approve any contract variations that would otherwise require Board approval.
 | **DG** |
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| **2022/01-013** | **Marketing & Communications Update**  |  |
|  | The report was taken as read and received by the Board.  |  |
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| **2022/01-014** | **Finance & Commercial Update**  |  |
|  | The report was taken as read and received by the Board.  |  |
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| **2022/01-015** | **Health & Safety Update** |  |
|  | The report was taken as read and received by the Board.  |  |
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| **2022/01-016** | **EDI Update**  |  |
|  | The report was taken as read and received by the Board.  |  |
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| **2022/01-017** | **Any Other Business** |  |
|  | There being no further items of business, the Chair declared the meeting closed at 3.30pm.  |  |
|  | **Next meeting:** **16 February 2022** |  |