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

**Board Meeting**

**16 February 2022, 12.30pm – 3.30pm**

**Goldcoast Meeting Room, One Brindley Place, Birmingham, B1 2JB**

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| **Present:** |  |
| John Crabtree (JC) | Chair |
| Prof. Geoff Thompson (GT) | Independent & Vice Chair |
| Derrick Anderson (DA) | West Midlands Combined Authority |
| Simon Ball (SB) | Commonwealth Games England |
| Hiren Dhimar (HD) | Department for Digital, Culture, Media & Sport |
| Lyndsey Jackson (LJ) | Independent (until part way through minute 2022/02-009 and then from minute 2022/02-010 onwards, by MS Teams) |
| Dame Louise Martin (LM) | Commonwealth Games Federation (by MS Teams) |
| Ian Metcalfe (IM) | Commonwealth Games England |
| Prof. Dame Julie Moore (JM) | Department for Digital, Culture, Media & Sport (until end of minute 2022/02-011, by MS Teams) |
| Sandra Osborne (SO) | Commonwealth Games Federation (by MS Teams) |
| Ellie Simmonds (ES) | Independent |
| Cllr. Ian Ward (IW) | Birmingham City Council (from minute 2022/02-008 onwards) |
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| **In attendance:** |  |
| Ian Reid (IR) | Chief Executive, Birmingham 2022 Organising Committee (by MS Teams) |
| 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 |
| Annie Hairsine (AH) | Director of Programme Management, Birmingham 2022 Organising Committee (by MS Teams) |
| 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) |
| (SC) | Executive Assistant to the Chief Executive Officer |
| (GB) | Assistant Company Secretary, Birmingham 2022 Organising Committee (minutes) |
| (MR) | Director of Transport (minute 2022/02-009, by MS Teams) |
| (MG) | Chief Creative Officer, Birmingham 2022 Organising Committee, (minute 2022/02-011, by MS Teams) |
| (PB) | Director of Ceremonies, Culture, QBR, Birmingham 2022 Organising Committee, (minute 2022/02-011, by MS Teams) |
| (SL) | Department for Digital, Culture, Media & Sport, Observer (by MS Teams) |
| (KS) | CEO, CGF, Observer (by MS Teams) |
| (LBS) | LEP Observer (by MS Teams) |
| (MR) | CGF Observer (by MS Teams) |
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| **Apologies:** |  |
| Ama Agbeze (AA) | Independent |
| Nick Timothy (NT) | Independent |

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| **Minute** | **Item** | **Action Owner** |
| **2022/02-001** | **Welcome, Apologies & Declarations of Interest** |  |
|  | The Chair welcomed attendees to the meeting. Apologies had been received from AA and NT.  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 Directors confirmed they had no relevant interests to declare.  The Chair reminded Directors to record, via the Secretariat, any gifts and hospitality given or received.  LM informed the Board that the CGF had entered into an exclusive dialogue with state of Victoria and Commonwealth Games Australia for the 2026 Games. The Board welcomed this development. |  |
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| **2022/02-002** | **Minutes of Previous Meetings, Matters Arising & Action Log** |  |
|  | LM clarified that Katie Sadleir represented CGF, not CGFP. Subject to that amendment, the minutes of the meeting held on 19 January 2022 were approved as a true and accurate record of the meeting.  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. |  |
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| **2022/02-003** | **CEO Update** |  |
|  | IR highlighted the following matters from his CEO report:   * **January 2022 Chef de Mission Seminar:** As the matter featured later on the agenda, IR did not propose to go into detail on the matter. IR advised that in person open day visits from CGAs were planned for late March 2022 to enable CGAs to visit the villages and key venues; and, * **Staffing:** IR advised that over 700 staff had been onboarded. A dedicated leadership event would be held in March and a series of team building events would begin as part of the OC’s shift into the readiness phase.   The Chair thanked IR for his update and the report was received by the Board. |  |
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| **2022/02-004** | **Top 10 Risks & Strategic Priorities Dashboard** |  |
|  | AH took the Board through the dashboard, focusing on the delivery status and progress, and the top 10 risks. The Chair invited questions from the Board.  The Board welcomed the new style presentation of the top 10 risks and concluded that the target tolerances meant that the OC’s risks would be managed to a moderate impact.  It was questioned why no risks were being managed on a less than moderate basis. AH advised that where risks were within the OC’s control, the impact could be reduced.  The dashboard and top 10 risks were received. |  |
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| **2022/02-005** | **Chair’s Update** |  |
|  | The Chair provided the Board with an update as follows:   * **Get Set Staff Event**:The Chair had delivered the opening speech at the all-staff event held at the ICC, with over 700 colleagues present. The Chair commented that the event had been well received and he had been pleased to see a culture of working together evident amongst colleagues; * **CGA Invitation**: The Chair reported that the CGAs attending the Chef de Mission seminar had received their official games invitation in the form of a whistle, originally invented in Birmingham in the nineteenth century and still manufactured by the same company in the same way. The Chair was pleased a Birmingham gift had been presented to each CGA; * **Legacy Report:** The Chair referred the Board to the legacy report circulated via email before the meeting and requested any comments or questions be circulated to him outside of the meeting. He noted that a second updated Legacy Plan was also currently being prepared; and, * GT stated that the opportunity now exists for a more integrated and coordinated effort in the Youth, Community and Legacy proposals that are currently being drafted as part of the EDI Framework. |  |
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| **2022/02-006** | **Updates From Sub-Committees** |  |
|  | 1. **Athlete Advisory Committee:** An updatewas not provided as AA had sent apologies for the meeting. 2. **Audit & Risk Assurance Committee:** SB reported that the meeting had received an excellent presentation on readiness. SB advised that the proposed deep dive into security would no longer be pursued as the matter would be reported to the Board instead. 3. **Contract Approvals Committee:** JM provided the Board with a summary of the February CAC meeting. 4. **Operations Committee:** LJ advised that the Committee had reviewed its terms of reference and recommended amendments to reflect the changed membership. The Board APPROVED the amended terms of reference for the Operations Committee. LJ advised that the Committee had received updates on sport, procurement, and cyber security. Deep dives on workforce training and venue overlay had been held. Transport remained on the Committee’s agenda. LJ advised that a deep dive into a holistic view of villages would be held on 07 March 2022 and invited Board members to attend.   The Chair thanked the Committee Chairs for their updates. |  |
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| **2022/02-007** | **Games Time Governance / Games Time Financial Delegations** |  |
|  | AH delivered a presentation on C3. The Board considered the proposal alongside the Games Time Financial Delegations (minute 2022/02-012).  The Board was broadly content with the proposed delegation but expected that reports would be made to ensure the Directors would be able to continue to execute their statutory duties in a timely way. DG advised that non-financial matters would be largely delegated to the BEG, with a daily report issued to the Board.  The Board also requested that there be clear protocols in the event that any of the members of BEG be incapacitated to act. On that final point, DG advised that a question had been raised with DCMS should the Accounting Officer (IR) be incapacitated and he was awaiting a response. It is expected that coverage would be provided by the BEG or wider Executive Team. IR supported key reputational issues being reported to the Board and would ensure that appropriate administration was provided to support that function.  The Board queried how CGAs perspectives would be picked up through the delegations. CQ confirmed there would be daily Chef de Mission meetings in each Village (on a rotating basis around the Villages, with a video link) and these would feed into the GOC. CGF would be present at the Chefs meetings.  The Board requested that a paper be presented to the next Board meeting outlining how information would be relayed promptly to Board members, the contingency arrangements should key staff members named in the delegations be unavailable and the administration arrangements to support the information flow to Board members. In consequence it was agreed that the discussion and approval of the Games Time Corporate Functions Policy appearing later on the agenda would be deferred until the next meeting. | **DG** |
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| **2022/02-008** | **Budget Update** |  |
|  | DG provided the Board with a budget update. He confirmed that the position had not moved significantly since the January 2022 meeting. |  |
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| **2022/02-009** | **Transport Assurance Highlights** |  |
|  | MR joined the meeting.  CQ advised that the final transport assurance report was not yet available, but the findings had been shared with the OC on a real-time basis. CQ delivered a presentation on those findings from the transport assurance review to date. CQ relayed the view that the assurance report had confidence that work was being undertaken by TfWM to ensure the relevant data would be available to ensure the transport arrangements would work during Games time. The Board noted that the review had not found any matters they believed to be unsolvable and there was sufficient budget to address matters. The Board noted that Sir Peter Hendy was keen to remain involved.  CQ commented that the review had considered contract resilience. MW informed the Board that the report had identified that the OC’s proposed assurance work for the transport sector (to ensure the right numbers coming through for the workforce) was the correct course of action and had suggested a similar assurance exercise be undertaken with stewards, catering, cleaning, and waste.  The Board commented that numbers of people returning to work and moving around the city had not returned to pre-pandemic levels and rail and bus operators were operating reduced services. The Board noted that the upcoming changes to financial support for transport organisations was expected to end in late March 2022. The Board suggested that visitors to the Games would be visiting the city at times outside of the usual pattern of movements. The Board asked if there had been conversations with bus and rail operators to consider the different movements of people, for example with late finishing events. MR was not aware if TfWM had looked at people leaving the city later at night and agreed to relay the Board’s comments with TfWM.  The Board welcomed the transport assurance review and considered the draft findings in relation to the athletes’ experience of transport. The Board asked how many of the conclusions had been reached by people who use the systems rather than a theoretical view of how things might evolve. The Board also reflected on the feedback from CGAs on transport at the recent Chef de Mission seminar. The Board noted the Operations Committee’s deep dive on transport would be held on 07 March 2022 and could provide further assurance in this area. Whilst noting the outcome would be reported to the Board at the next meeting via the Committee Chair, interested Directors were encouraged to attend the deep dive session.  The Board suggested that a priority for the OC should be communication to ensure that residents of Birmingham and the OC were aware of what to expect. MW agreed and commented that the “Get Set” programme (a travel management plan) would ensure clarity on the impact of those going about their normal business and how they may be encouraged to adapt their behaviours.  The Chair requested the matter to be added to the March meeting agenda for consideration of the final assurance report.    The Board thanked CQ for the presentation. | **MR**  **GB/SC** |
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| **2022/02-010** | **Chef de Mission Event Feedback** |  |
|  | CQ delivered a presentation drawing out the feedback from the January 2022 virtual Chef de Mission seminar.  The Board thanked CQ for his presentation. The Board asked if there would be one agreed set of standards in place for matters such as transport, catering, accommodation etc. MW advised there would be agreed service levels in place across different areas. He explained there would not be one singular standard in place, referencing the different types of accommodation across the villages. The standard would be for a quality service delivered, but the variety would be smaller depending on the venue. CQ agreed to discuss the matter further offline with HD.  The Board congratulated CQ and the team for the successful Chef de Mission seminar and for pulling together comprehensive briefings in challenging circumstances. The Board noted the OC’s suggestions regarding guest passes but suggested that the OC looked at transport solutions for that particular client group. The Board highlighted the importance of transport, accommodation, and food to CGAs and welcomed the OC’s attention to those areas. IR thanked the Board for their feedback and commented that CQ would continue to work through issues raised by CGAs and the OC remained committed to delivering a successful Games.  CQ reported to the Board that further accommodation would be taken at University of Birmingham for technical officials following feedback from the Chef de Mission seminar. The original ration for accreditation passes would also be reverted to.  The Board received the update. | **CQ** |
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| **2022/02-011** | **Creative Ceremonies Update** |  |
|  | MG and PB joined the meeting and delivered a presentation and video of the closing ceremony concept. The Board congratulated MG, PB and the team for the concept, which celebrated eleven days of sporting achievements and celebrated Birmingham and the West Midlands.  MG and PB left the meeting. |  |
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| **2022/02-012** | **Games Time Financial Delegations** |  |
|  | This item was deferred to the March 2022 meeting. |  |
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| **2022/02-013** | **Sponsorship** |  |
|  | DG introduced the sponsorship proposal, advising that the CAC recommended the sponsorship to the Board. DG provided the Board with an overview of the sponsorship proposal. DG advised that the OC was pleased to welcome a new sponsor at this stage of the Games.  The Board approved the tier one sponsorship deal. |  |
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| **2022/02-014** | **Marketing & Communications Update** |  |
|  | The report was taken as read and received by the Board. |  |
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| **2022/02-015** | **Finance & Commercial Update** |  |
|  | The report was taken as read and received by the Board |  |
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| **2022/02-016** | **Health & Safety Update** |  |
|  | The report was taken as read and received by the Board. |  |
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| **2022/02-017** | **EDI Update** |  |
|  | The report was taken as read and received by the Board. |  |
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| **2022/02-018** | **Forward Look** |  |
|  | The report was taken as read and received by the Board. |  |
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| **2022/02-019** | **Any Other Business** |  |
|  | The following items of business were raised:   1. **Recruitment:** MW informed the Board that the recruitment campaign would shortly be going live with a focus on summer jobs available with the OC or contractors. MW agreed to circulate to the Board (via SC) the updated Board paper with the new imagery of the campaign; 2. **Games Time Roles:** The Board looked forward to receiving information on their Games Time roles.   There being no further items of business, the Chair declared the meeting closed at 3.20pm. | **MW/SC** |
|  | **Next meeting:** **16 March 2022** |  |