

Minutes of a meeting of the Birmingham Organising Committee for the 2022 Commonwealth Games Limited Audit and Risk Assurance Committee
Held on 03 February 2022 at 1pm to 5pm at Beach Volleyball Meeting Room,
B2022 Offices, 6 Brindley Place, Birmingham

Members:

- (SB) Commonwealth Games England Nominee (Chair)
- (GB) Ex Officio Member
- (HD) Deputy Director, DCMS (by MS Teams)
- (CH) Ex Officio Member (by MS Teams)
- (AJ) Birmingham City Council (alternate for Rebecca Hellard, by MS Teams)
- (NT) Independent Board Member (by MS Teams)

In Attendance:

- (LJ) Independent Board Member (Observer, by MS Teams)
- (IR) Chief Executive Officer, B2022 (by MS Teams)
- (DG) Chief Financial Officer, B2022
- (CM) Chief Legal Officer & Company Secretary, B2022
- (AH) Director of Programme Management & Integrated Planning, B2022
- (ST) Director of Financial Control & Contract Management, B2022
- (GBo) Assistant Company Secretary, B2022 (Secretariat)
- (AB) Internal Audit Partner, PwC
- (GC) Internal Audit, Senior Manager, PwC
- (IC) GIAA (by MS Teams)
- (GW) Audit Director, National Audit Office (by MS Teams)
- (BR) Audit Manager, National Audit Office (by MS Teams)
- (AC) Chief Information Officer (until end of minute 2022/02-004, by MS Teams)
- (PR) Sponsorship Specialist (from minute 2022/02-003 to end of minute 2022/02-005)
- (HG) Integrated Planner (minute 2022/02-007(a))
- (EF) Head of Financial Planning, B2022 (from minute 2022/02-007(a) onwards)

Apologies:

- (RH) Chief Financial Officer, Birmingham City Council

	Item	Action Owner
2022/02-001	Welcome, Apologies & Declarations of Interest	
	The Chair welcomed all attendees to the meeting. Apologies had been received from RH. AJ was welcomed to the meeting as RH's alternate. The Committee members present had no relevant interests to declare.	
2022/02-002	Actions and Minutes	
(a)	Approval of Minutes from 30 November 2021	
	The minutes of the meeting held on 30 November 2021 were approved as a true and accurate record of the meeting.	
(b)	Approval of Minutes from 17 January 2022	

	The minutes of the meeting held on 17 January 2022 were approved as a true and accurate record of the meeting.	
(c)	Action Log & Matters Arising	
	It was noted that most actions on the log had been closed and open actions were being progressed. The action log was received by the Committee.	
2022/02-003	Cyber Security	
	AC introduced the paper and highlighted to the Committee the main themes from his report. The Chair thanked AC for his comprehensive update. The Committee received the cyber security report.	
2022/02-004	Data Management Update	
	DG commented that the matter had provisionally been listed on the agenda as a deep dive but after discussions with the Chair, it had been agreed that due to some of the bespoke matters still being in development, the matter would be presented to the March 2022 meeting instead. AC left the meeting.	
2022/02-005	Commercial Income Update	
	PR introduced the matter stating that the December 2021 update had been shared with the Committee in the meeting pack. PR provided the Committee with an up-to-date commercial income position. PR left the meeting.	
2022/02-006	Internal Audit	
(a)	Internal Audit Update Report	
	GC introduced the progress report. The Committee received the internal audit progress report.	
(b)	FY23 Internal Audit Plan	
	AB introduced the FY23 proposed internal audit plan, commenting that PwC were mindful of the scale of activity to be undertaken by the OC over the coming months. AB took the Committee through the proposed internal audits.	

	The Committee took a short comfort break.	
2022/02-007	Risk	
(a)	C3 & Readiness Update	
	<p>HG and EF joined the meeting.</p> <p><u>C3 Update</u></p> <p>HG delivered a presentation on C3.</p> <p><u>Readiness Update</u></p> <p>HG delivered a presentation on readiness.</p> <p>The Committee thanked HG for her clear and concise presentation.</p> <p>HG left the meeting.</p>	
(b)	Risk Update – Top 10 Risks	
	<p>AH took the Committee through each of the top 10 risks.</p> <p>The Chair thanked AH for her presentation, noting the formatting improvements since the last meeting.</p> <p>The Chair requested that the presentation be shared with the Committee members and any members with any questions to contact AH.</p>	GBo
2022/02-008	Finance	
(a)	Financial Reporting/Annual and Lifetime Budget Update	
	<p>EF provided the Committee with an overview of his paper, confirming that the annual budget report was as expected. There had been an increase in expenditure, but this was in line with expectations for that stage of the financial year, given the majority of costs would be incurred against major operational contracts closer to the Games.</p> <p>The Committee received the financial reporting/annual and lifetime budget update report.</p>	
(b)	Games Time Planning and Policy	
	<p>ST summarised the proposals for Games Time. ST explained that the proposals would allow for rapid decision making but would continue to adhere to procurement regulations.</p> <p>Subject to feedback, the Committee endorsed the Games Time Planning and Policy to the OC Board.</p>	
(c)	Financial Management	
	The report had been included in the pack for information purposes only.	

2022/02-009	Any Other Business	
	<p>One item of business was discussed:</p> <p>(a) Review of 30 March 2022 Agenda: The agenda items were noted.</p> <p>There being no further business items, the meeting closed at 4.30pm.</p>	
2022/02-010	Closed Session With Internal Audit	
	<p>The Committee members held a private meeting with PwC and GIAA, without OC colleagues present.</p> <p>Next meeting: 30 March 2022</p>	

Chair