

BIRMINGHAM CITY COUNCIL

COMMONWEALTH GAMES, CULTURE & PHYSICAL ACTIVITY

O&S COMMITTEE – INFORMAL MEETING

1330 hours on Wednesday, 3 November 2021, On-line

Action Notes

Present:

Councillor Mariam Khan (Chair)

Councillors: Gurdial Singh Atwal, Mohammed Azim, Morriam Jan, Yvonne Mosquito,
Ron Storer and Martin Straker Welds

Also Present:

Councillor Brigid Jones, Deputy Leader

Dr Peter Bishop, Director, Digital & Customer Services

Becky Hellard, Director, Council Management Directorate

Alison Jarrett, AD, Development and Commercial

Paul Lankester, Interim AD, Regulation & Enforcement

Sara Pitt, AD, Finance and Governance

Connie Price, Head of Service, Finance and Governance

Amarjit Sahota, Culture Change Manager, HR

Satinder Sahota, Assistant City Solicitor

Ceri Saunders, Acting Group Overview & Scrutiny Manager

Craig Scriven, AD, Organisational Development

Amanda Simcox, Scrutiny Officer

Sushil Thobhani, Head of Service, Finance and Governance

Sharan Varaitch, Culture Change Officer, Council Management Directorate

1. NOTICE OF RECORDING/WEBCAST

The Chair advised that she felt it would be appropriate for this meeting to be changed to an informal on-line meeting due to a number of officers wanting to provide their updates on-line and these did not require a formal decision.

The Chair also advised that this meeting will be webcast for live or subsequent broadcast via the Council's meeting You Tube site (www.youtube.com/channel/UCT2kT7ZRPFCXq6_5dnVnYlw) and that members of the press/public may record and take photographs except where there are confidential or exempt items.

2. APOLOGIES

Cllr Martin Straker Welds advised that he would have to leave the meeting early due to a visit to a school that could not be rearranged.

3. DECLARATIONS OF INTERESTS

None.

4. ACTION NOTES

(See documents No. 1 and 2)

ACTIONS:

This item was deferred until the next formal meeting of the committee.

5. CWG: DIGITAL AND CUSTOMER SERVICES

(See document No. 4)

The Chair explained that item six and item five would be swapped because the Deputy Leader was in attendance for the Digital and Customer Services update and she had to leave at 2pm.

Councillor Brigid Jones, Deputy Leader, introduced the item and Dr Peter Bishop, Director for Digital & Customer Services, gave the presentation.

The main points during the presentation included:

- Digital and Customer Services is supporting the Games in a number of ways, primarily in the operational readiness for the Games, the fit out of the

Alexander Stadium, and ensuring their role when customers contact the Council is understood and they are ready for the Games.

- In terms of supporting the Council's Programme Team and operational services in readiness for the Games, the slide gives a simplified overview of the work they are doing. This includes providing a number of tools for the Programme Team to use regarding document management, reporting and communication. They are also supporting the internal delivery teams with mapping for city dressing and traffic routes etc. In addition, they are supporting stakeholders in interacting with the Council before, during and after the Games.
- They are supporting the fit out to the Alexander Stadium with the replacement of all the technology equipment and this is ongoing, ready for the handover to the Organising Committee.
- They are working out the detail for when members of the public contact the Council regarding things such as road closures because of the Games and this should be done in December 2021.
- In summary, generally the focus is on technical requirements to support the Games, supporting the Programme Team and ensuring the customer contact is as good as can be, before, during and immediately post Games.
- He has been in contact with the OC around further work that they are doing, particularly from a legacy perspective, and the OC has indicated that there will be some further opportunities for how the Games will enhance the region's digital infrastructure, and the OC are working with an organisation called HPE, who are committed to leaving a legacy of digital sustainability in the West Midlands.
- HPE will be working in 2022 to ensure on-site equipment is made available to the community once it has been de-commissioned from the Games.
- The OC are also doing some further work around a digital spectator experience and how this will work.
- A lot of the legacy is being delivered by the OC and initiatives include how people can be engaged digitally through the Games Education Programme.

During the discussion and in response to queries raised by Members the main points included:

- How the OC is engaging with all communities, whether they are digitally enabled or not, is a question for the OC. In relation to the Council, they are putting in a lot of effort to protect the Council and the Games against any malicious attacks, they have done a lot of work around training and supporting employees, and they are putting in technical support.
- The OC has appointed Sunset+Vine to do some of the broadcast work.

- Digital and Customer Services has not taken on any apprenticeships or got young people involved in terms of the direct work they are undertaking but the OC has.
- There are a couple of legacy aspects the OC has indicated: one being the equipment and that's HPE, plus the OC has put in extra connectivity into all the venues and it will be a decision for the venues as to whether they continue to use these.
- There was debate about the Games showcasing 5G technology and how those will continue in the Games venue is unknown.
- The technical infrastructure will have some legacy.
- The Council is not going to develop an App for the Games as this is for the OC, and the OC has an App for the Games under development. This will bring together ticketing and signposting etc, although there is no detail yet.

ACTIONS:

- Ensuring all residents feel connected and engaged with the Games whether this be digital or not should be a role for the Council, even if the Council needs to request the OC to do this, and Dr Peter Bishop will take this feedback to the Programme Team who are executing the Games on behalf of the Council.
- A summary of what the OC has indicated in the opportunity space.
- Links to the various announcements regarding engaging people through the Games Education Programme.
- The link for the news item regarding the work Sunset+Vine are going to undertake in the diversity and creative sector.
- Links to the work the OC has done in relation to apprenticeships etc.

6. CWG: COUNCIL MANAGEMENT DIRECTORATE

(See document No. 3)

Becky Hellard, Director for Council Management Directorate, introduced the item as to how the Directorate is supporting the Games and the legacy. There are four main elements: finance; legal, including the legacy documents; procurement, in particular social value; and all the different employment pathways into the organisation through the social value route.

Procurement

Alison Jarrett, AD for Development and Commercial, gave the presentation on behalf of Steve Sandercock, Interim AD for Procurement, who had given his apologies. The main points raised during the presentation and discussion with Members included:

- There are a number of principal contracts that have social value commitments and a summary was provided.
- Also, all of the grants have social value commitments.
- A new initiative is <https://matchmyproject.org/birmingham> portal for community organisations in receipt of funding from the Council for Games related projects to advertise for assistance from the Council's contracted supply chain to sustain projects for the Games legacy.
- When looking at jobs and training, the nature of the contracts mean they are primarily looking at construction and project management etc.

ACTIONS:

- The Employment Access Team works with the Contractors and an update will be provided on who has been employed as part of the social value clause in the contracts.
- Perry Barr Regeneration Scheme with Lendlease has a commitment to spend 1% of the construction value with the third sector (VCSEs). It was queried when supporting the VCSEs whether they could support those organisations that have not got a paid fundraiser but are providing important services and this will be reported back.
- Whether any social value commitments for the creative arts and creative industries will be provided.
- How the "match my project" portal has been publicised and the take up will be provided.
- The compliance and monitoring of the key commitments to be delivered by the contractors and their supply chain was queried. In general, where it is a contractual obligation or an obligation within a grant contract, then those are monitored by those monitoring the contracts. Officers use dashboards and there is an element that mentions the progress within these. If the contractor does not deliver on the commitments then there are normally penalties for elements that are not delivered, as these are not add-ons but integral parts of the contracts. An update on these is to be provided at a future meeting.

Financial support already being given to the Games

Alison Jarrett, AD for Development and Commercial, gave the presentation and the main points raised during the presentation and discussion with Members included:

- The various Boards the Finance Team sit on and are embedded in was provided.

- The capital projects supported include: Alexander Stadium; Sutton Park; Wyndley Leisure Centre and Smithfield etc.
- In addition to the wider capital programme, they have the City Readiness Programme that has a Council budget of £15m and they are allocating and monitoring this.
- City Dressing includes flags and banners etc., and they are working with parks and looking at things such as planters for creating a lasting legacy.
- They are working with the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) on their contribution of £30m and the West Midlands Combined Authority's (WMCA) £25m contribution.
- They are providing direct support for procurement activity across the Games programme.
- The capital programme is on budget and on time.
- The revenue budget is on budget and on time.
- There are only two funding partners: DCMS and the Council, and the Audit Risk and Assurance Committee (ARAC) spend a lot of time looking at all of the budget risks, and so do the Finance Directors. All of those meet on a monthly basis and there is a focus on the capital and revenue to understand the pressures, with there being contingencies if needed.

Legal

Connie Price, Head of Service for Finance and Governance; Satinder Sahota, Assistant City Solicitor; and Sushil Thobhani, Head of Service, Finance and Governance, gave the presentation and the main points raised during the presentation and discussion with Members included:

- What the legal input that started in 2017 has provided and this included input into the commissioning of the Games feasibility study and completing the contract for the redevelopment of the Alexander Stadium.
- They have excellent support from a secondee due to the Games being resource intensive and this dedicated support is most welcome.
- They monitor, and are keen to ensure, the legacy and this includes the future use of the venues.
- Privacy and Information Law: they have agreed a comprehensive overarching Data Sharing Agreement (DSA) with DCMS and the OC.
- They created a bespoke process for handling Freedom of Information (FOIs) requests in collaboration with the Games partners, and this has been

welcomed because the Council knows how laborious these can be and this needed to be streamlined.

- The Legal Property Team has responsibilities for compulsory purchase orders; Perry Barr Residential Scheme; and temporary licences for land use etc.
- Future opportunities for social value include liaising with procurement colleagues.
- Within Legal they have their own risk register with regards to external legal spend for the Games and therefore this is scrutinised.
- Most of the legal work is undertaken in-house and they only have external legal assistance if it is not available inhouse.
- Cllr Yvonne Mosquito placed her gratitude on record for the best legal team the Council has ever had, and this was seconded by other Members.
- Becky Hellard sits on ARAC (Audit and Risk Assurance Committee) and this addresses all risks and assurances. They have an assurance framework and any issues are called in straight away.
- Officers were asked what they felt the key challenges in the run up to the Games were and it was felt it was difficult to encapsulate this. However, the synchronicity of so many disparate elements of the Games all coming together at the appropriate time may be the biggest challenge. Making sure deadlines are met and all this work is tightly managed is a challenge, also pace and capacity are a challenge, and having frequent meetings is key. They take a strategic view on capacity and build in resilience, and they have contingencies in place.
- They do have some excellent additional support of a secondee that has increased capacity.

Career Pathway Options for Young People

Craig Scriven, AD for Organisational Development; Amarjit Sahota, Culture Change Manager for HR; and Sharan Varaitch, Culture Change Officer for Council Management Directorate, gave the presentation. The main points raised during the presentation and discussion with Members included:

- Apprenticeships within the Council; Kickstart; Internships, Traineeships; T Levels; Care Leavers etc were highlighted.
- They are looking at developing an employer-supported volunteering programme.
- The number of the pathways that are linked to the Games was queried: Kickstart may be as a result of the Games due to the demands of the Games, for instance the Resilience Team may be able to offer placements. They have

also appointed eight graduates onto the National Graduate Development Programme in conjunction with the Chief Executive's Delivery Unit. The intention is for them to join the CWG Programme Team in 2022.

- Ex-offenders and how they are being supported is being discussed.

ACTIONS:

- The Chair requested they return to a meeting next year to discuss how the pathways have been developed and details to be provided as to what is directly related to the Games and the Games legacy.
- The Council Management Directorate to be invited back to a future meeting to discuss the legacy of the Games.

7. CWG: REGULATION AND ENFORCEMENT

(See document No. 5)

Paul Lankester, Interim AD for Regulation & Enforcement, City Operations Directorate, was in attendance for this item.

The main points during the presentation included:

- Their role covers the enforcement of the Commonwealth Games Act legislation, which is specific new legislation covering amongst other things; licensing of events; co-ordination of venue authorities; issuing a safety certificate for the Alexander Stadium and resource planning.
- Other activities include liaison with and contribution to DCMS proposals, liaising monthly with the OC, liaising with and providing support to venue authorities and agreeing enforcement arrangements etc.
- The Birmingham Commonwealth Games Act provisions place a duty on the Council to enforce the Act and this mainly covers trading standards activities. It introduces a statutory duty to inform business of restrictions, and restrictions cover advertising on particular routes, trading restrictions, brand protection and tickets sales. If the Council enforces incorrectly then compensation would need to be paid.
- To date they have drafted and revised an action plan; identified skills that are available and lacking so any training requirements can be met; implemented a series of meetings with venue authorities and OC; put in place a venue authority database; drafted and finalising a joint authority enforcement policy; and set up a risk register.
- They are undertaking partnership work with the UK Health Security Agency (UKHSA) - previously called Public Health England - working with the Health

and Safety Executive; increased sampling programme at Powell's Pool as there have been issues in the past.

- Work during the Games will be covered by a two of three shift system covering clusters of sites.
- They have reviewed their operational procedures in conjunction with Better Business for All and this is a real opportunity to improve procedures.
- They are reviewing a mutual aid proposal so resources can be shared, and this is a great opportunity for officers.
- They have approved OC documents such as the food safety policy.
- There are a number of risks and these include: a lack of enforcement officer availability; Covid 19 wave coinciding with the Games, and they have started doing scenario planning; civil emergency or a major incident during the Games; and inconsistency in enforcement across the local authorities.
- Further risks include the budget not being approved or insufficient; the council has not always been able to meet FSA inspection requirements and so they are managing this risk; other venue authorities having insufficient resources, and this may be offset by mutual aid.
- The opportunities and legacy include joint working leading to potential shared services / procedures in the future; better trained enforcement officers; new enforcement model; reputation improved for the Council's enforcement services; greater influence amongst local authority partners; and better relationship with UKHSA and HSE.
- They are finalising: the budget; workforce plan; and enforcement policy; updating the skills and training activities; started stage one of the business engagement process; and firming up mutual aid proposals.

During the discussion and in response to queries raised by Members the main points included:

- There have been a number of versions of the budget and they are currently ironing out the issues, and Alison Jarrett's team will be responsible for approving the £600,000 budget.
- There have been some views that there should be 24 hour licence events in the City during the Games, giving a party-based feel in the City. However, this has not been formally agreed and the Council will need to make the decision, which may affect resources in Regulation and Enforcement.

8. WORK PROGRAMME

(See document No. 6)

An update on waste is programmed for the next meeting, and Members are to let the Chair know if they have any comments for future meetings. Also, the Leader will be attending a committee meeting early next year.

9. DATE AND TIME OF NEXT MEETING

The Chair advised Members that the next committee meeting is at 1.30pm on the 8th December 2021.

10. REQUEST(S) FOR CALL IN/COUNCILLOR CALL FOR ACTION/PETITIONS RECEIVED (IF ANY)

This item was deferred until the next formal meeting.

11. OTHER URGENT BUSINESS

None.

12. AUTHORITY TO CHAIR AND OFFICERS

Action:

This item was deferred until the next formal committee meeting.

The meeting ended at 15.38 hours.