

FestivalUK*2022

Festival 2022 Inter-Company Services Agreement

- Festival 2022 Limited has an inter-company services agreement in place with Birmingham Organising Committee for the 2022 Commonwealth Games Limited (OC)
- The agreement provides for the OC to recharge the Festival for agreed services at cost.

Services to be Recharged

- Payroll – the Festival company has outsourced the payroll for all employees to be paid via OC payroll. Each month these costs and the costs of the outsourced payroll provider are recharged to Festival from the OC.

Provision of Executive Management Personnel

- The Festival's Executive Management Function is comprised of representatives of the OC existing leadership team. These individuals are existing employees of the OC, engaged prior to the Festival Company being established. A percentage of their OC salaries are recharged to the Festival Company as follows, to ensure the costs are fairly accounted for in the Games and Festival budgets, respectively:
 - Chief Creative Officer (50%)
 - Director of Ceremonies, Culture & Queen's Baton Relay / Executive Director (50%)
 - Chief Financial Officer (15%)
 - Chief Legal Officer & Company Secretary (15%)
 - Chief Executive & Accounting Officer (10%)

The OC's Freedom of Information Publication Scheme can be viewed [here](#).

Technology Equipment, Printing and Licences

- The OC technology department will recharge Festival for any equipment deployed to Festival employees or required by OC Personnel for the primary purpose of undertaking Festival specific activities. This includes laptops, PCs, monitors, and any hardware equipment necessary for desk or home working. This will be recharged as and when the equipment is allocated to employees.
- On a monthly basis, Microsoft licenses will be recharged based on the charge the OC pay to their supplier. This will be for the number of licences in the month. Furthermore, any additional licences for other software applications such as Adobe will be recharged on the same basis the OC are charged by the supplier.
- The managed print solution will give the OC the ability to understand who has printed what and when. This will enable a recharge to be produced by the technology team to Festival for printing costs each month.
- Furthermore, any costs related to system development, implementation and all costs related to any user acceptance testing of systems.

Shared Services Costs

- It is agreed that certain OC employees undertake specified activities primarily acting on behalf of Festival. The costs of this time is recharged to Festival on a monthly basis.

Office Space and Related Costs

- This is recharged to Festival based on pro-rata headcount of Festival employees compared to the overall headcount in the OC offices. This includes all associated facilities management costs.