

COMMONWEALTH GAMES ENGLAND



Minutes

Meeting	Board meeting
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Date	Friday 29 th January 2021	Time	9:30
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Location	Microsoft Teams
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Chair	Ian Metcalfe (IM)
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Present	Paul Blanchard (PB), Chris Simpson (CS), Nigel Walker (NW), Jenny Ashmore (JA), Dawn Newbery (DN), Simon Ball (SB), Delia Bushell (DB), Caroline Spelman (CSp), Ama Agbeze (AA)
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Other attendees	Chris Conway (CC) (all items), Mark England (ME) (item 3), Louise Mackie (LM) (items 3-4), Executive team (item 4), Jordan Smith (JS) (minutes)
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Apologies	Ali Jawad (AJ), Aimee Willmott (AW)
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1. Welcome, apologies and declarations of interest

IM welcomed the Board to the first meeting of 2021, with apologies from AJ and AW. There were no new declarations of interest.

2. Minutes and matters arising

The progress relating to the action points from the previous meeting was summarised as follows:

Action points	Progress
1. CSp to put ME in touch in David Eastwood from Birmingham University	Complete: ME had begun working with Birmingham University
2. ME to include concerns/worries as an additional slide in his future presentations	Complete: ME had included a concern slide in his presentation in agenda item 3
3. IM and JS to arrange a collection and farewell gift for AD in the future once COVID restrictions had been lifted	Ongoing: COVID restrictions were still in place

4. IM and PB to continue to work together with the two crisis management agencies that had shown an interest	Ongoing: IM and PB had follow up meetings with both agencies in their diaries
5. CC to produce a paper regarding registering TET as a charity	Complete: This would be picked up in agenda item 8.0

Action point 1: IM and JS to arrange a collection and farewell gift for AD in the future once COVID restrictions had been lifted

Action point 2: IM and PB to continue to work together with the two crisis management agencies that had shown an interest

There were no further comments and the minutes were approved by the Board as a true and accurate record of the meeting.

3. Chef de Mission update

ME reported that although it had only been eight weeks since the previous Board meeting, the team had made progress on an impressive amount of work and continued to be good shape. The five areas of focus had been:

- Building the team
- Athlete team size and open allocation numbers
- Support staff to support athlete performance
- Team Leader engagement
- Loughborough University

The areas of focus for Q1 2021 included development and roll out of the Team Member Agreement (“TMA”), a Team England Leadership workshop, finalising open allocation numbers and sport selection policies.

ME added that his current principal concerns were with regard to COVID.

CS questioned if there was enough allocated budget for a prep camp and ME confirmed that he was not expecting to have to request the Board for additional financial resource.

CS also requested that the NEDs receive ME’s newsletters to the TLs.

Action point 3: All NEDs to be added to the mailing list to receive ME’s quarterly newsletters to the TLs

There were questions around open allocation numbers, specifically in Athletics It was felt that the allocation was the best it could be presently but we would continue to lobby CGF to get extra spaces.

IM thanked ME for another excellent update and ME left the meeting at 10:30

4. Executive team update

IM welcomed Harriet Smith (HS), Linda Freeman (LF), Carys Edwards (CE) and Louise Pullan (LP) from the executive team, joining LM.

HS introduced the team and ran through some of the key points from the executive team report, including the recruitment of six new members of staff, and the push for the accreditation portal (Plus 1% formerly known as Zeus) to go live before Tokyo.

LF highlighted that all OC sport cluster competition manager meetings had taken place, all of which were positive and these had further cemented our relationship with the OC. The Birmingham Ready programme had made good progress during the AAG meetings. The Clean Games Policy, led by Lauren Smith, was still in draft form but due to be launched on March 1st.

LM shared some key points from her operational planning:

- CGE was the first CGA to have a virtual recce, with PB, LM and FCK spending six hours on a Teams meeting with functional department leads from the OC
- LM had meetings scheduled with all three village sites to help kickstart planning for overlays and external performance bases
- The accreditation portal was due to go live before Tokyo, so lots of work was going into that and Hollie Lunn (former eQUIP intern) had been appointed as a Games Delivery Coordinator, focused on accreditation
- The team was starting to understand King Edwards School and how it could be accessed during Games time

DL asked if LM had begun to start planning the food and nutrition at the village sites as it was a critical factor in performance. LM confirmed that all procurement, including catering, was commercially led through CGFP and whilst CGE didn't have control over it, we could try to add in requirements through the AAG.

LP confirmed that CGE was receiving our rights back from CGFP in respect of sourcing the formal ceremony kit and was starting to reach out to other companies, including Sportfive.

Action point 4: NEDs to feed in any contacts with formal wear suppliers to PB

CE gave a brief update on the PR contract tender process which had recently concluded. Four agencies pitched and CGE had decided to progress with Cake.

JA and DB said that the process was well-managed and commended CE and PB for a great effort and decision.

IM thanked the team for their time and they left the meeting at 11:00.

5. Chairman's report

IM gave a brief update on his involvement with the CGF and OC including at the recent OC Board meeting. It was an excellent meeting which detailed the vast amount of recruitment the OC had been doing, and some of the challenges which arose with recruitment in a virtual world.

IM said that he had been invited to join an initial meeting of the OC transport working group. David Leather from CGFP had also joined this meeting.

SB said that the progress the OC had made was very impressive and there was a video circulating on the OC's website which showed how the Sandwell Aquatics Centre construction site was developing. PB added that this video would be showcased at CGE's AGM.

6. CEO's report

PB referenced his report which had been circulated in the papers and highlighted the following:

- The executive team was still working remotely, but morale remained high
- CGE's working relationship with the OC remained positive. The recent virtual recce was delivered excellently by all the OC department leads.
- PB had been speaking to the Home Nations and Team Australia, sharing appropriate information with them, ensuring that they ask the same questions to the OC on key issues, thus ensuring that nothing slips through cracks
- PB had been in constant communication with the CGF with regard to the open allocation numbers.
- Sport England remained committed and focused. PB had circulated their latest strategy document from their recent launch, which highlighted the focus on talent development and the importance of B2022. Duncan Truswell (DT) was due to publish a talent strategy on the back of the wider strategy document.
- CGE's recruitment programme had progressed significantly:
 - Katherine Benjamin had been appointed Head of Stakeholder Programme
 - Matt Divall had been appointed to the Sport Manager role
 - Both would start on 1/3/21
 - Three more job roles were being advertised – Games Delivery Coordinator, Media and Communications Executive and the eQUIP internship with an Operations Manager role to follow shortly
 - LM was back from maternity leave on a full-time basis
 - FCK was back from maternity leave on 1st Feb on a two day a week part-time basis

Action point 5: JS to circulate Katherine Benjamin's CV

IM questioned whether the accreditation process had been decided for additional athletes participating in relay events. PB explained the concept of "P" accreditation which would allow teams to accredit additional team members to compete only in relay events. PB had expressed interest in this and indicated to the CGF that without the "P" accreditation, it was unlikely that Team England would be able to enter relay events due to low allocation numbers.

JA asked about the data risk around using Plus 1% and whether CGE had looked into it recently. CC said that he was on the governance group for AMO which owned Plus 1% and there had been many positive developments over the previous months.

CC added that CGE had recently brought back a GDPR consultant and was starting to look at a data sharing agreement with each NGB to ensure that when acquiring data for the Athlete Long List, CGE was doing the right thing from a GDPR perspective. CGE also has a licensing agreement with AMO.

JA suggested that the risk registers were added to each committee's agenda in March as it was important that all NEDs had the option to go through them at committee meeting level. CS added that A&F looked at the risk registers every meeting and confirmed that they were available to view on Admin Control.

Action point 6: IM, CS and CC to work together to ensure risk registers were added to each committee meeting agenda in March

7. Update on Diversity & Inclusion

IM referenced paper 8.0. It was important for CGE to continue the momentum in this space, and to consider what else could be done. What further actions or initiatives should CGE be pursuing? IM had asked NW and DN to lead the debate in this area and encouraged every Board member to "have their say".

NW explained that the questions in the paper had been designed to stimulate thinking in this area. The Board should consider if CGE had done enough as an organisation, if there was scope to do more around D&I, and how the Board should ensure that this area was constantly under review.

IM, NW and DN invited a broad discussion, during which NEDs shared their views as to how we might continually improve our focus in this area. IM asked PB to share the staff view. PB said that he had circulated the questions to the Executive team and noted their responses.

It was agreed that a Board working group needed to be formed to develop and produce an updated action plan which would bring everyone's ideas together and ensure that they were implemented in the future.

Action point 7: IM, NW, DL and DB to discuss and set up a Diversity & Inclusion Working group

Action point 8: Diversity & Inclusion Working group to produce and develop an action plan and report back to the Board on the progress

8. Finance update

CC drew the Board's attention to the December P&L accounts and balance sheet which were circulated in the papers. CC confirmed that the numbers were in good shape and aligned with the recently revised budget.

CC noted that there was an upcoming conference hosted by the Sport Governance Academy in April, which would focus on diversity and resilience. CC had circulated the link to register if it was of any interest.

CC referenced paper 9.2 which detailed the application process for the establishment of a Team England (Charitable) Trust and what was still required to finalise this.

Action point 9: All NEDs to suggest at least one name

The Board confirmed that, subject to a third Trustee being identified, it was comfortable to approve the application process for the formation of the Team England (Charitable) Trust (working with Oaks).

CS added that the VAT inspector had still not responded re the long-standing VAT query.

9. AGM

IM gave a brief verbal update on the AGM, which was postponed from November 2020 to Wednesday 3rd February. IM, CS and PB had an informal rehearsal immediately after this meeting, during which they would discuss the virtual streaming platform with Beyond the Conference, the production company JS had hired.

IM reported that the AGM would only be between 30 and 45 minutes long, in order to keep attendees engaged. CS would present the financial accounts, PB and IM would present various updates and there would be various video and still image content shared with the audience. Questions would be fed in beforehand as well as there being a chat function available on the streaming website so attendees could ask questions on the day.

10. Committee minutes for noting and questions of committee chairs

There were no questions regarding the ComCo or Sport Committee minutes.

Due to the proximity of the meeting, the NomCo minutes had not been circulated in the papers. SB gave a brief update on the recruitment of a new Chair. Odgers had spoken to over 130 people, with 40 expressing serious interest. 16 candidates had been long listed, with a 50/50 gender split and 30% BAME representation. Odgers would formally interview all 16 and then agree with the NomCo panel a shortlist of 5, who would then be interviewed by the panel (SB, NW and CSp), probably in March. The panel was aiming to bring its recommendation to the March Board meeting.

11. AOB

IM reminded the Board that the CGF General Assembly was to be held in Birmingham later this year. The President and General Secretaries from each CGA would be present, along with the CGF and the OC. CGE will be the host nation and so expected to host a dinner or lunch. IM hoped that all Board members would be able to attend, subject to busy diaries. IM would circulate dates and more details as soon as they became available.

Action Summary	Executive Lead	NED Lead
1. IM and JS to arrange a collection and farewell gift for AD in the future once COVID restrictions had been lifted	JS	IM

2. IM and PB to continue to work together with the two crisis management agencies that had shown an interest	PB	IM
3. All NEDs to be added to the mailing list to receive ME's quarterly newsletters to the TLs	JS	
4. NEDs to feed in any contacts with formal wear suppliers to PB	PB	
5. JS to circulate Katherine Benjamin's CV	JS	
6. IM, CS and CC to work together to ensure risk registers were added to each committee meeting agenda in March	CC	IM/CS
7. IM, NW, DL and DB to discuss and set up a Diversity & Inclusion Working group		IM
8. Diversity & Inclusion Working group to produce and develop an action plan and report back to the Board on the progress		DN/NW
9. All NEDs to suggest at least one name for a potential female trustee		All