

The Board of Commonwealth Games England



Minutes – public

Meeting	September 2016 Board Meeting
Date	Tuesday 20 September 2016
Location	Grange City Hotel, 8-14 Cooper's Row, London, EC3N 2BQ (Presidential Suite)
Chair	Ian Metcalfe
Present	Ian Metcalfe, Alex Danson, Chris Simpson, David Ross, Dawn Newbery, Hamish McInnes, Martin Thomas, Nigel Walker, Paul Blanchard, Simon Ball
In Attendance	Denise Lewis, Don Parker, Gail Emms, Sarah Winckless, Vicki Harris (minutes)
Apologies	Jenny Ashmore

1. Apologies and declarations of interest

The Chairman welcomed all members to the meeting. Apologies were received from JA.

IM welcomed SW to her first Board meeting and congratulated AD on her achievements in Rio in winning gold with the women's hockey team.

IM reported that Joe Ryan, predecessor to CS, had unfortunately been in a serious motor accident and was currently in recovery. The Board wished him well.

IM confirmed that M&S would be providing embroidered suits for all Board members in time for the 500 DTG Parliamentary Reception on 28 November.

No new declarations of interest were noted.

2. Minutes and matters arising

IM reported on actions and matters arising from the previous meeting as below:

- Board recruitment: IM noted that he had been in contact with Lord Bilimoria, who had offered some suggestions. IM had also met with Arun Kang from Sporting Equals. IM requested that the Board continue to think of potential candidates. DL suggested that she put IM in contact with one of her connections.

Action 1 - The Board to continue to suggest potential NED candidates to IM.

Action 2 - DL to send IM contact details for her connection.

- Sponsorship: to be discussed later in the meeting. IM requested that the Board continue to pass on any potential sponsorship contacts.

Action 3 - The Board to continue to pass on any potential sponsorship contacts.

Sport England and the update from A&F Committee would be discussed later in the meeting.

CS requested a minor amendment to the minutes from the Board meeting held on 21 June 2016, and the minutes were approved as a true and accurate record of the meeting.

3. Chairman's report

IM reported on his activities since the last Board meeting as below:

- 2026 Bid: IM noted that the prospect of an English bid for the 2026 Games was an exciting and helpful one as it could give CGE a long-term pathway forward.
- IM would be flying to the CGF General Assembly in Edmonton on 29/09 and would be continuing efforts to develop relationships.
- UK School Games: IM reported that the Games were very enjoyable and urged members of the Board to attend next year if they could.
- Many athletes were already talking about the 2018 Games as the 'next big thing', and CGE would increasingly be in the spotlight. A high bar had been set, but IM was confident that the Board wanted to build on the achievements of Glasgow.

4. CEO's report

PB gave an overview of his report and highlighted the main areas for discussion as below.

Sport England: PB gave a further update on Sport England since speaking with Phil Smith. PS would be formally presenting CGE's case for a bid of £4m to their Board on 20/09. His main points for consideration were:

- KPIs: The original KPIs were set against a fully funded model and should not change.
- Commercial: CGE should continue to focus on its commercial activity.
- Partnership: CGE would work closer with SE as a partner. SE's new Head of Talent, Duncan Truswell, would be starting in November and both PS and DT would be attending the Team Leader workshop in October.
- Announcement: The funding announcement would be made by the Sports Minister. PB had asked MT if he could act as spokesperson on the day, if needed.
- NGB contributions: It was agreed that £1000 per team member was a reasonable NGB contribution. A draft letter to the NGB CEOs was attached as an appendix and the Board agreed that this should be communicated to the NGBs as soon as possible.

PB noted that, subject to approval from the Sport England Board, there would be a new lottery funding agreement to sign, however this would not be very different to the previous one and most of the clauses would be standard and non-negotiable. PB also noted that an external audit would be commissioned by SE.

Commercial development: PB gave an overview of the progress that had been made with various companies, and gave a presentation with a more detailed update on the prospect for the presenting partner opportunity. The Board discussed the proposition and the various associated risks and issues.

The Board was generally happy with the proposition and was positive about the direction of travel, however it was agreed that there were more detailed questions to be addressed.

Political Lobbying: Activity around political lobbying was ongoing, however the focus was changing towards the 500 Days To Go Parliamentary Reception on 28 November. This event, combined with the AGM and the post-Rio event meant that there was lots going on in

October and November, however each event was aimed at targeting a slightly different audience and could therefore give CGE a lot of traction within that period.

IT Issues: A number of IT issues were being investigated and appreciated that lots of communications were going out to different stakeholders. DR raised the point that this could become a security issue, which could increase reputational risk.

CGE office: CGE's office building was becoming less fit for purpose and was not accessible. The current lease period was due to expire post-Games and would be reviewed at that time.

5. Rio 2016 reflections

SW presented her report on Rio 2016 and highlighted the main aspects which contributed to the success of Team GB, such as the Holding Camp, the Olympic Village operations, the British School and British House. DR offered to introduce PB to his contact at UKTI who had worked on it for the BOA. The processes around managing victory, stakeholders and dignitary programme and illness prevention and containment had also been well managed.

Action 4 – DR to introduce PB to his contact at UKTI who had worked on the British House project with the BOA.

SW also highlighted areas where there had sometimes been challenges to deal with, such as non-accredited staff, transport, arrivals and departure.

DL left at 12:10.

SW explained that she was looking into the volunteer agreements for the Head Doctor and Head Physio, and that both of those individuals had been in Rio.

6. Finance report

CS gave an overview of the main areas of the finance report:

- The overall deficit had moved down by £1k
- All management accounts were up to date and there had been no big movements. The only big movement that had been expected was for CGE to receive the £1.2 million from Sport England which had been rejected.
- All investments had been liquidated before the Brexit vote.
- CS would look at quantifying the Australian dollar hedging requirement once confirmation of the fully-funded model was received. He would also look at opening an Australian bank account.
- The company audit for the year to 31 March 2016 had been completed and nothing untoward was found.

There was a question raised around how the Sport England audit process would work and CS confirmed that CGE would receive a list of requirements, and that the auditors would come in for around four days. It was also noted that a lot of the work around self-assessment had already been completed, and that the process would be standard and routine.

7. 2026 Bid

PB gave an update on the conversations that had been held around the prospect of an English bid for the 2026 Commonwealth Games.

There was a discussion around the proposed process and the potential associated risks. There was a further discussion on when and how the Treasury or No. 10 should be involved. It was agreed that further information was needed to gauge whether there was an appetite for this conversation on a higher level, before moving too far along in the process. DR offered to introduce IM to his contact within the Treasury.

It was noted that Birmingham was planning on formally announcing its interest to bid at the Conservative Party Conference.

Action 5 – IM to investigate whether central government would support a 2026 English bid.
Action 6 – DR to introduce IM to senior contact within the Treasury.

8. Gold Coast 2018 and Bahamas 2017 update

DP reported that CGE was in as good a place as it could be at that point in time and the team was fully prepared for the work around preparations to increase.

He noted that a discussion would be needed in regards to the para and team sports programmes. Athletes for these events would be invited to attend the Games based on their rankings, and CGE therefore needed to confirm the process through which these invitations would be accepted or declined. He also pointed out that CGE was a significant part of the para programme, and that if it did not fully support it by accepting its full quota of invitations, the para programme could collapse.

SB and GE left at 13:05.

9. AOB

CGF General Assembly – It was proposed that CGE endorse the recommendation to support the CGF’s changes to its constitution. The Board agreed.

2017 Board dates – IM noted that there had been some schedule conflicts and that a few of the proposed dates for 2017 might need to be rescheduled.

Board pack – IM thanked the executive team for the thoroughly detailed Board pack.

Sports – DR noted that a conversation was needed around sports and whether or not they were going to take their best teams to the Gold Coast. PB noted that, at this stage, it was only Cycling who had indicated that this might be the case.

IM thanked the Board and closed meeting at 13:10.

Overview of action items set out at June Board meeting

	Action item	Response	Deadline 2016
1.	The Board to continue to suggest potential NED candidates to IM.	All	Ongoing
2.	DL to send IM contact details of her connection with regards to Board recruitment.	DL	December
3.	The Board to continue to pass on any potential sponsorship contacts.	All	Ongoing
4.	DR to introduce PB to his contact at UKTI who had worked on the British House project with the BOA.	DR	December
5.	IM to investigate whether central government would support a 2026 English bid.	IM	December
6.	DR to introduce IM to senior contact within the Treasury.	DR	December