

COMMONWEALTH GAMES ENGLAND



Minutes

Meeting Board meeting 4

Date Tuesday 24th May 2022

Time 10:30

Location B2022 Organising Committee
Six Brindley Place
Birmingham
B1 2JB
& Microsoft Teams

Chair Ian Metcalfe (IM)

Present Paul Blanchard (PB), John Steele (JS),
Chris Simpson (CS), Nigel Walker (NW),
Jenny Ashmore (JA), Simon Ball (SB),
Delia Bushell (DB), Dawn Newbery (DN),
Caroline Spelman (CSp), Aimee Willmott
(AW)

Other attendees Chris Conway (CC) (all items), Mark
England (item 5), Chef team (ite
Executive team (up to item 4), Jordan
Smith (JSm) (minutes)

Apologies Ali Jawad (AJ), Denise Lewis (DL),
Diane Modahl (DM)

1. Welcome, apologies and declarations of interest

IM welcomed the Board to the meeting. There were apologies from AJ, DL and DM.

There were no new declarations of interest, but CS stated that he was no longer Director of The Original Cottage Company.

2. Minutes and matters arising

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

Action points	Progress
1. NEDs to continue to feed in any commercial targets to KB and JSm so they could be added into the VIP Games time programme	Ongoing: NEDs to continue to feed in any commercial targets to KB and JSm so they could be added into the VIP Games time programme

2. JSm to add in statement from PS to the previous minutes that reads “Sport England has got CGE’s back”	Complete: Previous minutes had been amended as necessary
3. JSm to add in action point to previous minutes that reads “CGE to provide guidance to the NGBs around potential cyber or phishing attacks, to ensure awareness across all members of team”	Complete: Previous minutes had been amended as necessary
4. Redacted	
5. Redacted	
6. Redacted	
7. NEDs to feed back any specific comments on the narratives to CE	Complete: NEDs had fed back if they had comments on the narrative
8. IM to speak to the OC to ask if the Guest accreditations could be collected at the GFH instead of the Welcome Centre at the NEC	Complete: This would be picked up later on in the agenda
9. NEDs to read the safeguarding policies in full and feed back any comments to CC	Complete: CC had received feedback from NEDs with regard to the safeguarding policies and will bring back a revised policy at the July meeting
10. IM to circulate the E, D&I report to the entire Board, request feedback by the end of April. The report could then be added to the website.	Complete: The E, D&I report had been finalised and uploaded to the website
11. PB to speak to the NGB CEO’s about the athlete calls in July	Ongoing: PB would pick this up with the CEO’s over the next month, ahead of July

Action point 1: NEDs to continue to feed in any commercial targets to KB and JSm so they could be added into the VIP Games time programme

Action point 2: PB to speak to the NGB CEO’s regarding the athlete calls in July

There were no comments on the minutes from the previous Board meeting, and they were approved as a true and accurate record of the meeting.

3. Chairman’s update

IM updated the Board on his activity in the past month. He had had various interactions with the Prime Minister, Secretary of State, Sports Minister, and the Chair of Team Scotland. IM and PB hosted Sally Munday and Katherine Grainger, CEO and Chair of UK Sport for a two-day visit in Birmingham.

IM had attended both test events at Alexander Stadium and Sandwell Aquatics Centre and both venues were in great shape. AW commented that Sandwell had a lot of work to do before the Games around the preparation area and the start procedure.

The Organising Committee continued to be extremely busy and its biggest challenge remained the Birmingham Vale site. There was no internal road within the site unlike GC2018.

A T2 load zone had been confirmed by the Hyatt Regency Hotel, which was in prime position next to Team England House.

IM added that Sharjeel Suleman, CFO at ITV Studios had been appointed as a new NED and Chair Elect of A&F. SS was excited and looking forward to his involvement. He had media rights expertise as well as a finance background and IM noted that he would hopefully come to the Board meeting in July.

The recruitment for the new Chair of ComCo continued and two final candidates remained to be interviewed.

4. Finance update

Provisional Year End accounts

CC presented the provisional Year End accounts, which were still going through the audit process. The overall deficit of the year for CGE was £710k, inclusive of the Games spend. The corporate spend, comprising Administration and Strategic Projects, posted a surplus of £49k, which was £57k favourable to the forecast.

CC added that the strategic projects had a favourable variance of £30k.

There were no questions or comments regarding the Year End accounts.

Games Financials

CC highlighted the following points:

- The Executive team had scrutinised the Games budget line by line and all project owners had provided projected spend. This was presented in the Board papers.
- There were three new costs relating to air freight, security uplift and the crisis communications agency
- The 'accommodation – bed spaces' line was much larger than needed and once the final allotment was known, it was likely this cost would be reduced by £30k on the release of some bed spaces
- There was no drawdown yet on the contingency budget but additional measures for Covid-19 protocols are expected and such costs may come from the contingency budget

PB added that the security uplift was needed and we were now providing a level of security that provided comfort and reassurance.

DB wondered how the cost of the 2026 Games in Victoria would compare to the GC18 budget. PB explained that a piece of work had been done, taking the ballpark figure from GC18 and then adding inflation, additional required staff and a multi village site, which meant the proposed figure was higher than the GC18 budget.

VAT update

CC gave a quick update on the VAT issue with HMRC

CS noted that CGE had a number of VAT audits since 2000 that had been approved, with no questions raised by HMRC at any time.

JS questioned how the risk was being managed in the funding proposal to SE. CC explained that he would add a line item regarding VAT into the bid and added that SE were aware of the situation.

5. Risk Registers

CC gave an update on both the Corporate and Games risk registers. The corporate risk register had been tidied up and the risk of covid impacting had been removed. Two red risks remained; the potential reputational risk on CGE and the risk around cyber security.

CC added that an external cyber risk consultancy had done some penetrative testing on our IT infrastructure and had found there to be no major risks with the server found to be secure and robust. There were some medium risks and CC would be working through mitigations with Direct Support and present the findings at the next A&F meeting.

There was one substantial change in the Games risk register which was an amber risk around the industrial action on the rail network, which could cause athlete transportation delays. The three red risks remained, which were cyber security, games security and the village allotment.

PB noted that there was some progress around the village allotment. The OC had managed to free up space around Tennis Court Halls so infrastructure could be added to create a better CGE performance environment. This was not the preferred outcome but significantly better than what it was.

DN noted that she attended the CGF Athlete Advocacy workshop, which was an informative session but it was evident that there was still work to be done. PB agreed but explained that there would always be a risk once the federation had relaxed its policy in this regard.

JA asked if the crisis communications agency would be onsite ready to support with any media crisis. PB explained that they were West Midlands based so would be ready to respond at any time and that he had already discussed the athlete advocacy risk with the agency.

6. Performance Pillar update

IM welcomed the Chef team (Mark England, Paul Ford, Frankie Carter-Kelly, Lou Mackie and Andy Thomas) to the meeting.

ME gave a brief introduction and touched on the final stages of planning, including the final TL workshop at the NEC, the final TBTT workshop in London and the final scenario planning session.

ME went through the readiness tracker and highlighted the critical projects that were 'amber' status; the performance set up in terms of medical and recovery supplies, the kit order, Team England venues and then village allotment, which was 'red' status.

PF then presented a deep dive into the Performance pillar, including the scope of work, key priorities and the recruited team of performance specialists. PF discussed the requirements of each performance space in each venue at Games time.

PF gave an update on the proposed Covid-19 protocols for pre-Games and Games time. This included:

- A Team England led PCR test 7 days out from Games arrival
- A Team England led PCR test 3 days out from arrival (<72 hours) and results of these submitted to B2022 OC
- A B2022 OC led PCR test upon arrival at Games
- Recommendation to avoid unnecessary contacts <14 days out from Games environment
- LFT on arrival to Team England Immersion Camp and Kitting Out
- Daily LFT for workforce living and working at Immersion Camp / Kitting Out
- Daily test within Athletes Village, PCR if symptomatic
- Daily LFT for all non-accredited staff entering village

PF highlighted some team mitigations including:

- Good hand hygiene
- Face masks
- Space – focus on communal outdoor spaces
- Education / branding
- Period of stay – sports leaving village <48 hours post competition

DB questioned what would happen if someone tested positive 72 hours out. PF explained that the 72-hour test was mainly for people flying into the country. If someone did test positive, it would be enough time to make a plan B and it would be up to the CGA to decide. In the UK there was no legal enforcement to isolate.

IM mentioned that he had heard a suggestion that a positive testing athlete could compete. PF explained that it could work, depending on the "CT value" of the PCR test, the sport and if it was an individual sport. The OC medical group would need to approve the athlete entry. This happened in Beijing but would be decided on a sport-by-sport basis. Mike Rossiter (CMO) was not comfortable with this, however.

It was agreed that this was a tricky situation to navigate and there were many Games time processes that caused issues including Village tours for the VIPs. PF would continue to monitor the OC's Covid-19 guidebook and adapt Team England's plans as necessary.

AT gave a brief update on the plans for security at the Loughborough site and Games time, including the key security staff and the proposed uplift of security for villages and venues. There were no questions or comments for AT regarding the security plans.

ME, PF and AT left the meeting and IM thanked them for their time.

7. Games Delivery update

IM welcomed Lou Pullan, Harriet Smith and Carys Edwards to the meeting to join LM and FCK.

LP briefly updated the Board on the freight of the kit. All delegation wear was on its way to the UK, apart from the extra medal tracksuits which were being air freighted. All competition wear had now left the factories in China and would be air freighted over. The items remaining were locally made competition wear for aquatics and gymnastics etc.

The wheeled bags were stuck in China and expected delivery date was 7th-14th July. This would affect the early days of Kitting Out and LP proposed a plan B which was a wrapped box for the kit.

LP presented an update on the Opening Ceremony wear, which was finalised and in production. LP had visited the warehouse to see the production of it.

JS questioned if the badges for the jacket could be sold post-Games.

There was a discussion around the risk of an athlete making and wearing their own badge which could be offensive and inappropriate. LM noted that all athletes should have the same 'one team' approach and would not do something to jeopardise it. FCK added that there would be various check points during the evening of the OC for TLs or Team England staff to pick up anything which was inappropriate.

There were no more questions or comments for the Executive team and IM thanked them for their time.

8. CEO's update

PB noted that there was a factual error in his paper in the Board pack. The kit was being launched in June but the flag bearer announcement would not be at the same time. This would be towards the end of the July. It had been agreed with the OC that CGE would nominate the final baton bearers, as noted in the JMPA

PB highlighted some additional points from his report:

- PB and KB were allocating names for the VIP programme at Games time and invites would be going out soon
- The Board's Games time programme did not yet contain other activities or events; these would likely be communicated late and PB reminded the Board to be flexible

- The Sport England funding discussions were progressing and SE was keen to finalise before the Games. The submission was due in ten days and PB had lots of work to do in that time.

SB asked if any support was needed for the QBR London visit. PB explained that Team England had little to no involvement, as it sat largely with the OC. There was no event that we were expected to attend.

The recent staff survey results were discussed, as the Board specific results were the lowest they had been in three years. It was agreed that the results were disappointing, but PB pointed out the scores were still high in relation to other organisations.

9. Committee minutes for noting and questions of committee chairs

CC noted that there was an incorrect number in the March ComCo minutes; it was stated that the overall administration budget for 22/23 was £1.7million, instead of £1.2million.

Action point 3: JSm to amend the March ComCo minutes to read “£1.2million” instead of “£1.7million”

JS commented that it was important to hit the ground running after B2022, due to a compressed cycle, especially with regard to commercial prospects. It was important to maximise opportunities and convert quickly.

Action point 4: JS and JA to pick up offline regarding potential sponsors for the next cycle

There were no more questions regarding the committee minutes.

JS gave a brief update on the Strat30 meetings with the remaining NEDs and the full-time executive staff. The focus was defining the shape of CGE moving forward, include Board structure, E, D&I, sustainability, and various other pillars. JS was focusing on expertise when recruiting new NEDs, as well as ensuring a diverse Board. The Strat30 group was meeting in a few weeks and was shaping up for JS to present a strong framework in the September Board meeting.

10. AOB

AW noted that she would be in the in-venue announcer for the swimming competition at B2022.

IM noted that the next Board meeting would be the final meeting pre-Games. He asked the NEDs to feed in any comments or thoughts on the content of the meeting.

Action point 5: NEDs to feed in any comments or thoughts on what should be raised at the next Board meeting

There was no other business and the meeting closed at 14:55.

Action Summary	Executive Lead	NED Lead
1: NEDs to continue to feed in any commercial targets to KB and JSm so they could be added into the VIP Games time programme	PB	
2: PB to speak to the NGB CEO's regarding the athlete calls in July	PB	
3. JSm to amend the March ComCo minutes to read "£1.2million" instead of "£1.7million"	JSm	
4: JS and JA to pick up offline regarding potential sponsors for the next cycle	JSm	
5: NEDs to feed in any comments or thoughts on what should be raised at the next Board meeting		IM