

COMMONWEALTH GAMES ENGLAND



Minutes

Meeting	Board meeting 5	
Date	Tuesday 19 th July 2022	Time 09:30
Location	Burleigh Court Loughborough University & 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), Diane Modahl (DM), Caroline Spelman (CSp), Aimee Willmott (AW), Ali Jawad (AJ)	
Other attendees	Chris Conway (CC) (all items), Mark England (up to item 3), Jordan Smith (JSm) (minutes)	
Apologies	Denise Lewis (DL), Sharjeel Suleman (SS)	

1. Welcome, apologies and declarations of interest

IM welcomed the Board to the final pre-Games Board meeting. IM welcomed David Ellis (DE) to his first Board meeting as newly appointed NED and future Chair of Commercial and Communications Committee.

There were apologies from DL and SS. DM, DE and AW would dial into the meeting virtually.

IM thanked JS for hosting the Board at Loughborough University during the visit to Immersion Camp and Kitting Out.

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	Complete: The VIP programme had been planned and invites had been sent

they could be added into the VIP Games time programme	
2. PB to speak to the NGB CEOs regarding the athlete calls in July	Complete: PB had spoken to the CEOs to tell them about the athlete briefing calls
3. JSm to amend the March ComCo minutes to read “£1.2 million” instead of “£1.7 million”	Complete: JSm had made the necessary amendments
4. JS and JA to pick up offline regarding potential sponsors for the next cycle	Complete: This had been picked up offline
5. NEDs to feed in any comments or thoughts on what should be raised at the next Board meeting	Complete: The agenda was finalised and any other thoughts could be picked up in AOB

There were no other comments, and the minutes were approved as a true and accurate record of the meeting.

3. Chef de Mission / Executive Team update

ME was the only representative from the Chef and Executive team at the meeting, due to most staff members being in the villages already bumping in for the Games.

ME began his update by informing the Board that there was a delay in the DRM due to two CGAs failing to declare their accessibility requirements at the NEC village. This meant that Team England (and other nations) had to give up some of their accessible rooms at the Hilton. ME was debating whether to move an entire team, possibly badminton to another hotel, or keep all athletes together in the Hilton and only move officials.

ME presented to the Board a day-by-day medal tracker, as estimated by the NGBs.

ME asked the Board to consider what ME might say at the upcoming pre-Games press conference regarding our position in the medal table and our medal targets. There was a discussion around this topic

Action point 2: CE to put together a one pager brief document for the Board for their ‘lines to take’

ME also requested for approval for one female and one male flag bearer for the Opening Ceremony: Emily Campbell and Jack Laugher. **The Board warmly approved the flag bearer recommendations.**

DN asked if the classification status information of the para-athletes was easily accessible, should there be an issue arise. This was confirmed to be the case.

ME added that the CGF was now strongly recommending athletes to not protest on the podium, despite previously saying that it was acceptable. The CGF had refined its guidelines as to what was and wasn't acceptable.

4. Chairman's update

IM gave an update on his recent activity, including the Sports Minister's recent visit to the QBR event at Loughborough University.

At ME's suggestion, IM had engaged former GB hockey player Susannah Townsend as 'Chief of Staff' for operational resource and support in the run up to and at Games time. She had been doing an excellent job thus far.

IM touched on the upcoming events in Birmingham before the Games begin, including the CGF General Assembly and Team England's Flagbearer announcement at the Birmingham Library on 26th July.

The main issue continued to be Covid, from both the OC's perspective and Team England. IM was not sure how the process would work if an athlete tested positive. ME and PB would take IM through this and make sure that everyone was clear.

DN questioned the Covid process for the VIP programme and PB explained all guests would be asked to do a LFT upon arrival and every day after. The OC regime was less strict, staff in the village would not be testing every day.

IM noted that transport was very high on the OC risk register and nationwide train strikes had been planned for 27th and 30th July.

5. Terms of Office

IM explained that DB, AJ and CSp's terms of office were due to finish on 30th August 2022, so assuming they (and JS) agreed, would need to be renewed. However, their initial term was more than four years in order to take them past B2022 so, to ensure their overall term did not go over eight years, the renewal term would be just under four years, concluding on 31st May 2026. This would include Victoria 2026.

Phil Smith from Sport England was comfortable with this approach.

6. CEO update

PB gave a brief update and highlighted the following points:

- There had been good feedback from both Immersion Camp and Kitting Out, and PB was pleased that the Board had managed to experience both
- Four final baton bearers had been approved at the previous Board meeting. Sarah Storey could not attend, but Max Whitlock, Kim Daybell and Alex Danson had been added.

- A Board briefing document for Games time had been shared as an appendix to PB's paper, with all information including accreditation, accommodation, Games Family Hotel and Team England House.
- JS had put together a tentative schedule for all Board members, and shared information on non-sport events at Games time
- Everyone was expected to wear their Opening Ceremony outfit at the Opening Ceremony, not their Board suits. Delegation wear should be worn every day at Games.
- PB had shared the Stakeholder Programme key documents and if the Board wanted to join a particular session, they should let KB or JS know.
- PB noted that Jennie Bimson had joined on a part time contracted Head of Partnerships role, to engage with potential brands at Games time

There were no questions for PB.

PB then played the video that would be shown to every athlete when they entered the village. The Board agreed that the video was excellent and inspirational.

7. Finance update

CC referenced his finance summary paper in the pack and noted the following:

- The A&F committee had gone through the latest Games spend figures and the revised forecast for Games spend
- The numbers were in a good position with spend coming in at £4.8k, on track with budget, despite some exceptional items such as covid protocols, crisis comms and air freight for competition and delegation wear
- There was no draw down of the contingency budget
- There was nothing to note on the May accounts, any variances to budget were purely timing related

CC noted that typically the year end accounts and letter of representation from the auditors would be presented in the July Board meeting; however due to the proximity of Games it had been agreed to delay this process until the September Board meeting. This would also allow IM the time to write a comprehensive Chairman's statement.

CC added that the audit was 'clean' and no deficiencies in internal control were identified, nor any unadjusted audit differences found.

CC noted that Gowlings were providing legal support at Games time and there would be a hotline in place.

8. Risk Registers

The risk registers were discussed at the recent A&F committee meeting. There were 11 live risks across both the Games and Organisational registers.

Of the Games risks, four remained red. These were security, cyber and two risks around covid. CC noted that the risk registers were compiled before the DRM took place, so had not incorporated some of the risks that ME touched on earlier in his update.

CSp informed the Board that Sandwell Council Waste Services were going on strike, which could have a negative impact on the area around Sandwell Aquatics Centre at Games time.

9. Safeguarding Plan

CC drew the Board’s attention to the safeguarding welfare plan and summary paper that had been shared in the Board pack and highlighted the following:

- This was an operational plan put in place for Games time and not a policy
- CC had worked with the Ann Craft Trust and the CPSU (Sports unit of NSPCC) to put the plan together
- The plan ensures wellbeing for every Team England individual at Games and outlines the roles and responsibilities within a framework
- CC was Safeguarding Lead, HS was Deputy and there were other Safeguarding Officers across the clusters and within each NGB, with every individual going through a training and scenario planning process
- Ann Craft Trust and NSPCC would be available to support at Games time if required
- BAC had been brought on to offer additional support to athletes at Games time

SB thought it was a good paper and more focused on CGE than the previous paper which had been shared in a previous Board meeting.

10. Committee minutes for noting and questions of Committee Chairs

There were no comments or questions on the A&F committee minutes that had been shared with the Board papers.

11. AOB

JA raised the recent issue in the media around tennis player Nick Kyrgios admitting that he self-harmed and questioned if there was any support for athletes on the Team England hub and how it would be dealt with. PB explained that it would be dealt with as a safeguarding issue. CC reiterated the role of the BAC in this area.

DN asked about the protocol should the Queen pass away before or during the Games. SB noted that the OC had a fully thought through process, which would be imposed by DCMS and the Government.

IM expressed his thanks and gratitude to all Board members and executive staff for their hard work over the past years and wished everyone a wonderful Games.

Action Summary	Executive Lead	NED Lead
1. CE to put together a one pager brief document for the Board for their ‘lines to take’	CE	

