

The Board of Commonwealth Games England



Minutes - public

Meeting	January Board Meeting	
Date	Thursday 26 January 2017	Time 09:30am
Location	Grange Whitehall Hotel, 2-5 Montague Street, London, WC1B 5BU (Conservatory Room)	
Chair	Ian Metcalfe	
Present	Ian Metcalfe (Chair), Alex Danson, Chris Simpson, Dawn Newbery, Denise Lewis, Hamish McInnes, Martin Thomas, Nigel Walker, Paul Blanchard	
In attendance	Don Parker (items 5-11), Gail Emms, Louise Bell (item 5), Sophie Mason (item 6), Vicki Harris (minutes)	
Apologies	David Ross, Jenny Ashmore, Simon Ball	

1. Apologies and declarations of interest

The Chairman welcomed all members to the meeting. Apologies were received from DR, JA and SB. AD was congratulated on her MBE appointment in the 2017 New Year Honours.

With regard to declarations of interest, IM noted that Birmingham had sent him an invitation to SPOTY, which he had accepted. He noted that communications with Birmingham had so far been led by IM, and PB had led on communications with Liverpool. An update on 2026 would be provided later in the meeting.

MT reiterated his interest in the consulting and campaigning company, Dissident, which had been referenced in the meeting papers.

2. Minutes and matters arising

The minutes from the meeting held on 7 December 2016 were approved as a true and accurate record of the meeting. IM reported on the actions and matters arising as below:

1 and 10 - IM was working on Board succession. He invited Board members to suggest potential candidates who might be interested, but reiterated that the recruitment process would be open and transparent.

Action 1 – The Board to suggest, where appropriate, potential NED candidates who might be interested in joining the Board.

2 – IM asked that Board members continue to suggest potential sponsorship contacts to PB.

Action 2 – The Board to continue to suggest potential sponsorship contacts to PB.

3 – PB had circulated the details of the new CGE staff starting in February for information.

4 – IM had sent a formal thank you letter to Mike Loosemore, and noted that he had recently been appointed by the BOA for the 2018 Winter Olympics.

5 – PB had made contact with Phil Smith from Sport England.

6 – IM had written to all Board members with regard to the VIP Programme.

7 – On the agenda to be discussed.

9 – PB was looking into devising an appropriate follow-up for relationships built in Samoa.

3. Chairman's report

IM noted that most of his time had been spent on the situation around Durban 2022 and the 2026 bidding process, which was an ongoing issue. A full update would be provided later in the meeting.

The balance of his time had been spent supporting the team's preparations as they work towards the Gold Coast Games.

IM noted that appraisals with Board members had started. He thanked those who had sent in their feedback for IM's own appraisal, and noted that he would shortly be requesting feedback for PB's appraisal.

4. CEO report

Gold Coast 2018

PB reported that he had spent 11 days on the Gold Coast and had been impressed with how the Organising Committee's preparations had progressed.

A few areas had been highlighted for consideration and follow up, but these were not significant. Overall, the Games were in very good shape.

PB reported that the relationship with the OC was very strong. He had met with Mark Peters, the CEO of GOLDOC, who had given him an interesting insight into their preparations. There had been a discussion around whether they wanted to play up the rivalry between England and Australia. The OC did not want this, and it was noted that they preferred to showcase the excellence of all the athletes, rather than focus on England.

PB noted that staffing could be an area of risk. The ongoing recruitment process would be bringing in some strong people, however we were also building local relationships so that there would be opportunity to build local capacity if needed.

Bahamas 2017

PB noted that SW, DP and LB would be travelling to the Bahamas for a site visit the following week. There was still limited information coming out of the OC, however it was hoped that many of the team's questions would be answered during their recce.

There was an ongoing issue with Rugby 7s and with the potential cost of Ao Extras. These issues would be discussed later in the meeting.

Commercial development

A conversation with a new potential Presenting Partner had developed considerably. A draft contract was in the process of being discussed and, if it proceeded, the new proposition would be much simpler than the previous proposition.

The Board discussed the proposition and was reassured that it would be a much easier package to deliver. It was agreed that PB should progress and try to close the deal.

PB noted that CGE's new Commercial Account Manager would be starting on 6 February and would spend the majority of her time on this.

Sport England

PB reported that the audit of CGE's governance and finance, conducted by Moore Stephens on behalf of Sport England, had received positive verbal feedback and a formal written report was awaited.

CS, who had been heavily involved in the process, noted that the audit had been set against SE's old governance code. After reviewing CGE's current standards against the new code, he noted that there were a few areas which would need to be improved.

CGE was still waiting on the completion of its Lottery funding agreement, and no funds would be received until this had been signed off.

With regard to the £1m pot of SE funding for which sports could apply for, PB explained that more sports had bid for funding than last time because of the changes in UK Sport funding. HM declared his interest in that he was a NGB CEO and had put in an application for British Shooting.

There was a discussion around various sports and there were concerns around how CGE could support the NGBs in this process in an appropriate and transparent matter. PB noted that we had not received any formal requests to reconsider the £1k NGB contributions, however this may change after the second round of Sport England funding announcements in February.

HR/Staffing

CGE had made two appointments of high calibre to the roles of Commercial Account Manager and Sport Operations Manager. An update on recruitment for the Head of Media & Communications position would be provided in due course. The final interviews for the Games Project Manager were scheduled for the following week.

PB confirmed that the entire recruitment process had been completely open and transparent, with the vacancies posted on the CGE website and other key sport recruitment websites. Over 200 applications had been received throughout the process.

Safeguarding

PB noted that the Zeus database was able to provide a comprehensive record of all CGE's accredited staff since 2002. Prior to that year, the database was not reliable, and so the only way to compile the right information would be to go through the handbooks from each Games (over 4,000 records). This would need to be an outsourced project that could cost up to £5k, and it might only give us names and date of birth.

HM noted that SE had been asked by DCMS to produce a safeguarding report for sports. Most NGBs had started to put good policies in place with the CPSU (Child Protection in Sport Unit), and this report should highlight some of the recommended areas for progress.

AD reiterated that from an athlete point of view, some form of education piece for the athletes going to Bahamas would be essential. PB agreed and noted that SW was looking into a thorough briefing process.

IM agreed, and noted that CGE would go through the handbooks to collate the data if this became necessary.

5. Gold Coast Site Visit report and update

LB and DP joined the meeting at 10:25.

LB, PB and SW had spent 4 days on the Gold Coast and 4 days in Brisbane, and significant time had been spent with the OC. The venues were world class and the OC's planning was further ahead than in previous Games. LB presented the findings and highlighted some of the main areas and issues for consideration.

PB noted that it had been extremely useful for SW and PB to fully understand and see the setup for themselves for the first time.

HM asked whether the staff required to manage the preparation camp had been identified yet. LB noted that meetings had been scheduled with all the Team Leaders to finalize exactly who would be where. Work had also commenced in planning how CGE staff would be deployed across the various functional areas.

PB noted that a potential issue could be around the allocation of press officers for sports due to the cost of Ao Extras.

DP was delighted with the progress that had been made on the preparation camp, with 17 out of the 18 sports due to attend.

Sports had been submitting their selection policies, and the recruitment for doctors, physios and the executive team was complete.

The Team Size Calculator was not yet complete and DP noted that it was difficult at this stage to be exact. The overall team size was currently over 600 team members.

This agenda item would be continued after the fundraising presentation.

LB left the meeting at 11:15.

6. Fundraising presentation by Sophie Mason

SM joined the meeting at 11:15.

PB introduced SM to the Board. SM noted that her original brief was to review the scope for High Net Worth donor opportunities. However, since members of the Board had highlighted other fundraising opportunities, the original brief had been broadened to include other possible fundraising strategies. SM thanked all the Board members she had spoken to and presented her findings to the group, highlighting the main areas for consideration.

The Board discussed the various options and issues that were highlighted. IM noted that this was something that the organisation had been looking into for two years, and this was the most significant and well informed presentation we had ever received. He also noted that uncertainty around 2022 and 2026 would have an impact on any fundraising programme which CGE launched, which meant that it was difficult to have a clear, long-term strategy at this time.

IM thanked SM and noted that the Board would need time to digest the information and consider all the options that had been presented. This item would then be brought back to the agenda for the next meeting.

SM and MT left the meeting at 12:15.

5. Gold Coast Site Visit report and update - continued

Further to the previous Gold Coast update, PB noted that DP had been invited to be an observer on the Sport England panel which would allocate the £1m to sports for athletes who were not on any funded programmes.

There had been a debate around the £1k NGB contribution towards Gold Coast preparations. Sport England had been clear that sports would only be able to put their allocated funding towards the contribution in exceptional circumstances.

7. Bahamas 2017

PB noted that SW, DP and LB would be travelling to the Bahamas at the weekend for a four-day site visit, which would hopefully answer some of their questions.

DP had been collating all of the selection policies from NGBs and most had been received.

Both Swimming and Judo would also be competing in the 2017 European Youth Summer Olympic Festival in Hungary from 23rd to 30th July 2017. They were planning to send equally strong teams to both competitions. Athletics was no longer likely to attend the World Youth Championships in Kenya and would therefore be sending a strong team to the Bahamas, as would Rugby 7s. Beach Volleyball had also been invited to send a team.

LB had been collating all of the welfare policies and had been working with the NSPCC throughout the process.

DP noted that the Team Size Calculator was currently at 68 athletes and 33 support staff.

The women's Rugby 7s team had not been invited to attend the Youth Games, which was a big disappointment. The CGF and OC had wanted to invite girls and boys teams which would all come from different CGAs, and the Welsh team would be the European representatives for the women. PB had written to David Grevemberg to express CGE's disappointment.

8. 2022 / 2026 Bid

IM and PB provided an update on the ongoing conversations with the CGF and DCMS around the uncertain Durban 2022 situation, and the possibility of an England or UK bid for 2022 if an alternative host was required.

The Board discussed the various propositions. It was noted that there was no clear timetable and the 2022 hosting decision was not for CGE to make. IM noted that CGE's relationships with DCMS and UK Sport were strong. The relationships with the cities that had expressed an interest in bidding for 2026 and 2022 were also strong, although the ongoing delays to a decision around 2022, and consequently 2026, could put the relationship with potential bidding cities at risk.

9. Finance

The Board received the Finance report and CS highlighted the main areas for consideration:

- The Sport England funding agreement had still not been signed off and therefore no funds had been received to date.
- The October accounts had been submitted and, apart from the absence of SE funding, there had only been minor variances against the plan.
- The organisation underwent a governance and finance audit in December. The formal written report is awaited, but nothing negative is anticipated.
- CGE has opened an Australian bank account in preparation for the Games.
- The Gold Coast budget and the contingency allocated was in need of a review and this would be presented to the Board at the March meeting.
- The A&F Committee would be adjusting the way it reports on the deficit, with a focus on reporting on Games costs and the balance of sponsorship still needed.
- A final budget for the Bahamas was still needed and was being worked on.
- The A&F Committee was now meeting on a more regular basis.

IM thanked CS and noted how strong the set of finance papers were, which always provided a sense of security for the Board.

10. Board / VIP Programme

IM noted that there had been significant interest from Board members for the prospective “working roles” on the Gold Coast. Board attendance at the Gold Coast remained under active consideration.

PB noted that, if nothing else were to change, the VIP programme could be relatively small. This could change if a new sponsor came on board, and there may also be additional requirements if England was to host the 2022 Games, or if bidding cities for 2026 wanted to attend the Gold Coast Games.

11. AOB

There was no AOB for discussion.

IM thanked the Board and closed the meeting at 13:15. The next meeting was scheduled for Tuesday 28 March at 09:30am.

Action Summary	NED Lead
1 – The Board to suggest, where appropriate, potential NED candidates who might be interested in joining the Board.	All
2 – The Board to continue to suggest potential sponsorship contacts to PB.	All