

Commonwealth Games England



Meeting Board meeting (minutes)

Date Tuesday 3rd March 2020

Time 09:30

Location 5th Floor
Holborn Tower
137-144 High Holborn
London
WC1V 6PL

Chair Ian Metcalfe (IM)

Present Paul Blanchard (PB), Chris Simpson (CS), Nigel Walker (NW), Jenny Ashmore (JA), Simon Ball (SB), Dawn Newbery (DN), Caroline Spelman (CSp)

Other Attendees Chris Conway (CC) (all items), Frankie Carter-Kelly (FCK) (item 4, 6), Executive team (item 6), Tim Thomas (TT) (item 7), Jordan Smith (JS) (minutes)

Apologies Denise Lewis (DL), Ali Jawad (AJ), Delia Bushell (DB)

1. Welcome, apologies and declarations of interest

IM welcomed the Board to the first meeting of 2020. Apologies had been received from DL, AJ and DB.

There were no new declarations of interest, but SB thought it appropriate to formally mention that he had chaired one OC Board meeting and two OC conference calls in light of John Crabtree's absence.

2. Minutes and matters arising

Action from previous meeting	Progress
1. The remaining Board members to send their accreditation preferences to JS/PB	Completed: Preferences noted. To be decided when VIP Guest Programme is finalised.

2. DN to look at Diversity Report and liaise with PB	Ongoing: DN would pick this up later under AOB
3. IM to continue to shape the Board and recruit for future NEDs	Complete: IM and SB taking action and SB to update Board on this later on in the agenda.
4. Board to request any documents they wish to be added to the Reading Room on Admincontrol (and to advise CC)	Complete: Several documents are available in the Reading room and will continue to be added when relevant.
5. PB to circulate headlines of COCOM report when available	Complete: Relevant papers circulated.
6. NW to have a separate conversation with DL to see what she would be comfortable in offering the Hanson athletes	Ongoing: NW had had an initial conversation with DL and she was very keen to mentor. NW to liaise with FCK to explore some options available.
7. IM to send reminder email out for Board to confirm attendance at the Vitality Netball Nations Cup in January	Complete: Board members successfully attended the event.

Action point 1: NW to liaise with FCK around Hanson athlete conversations with DL

JA had a question regarding public sharing of the minutes. IM confirmed that there was a process in which himself, CS and CC redacted the minutes where necessary to ensure confidentiality. CC also confirmed that the public minutes on the website were up to date, with December's minutes to be published shortly after approval at this meeting.

There were no comments or questions regarding the December minutes and the Board approved them as a true and accurate record of the meeting.

3. Chairman's update

IM provided an update on a broad range of meetings. Most of IM's time had been spent with the CGF and in Birmingham with the OC. The majority of these meetings focused on the Village Capital project, the Indian shooting competition and the B2022 sports programme, specifically the para programme.

4. CEO's report

PB reported that since his paper had been submitted, there had been a CGF Board meeting and so there was significantly more to update.

PB highlighted the key updates in HR/Staffing for the executive team.

PB noted that in light of the recent Coronavirus outbreak, all staff had been asked to take their laptops home with them every evening in case of a potential quarantining and were unable to come into the office. SB raised the issue of Tokyo having to be postponed and it was agreed that the potential global outbreak should go onto the risk register.

Action point 2: CC to add Coronavirus to risk register

The relationship with ME was still positive and he remains very engaged. He sends his apologies for today.

In relation to CGE's relationship with Sport England and recent HPSAG work, PB highlighted that:

- UK Sport had put together a proposed three-tier training programme that the CGAs would have access to. This would be on a gold, silver and bronze basis and incorporate learnings from recent HPSAG discussions.
- Duncan Truswell (DT) was leading on a traffic light system to ensure all sports understood the importance of B2022. Currently most sports were on green or amber.

CS questioned if the NGB contributions for the YG had been agreed yet. PB stated that they had not. PB agreed to commit to bringing the figure to the sub-committees in May.

Action point 3: PB to present the suggested amount of YG NGB contributions to May committees

There had been a compromise for India, with a Commonwealth Shooting and Archery Championships to be held in Chandigarh in January 2022.

PB gave an update on the Commercial Feasibility Study, which was discussed in the recent Commercial and Communications Committee.

IM welcomed FCK to the meeting to present her paper on Team England Futures Programme which was circulated with the Board pack.

FCK gave an explanation of the programme, which would be run in conjunction with Sport England.

IM was supportive of the project, but highlighted his nervousness that the size of the project could be a potential distraction from the Games, and stressed the importance of having a strong delivery partner to ensure successful implementation.

The Board unanimously approved the funding for the Team England Futures Programme.

5. Finance, Governance & Risk update

Finance

CC drew the Board's attention to:

- The 2020/21 Organisational Budget (paper 5.2) which had been compiled by CC, PB and the rest of the executive team, and had previously been shared with the respective Committees.

The Board unanimously agreed to approve the following:

- **The Executive Pay Award, although SB noted that NomCo needed to approve PB and IM's increase separately.**
- **The new employee benefits package**
- **The Organisational Budget 2020/21**

Terms of Reference

The Board also approved the revised Terms of Reference for the A&F sub-committee, with CS stressing that whistleblowing does not fall under the A&F sub-committee, but with the chair of A&F (himself).

Action point 3: CC to revisit relevant policies to align with the new Terms of Reference regarding whistleblowing

VAT

No progress had been made since the previous Board meeting. CC explained that with help of the VAT partner at our audit firm, a response had been sent to HMRC and CGE was still awaiting a reply.

AMO

CC gave an update on AMO and Plus 1%.

Governance

The updated status of the Board Effectiveness Review recommendations was in the Admincontrol Reading Room.

IM informed the Board that Lorraine Young would be attending the next Board meeting to review, observe and note progress a year on from publication of the Board Effectiveness Report.

6. Executive Team update

IM welcomed to the meeting FCK, Lou Mackie (LM), Harriet Smith (HS), Carys Edwards (CE) and Tim Thomas (TT) from the executive team.

A new project management system (WeTrack) had been implemented, with HS stating that it was a great tool to ensure engagement throughout the executive team as it sends weekly emails to update everyone on the progress of their tasks. The risk register had also been integrated into this system, although this was still being worked on and had been discussed at the A&F meeting.

There were various questions from the Board regarding kit, which LM answered.

CE briefly updated the Board on the recent announcement of Birmingham based former athlete Kelly Sotherton as English Athletics Team Leader for B2022.

IM thanked LM, FCK, HS and CE and they left the meeting.

7. eqUIP Internship presentation

TT gave a brief presentation regarding his eqUIP Internship with the executive team, in partnership with the University of Surrey. TT gave a brief update on the five projects with which he was involved and explained his role within each of those. TT also confirmed that recruitment had begun to appoint his successor, who was due to start on August 1st.

IM and the Board thanked TT for his time and TT left the room.

8. Committee minutes for noting and questions of committee chairs

a. Audit & Finance

The minutes were noted and there were no questions or comments from the Board.

b. Commercial & Communications

The minutes were noted and there were no questions or comments from the Board.

c. Sport

The minutes were noted and there were no comments from the Board.

IM invited NW to give the Board an update on the recent NED athlete representative recruitment. NW confirmed that the interviews had been successful, with seven strong candidates, two of whom were considered excellent. IM and SB were meeting with the two candidates for the final interviews. NW recommended that CGE accepted one or both onto the Board and the Sport Committee. The Board was open to the suggestion that, if considered appropriate and suitable, both be appointed and it was agreed that it would be extremely beneficial to have both these candidates at future meetings.

d. Nominations, Remuneration & Governance

The minutes were noted. SB highlighted that IM's appraisal was approaching, and that he would be looking to partner up with someone over the next quarter to oversee this.

9. AOB

JA raised with the Board that in light of Alex Danson's retirement, England Hockey was holding a farewell celebration at the FIH Hockey Pro League home game against Argentina on 16th May. JA thought it would be appropriate if some of the Board attended to celebrate the occasion.

Action point 4: Board members to confirm availability (to JS) for the hockey game on 16th May

JA also expressed that it would be nice to have a collection and give AD a small gift and flowers, as the Board hadn't formally said goodbye to her.

Action point 5: IM, PB and JS to get a collection together and brainstorm gift ideas for AD.

DN updated the Board on the current status of the Diversity & Inclusion report. As it stands, the report is still at a draft stage. DN and CC were due to meet and check governance requirements had been met. DN thought there could be an additional opportunity to connect the report with WeTrack and had arranged a session with HS.

The D&I report would be brought to the Board at the June meeting as a full agenda item.

CC reminded the Board about the cyber security training that was being held directly after this meeting.

There was no other business and IM closed the meeting at 12:53.

Action Summary	Executive Lead	NED Lead
1. NW to liaise with FCK around Hanson athlete conversations with DL	FCK	NW
2. CC to add Coronavirus to risk register	CC	CS
3. PB to present the suggested amount of YG NGB contributions to May committees	PB	NW
4. CC to revisit relevant policies to align with the new Terms of Reference regarding whistleblowing	CC	CS
5. Board members to confirm availability (to JS) for the hockey game on 16th May	JS	JA
6. IM, PB and JS to get a collection together and brainstorm gift ideas for AD	PB	IM