

# COMMONWEALTH GAMES ENGLAND



## Minutes

<b>Meeting</b>	Board meeting 4		
<b>Date</b>	Tuesday 15 <sup>th</sup> September 2020	<b>Time</b>	9:30
<b>Location</b>	Holborn Tower 137-144 High Holborn WC1V 6PL And Microsoft Teams		
<b>Chair</b>	Ian Metcalfe (IM)		
<b>Present</b>	Paul Blanchard (PB), Chris Simpson (CS), Nigel Walker (NW), Jenny Ashmore (JA), Simon Ball (SB), Dawn Newbery (DN), Delia Bushell (DB), Caroline Spelman (CSp), Ali Jawad (AJ), Ama Agbeze (AA), Aimee Wilmott (AW)		
<b>Other Attendees</b>	Chris Conway (CC) (all items), Mark England (ME) (item 5), Executive team (item 6), Jordan Smith (JS) (minutes)		
<b>Apologies</b>	None		

### 1. Welcome, apologies and declarations of interest

IM welcomed all to the meeting with IM, PB, CS, SB and JS in attendance at Holborn Tower and the rest of the attendees dialing in via Microsoft Teams. There were no new declarations of interest.

### 2. Minutes and matters arising

Action points from previous meetings	Progress
1. IM and JS to arrange a collection and farewell gift for AD in the future once COVID-19 restrictions had been lifted	Ongoing
2. PB and executive team to pull together a cross-reference document of GC2018 learnings with the current B2022 project plan	Completed: This document had been produced and was included as an appendix in item 6
3. PB to ensure HS makes required amendment on project framework document	Completed: PB and HS had made required amendment
4. PB to send out proposed Trustee framework once received from Oaks	Completed: PB had circulated this to the Board in July
5. All Board members to brainstorm names of potential trustees suitable for a Team England charitable trust	Ongoing: TET has a small pool of potential trustees from external stakeholders, which would be discussed in item 10

6. CC and DB to discuss potential insurance cover after the meeting	Completed: Insurance was discussed in the recent A&F and would be included in CC's finance update in agenda item 7 (and has been subsequently purchased)
7. DN to edit 2 <sup>nd</sup> D&I update as per Government COVID-19 advice	Completed: This would be picked up in agenda item 9
8. Board members to feed their ideas around this issue to IM and DN	Completed: This would be picked up in agenda item 9
9. DN to reach out to Board members individually to discuss how to move D&I forward over the next two years	Completed: This would be picked up in agenda item 9

**Action point 1: IM and JS to arrange a collection and farewell gift for AD in the future once COVID-19 restrictions had been lifted**

**Action point 2: NEDS to suggest names for possible Trustees**

There were no further comments or questions regarding the June minutes, and they were approved by the Board as a true and accurate record of the meeting.

### 3. Chairman's report

IM had been involved in various stakeholder meetings over the period, including conversations around the OC Board diversity issue which was discussed in the Board conference call in August and would be picked up in the Diversity and Inclusion agenda item.

IM also gave an update on recent OC progress, including the change of date for B2022, the three-site village decision and the 2YTG celebrations.

### 4. CEO's report

PB confirmed that the Executive team was still working well during lockdown and had made good progress, which was shown in ME's report and the Executive update.

PB noted that CGE had had more of ME's time than expected due to Tokyo being postponed. As a result, B2022 planning was well ahead of time compared to the GC18 cycle.

PB also highlighted the following:

- CGE continued to be in close contact with the OC
- The relationship with SE remained strong, with the medal mapping process nearly complete. Most sports were happy with the allocation of funding.
- The HPSAG training programme was progressing well
- Nothing had been mentioned about the YG by the CGF but they were expected to be postponed until 2023

SB believed that CGE should push for a confirmation on the YG from the CGF before the next Board meeting.

SB also questioned where CGE were in terms of QBR planning. PB confirmed that there had been a provisional meeting with Martin Green from the OC.

Although the planning of the route and the logistics of the baton were not CGE's responsibility, the OC and the CGF were fully supportive of CGE's involvement and ideas.

## 5. Chef de Mission update

IM welcomed ME to the meeting and ME gave a presentation on the six key areas of progress that had been made:

- The recalibration of the B2022 project framework
- The structure and delivery of the leadership team
- The establishment of the Athlete Advisory Group and the Team Leader Advisory Group
- The planning of the village and venues
- The gathering of the Sports Intelligence and medal tracking
- The development of Team England's culture and values

ME also highlighted several key areas of focus for Q4 2020.

There were several questions from the Board regarding ME's presentation, including team size, team spirit and medal tracking.

CS questioned if safeguarding should have a higher categorisation on the B2022 project framework considering the current issues at British Gymnastics.

**Action point 3: ME to take a further look at the classification of safeguarding in the B2022 project plan and respond to CS**

The Board agreed that ME's presentation was excellent. IM thanked ME for his time and he left the meeting at 11:05.

## 6. Executive Team update

HS introduced the Executive team, briefly highlighted the key areas of focus over the previous months and then handed over to LP to present a kit update.

LP shared with the Board the final delegation wear designs that had recently been approved by the CGF and the initial concepts for the competition wear, which would be presented to the Athlete kit panel and then at the December Board meeting. LP briefly touched on sustainability.

LF gave a brief update on the TL journeys which had begun very positively. The learnings from the GC18 had been considered and each TL had undertaken a very useful skills audit. The first TL Advisory Group meeting had also taken place.

CE briefly ran through some updates to her Board report.

## 7. Finance Update

### Finance

CC presented a series of papers to the Board relating to the year-end audit for 2019/20.

CC drew the Board's attention to the key points in the A&F report and highlighted that:

- This year, the annual report and financial statements include an expanded strategic report, which for the first time incorporates an Annual Governance Statement.

**The Board then unanimously agreed to approve the following:**

- **CS to sign the Letter of Representation to UHY**
- **The draft financial statements and to authorise PB and IM to sign where appropriate**

CS commented that the Annual Accounts were completely clean and noted his thanks to CC and NW for undertaking so effectively a completely remote audit in the current difficult climate.

#### Insurance

CC gave an update on insurance which had been discussed at the previous Board meeting and then delegated to the A&F committee for further consideration.

### **8. Risk Registers**

A number of revision and additions to the registers had been made and were referenced in the A&F committee report (paper 7.0). There were no questions or comments from the Board regarding the two risk registers.

#### Return to Work

CC shared that as sub-tenants, CGE had been reliant on documents and protocols produced by the SRA with regard to returning to the office post-lockdown 1.0. The Return to Work guidance document (paper 9.2) had been adapted and edited from the SRA document, with government and Muller London's advice carefully in mind.

CC confirmed that CGE had taken A&F's advice to get the risk assessment (paper 9.3) reviewed by an external Health and Safety consultant.

PB added that the Executive team was fully engaged in all discussions around a return to office and all documentation had been shared with them.

### **9. Diversity and Inclusion update**

DN touched on the hugely significant time over the past months and said that:

- SE had announced it was looking at its code of governance, particularly targeting BAME representation at leadership level
- UK Sport was working in partnership with the home nations to target diversity
- The OC is recruiting for a head of Equality, Diversity and Inclusion

DN highlighted three areas in the SE model of diversity: board recruitment, talent within and engagement. DN noted that a CGE action plan needed to be developed which supported the work of the Executive. She added that these three areas could be fed in to support the project management work already underway at CGE.

SB left the meeting at 12:20.

**Action point 4: DB to share details of the two headhunter companies that the ECB was using for diverse recruitment**

DL added that Team England should be celebrating its diversity and wondered if video content could be created to go out ahead of the Games to highlight the diversity of 'One Team'.

**Action point 5: IM and DN to speak with ME and Owen Eastwood about potential 'One Team' diversity content to be put together ahead of B2022**

Action point 6: DB to share details of creative agencies to put together diversity video content

JA left the meeting at 12:33.

## 10. Charitable Trust update

PB gave a brief verbal update on CGE's proposed Charitable Trust and referred to the paper circulated in the Board pack.

Progress had been made since the previous Board meeting. PB was currently working through the business plan. This piece of work will be circulated to the Board for feedback once complete.

The Board therefore approved the following recommendations:

- The Team England Trust name
- The legal status, logo, Vision, Mission and Objects of TET
- Subject to the approval of a satisfactory draft business plan and identification and agreement of trustees, the process of registering TET as a Charity with the Charity Commission would commence

## 11. Annual General Meeting

PB referred to his paper and gave an update on the planning of the AGM which was due to be held on Wednesday 11<sup>th</sup> November.

Action point 7: Board members to feed potential AGM content ideas to PB or JS

DB left the meeting at 12:49.

## 12. PR and Crisis Management Communication

PB said that CGE's Crisis Comms Protocol had been discussed at length in the recent ComCo.

PB had contacted the recommended specialists, all of whom were very experienced and could provide CGE with appropriate support.

Action point 8: PB and CE to continue discussions with external crisis management agencies and submit a paper on the subject to the November ComCo, to then be brought to the Board again in December

PB confirmed that so far as Games time crisis management was concerned, discussions had already begun with ME.

## 13. Committee minutes for noting and questions of committee chairs

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

## 14. AOB

Although SB had already left the meeting, IM noted that SB had wanted to speak about Chair succession and invited CSp to speak on SB's behalf.

SB, CSp and NW were in discussions around the recruitment of a new Chair.

There was no other business and the meeting closed at 13:23.

<b>Action Summary</b>	<b>Executive Lead</b>	<b>NED Lead</b>
1. IM and JS to arrange a collection and farewell gift for AD in the future once COVID-19 restrictions had been lifted	JS	IM
2. NEDS to suggest names for possible Trustees		IM
3. ME to take a further look at the classification of safeguarding in the B2022 project plan and respond to CS	ME	
4. DB to share details of the two headhunter companies that the ECB was using for diverse recruitment		DB
5. IM and DN to speak with ME and Owen Eastwood about potential 'One Team' diversity content to be put together ahead of B2022		DN
6. DB to share details of creative agencies to put together diversity video content		DB
7. Board members to feed potential AGM content ideas to PB or JS	JS	
8. PB and CE to continue discussions with external crisis management agencies and submit a paper on the subject to the November ComCo to then be brought to the Board again in December	PB	