

Commonwealth Games England



Meeting	June 2019 Board meeting	
Date	Tuesday 4 th June 2019	Time 09:30
Location	Commonwealth Games England 5 th Floor, Holborn Tower London WC1V 6PL	
Chair	Ian Metcalfe	
Present	Paul Blanchard (PB), Chris Simpson (CS), Dawn Newbery (DN), Simon Ball (SB), Caroline Spelman (CSp), Delia Bushell (DB), Jenny Ashmore (JA)	
Attending	Chris Conway (CC) (Head of Finance), Phil Smith (PS) (Sport England), Duncan Truswell (DT) (Sport England), Lorraine Young (Board review), Lizzie Moore (minutes)	
Apologies	Alex Danson, Denise Lewis, Ali Jawad	

1. Welcome, apologies and declarations of interest

IM welcomed the Board, Phil Smith and Duncan Truswell from Sport England, and Lorraine Young to the meeting. Apologies had been received from DL, NW, AD and AJ. There were no new declarations of interest.

2. Agree minutes of previous meeting and matters arising

The progress in relation to the action points from the previous meeting was summarised as follows:

Action from previous meeting	Progress
PB to present accreditation discussion paper to IM for consultation with NEDs	An accreditation paper had been presented to IM, who had also shared the paper with SB and NW. Discussions were ongoing. A paper would be brought to the Board in October
PB and Exec to reformat Values in Pride of our Nation doc. so that they apply to work streams	The Board resolved to delay this until a Chef de Mission had been recruited and in was in post

PB and IM to consider most efficient method of information flow between executive team and Board, particularly from 1 year out from Games time	Ongoing – this would be finalised closer to Games time
A&F sub-committee to lead on Board tolerance to risk.	The A&F committee would present at the October Board meeting
Develop and share GDPR questionnaire with the Board, to further understand how information is shared. A standard policy will be developed	Ongoing
A&F sub-committee to share proposal of potential investment strategies at June board meeting	This would be covered in the finance section of the agenda
Check PRIDE as a trademark and seek legal approval for using it.	This had been checked – PRIDE as it was currently used by Team England posed no problem
PB to liaise with the Communications and Commercial sub-committee regarding ongoing conversations with Scott Radcliffe at Sport England about the project	Ongoing – 2 nd round pitches would take place after the Board meeting
Review of the budget process, including greater oversight for sub-committees	This would be covered as part of the finance agenda item
CS and CC to send out details and commentary to further explain the budget by w/c 11 th March.	Completed
FK to circulate a paper detailing the delivery costs associated with the Hanson Scholarship	Completed
CS and CC to include an update of the investment strategy in the June Board papers	Completed – this would be addressed in the finance agenda item
Confirm if Lagadere have to be part of a contingency kit project	This would be addressed as part of the B2022 executive team agenda item

Action point 1: IM to bring a paper on Board accreditation for the 2022 Games to the October Board meeting

The March minutes were approved by the Board as a true and accurate record of the meeting.

3. Sport England presentation

PS and DT gave an update and presented Sport England's recently published talent plan.

IM thanked PS and DT for attending the meeting and closed the agenda item.

4. Board effectiveness review

LY thanked Board members for their time and commitment throughout the review process. She then gave a summary of her Board effectiveness review, which had been circulated with the Board papers.

The Board resolved to delegate taking the review recommendations further to IM, PB and CC, who would then report back at the October Board meeting.

Action point 2: PB, CC and IM to work through the review recommendations and report back to the Board at the October Board meeting

IM thanked LY for her report. The review process had been very useful and had provided a range of helpful recommendations to be taken forward.

5. CEO's report

PB drew the Board's attention to key aspects of his CEO report.

PB outlined the proposed Chef de Mission recruitment plan and timescales.

The Board resolved to accept the proposed approach to Chef de Mission recruitment.

SB left the Board meeting at 11:56

6. Finance update

PB referred to and summarised the finance papers which had been circulated prior to the meeting.

The Board resolved to approve:

- **The March 2019 management accounts.**
- **The 2019/20 organisational budget.**
- **The A&F committee's proposal not to invest in equities but hold all funds in cash or near cash instruments**

CS highlighted that A&F would not be seeking approval for the B2022 cost estimate, but that it hoped it provided a thorough update on the detailed work that had been undertaken to date.

The Board acknowledged the updated B2022 cost estimate and felt that further ongoing and detailed consideration would be important at subsequent committee and Board meetings. The Board agreed that justifications for each of the significant numbers and particularly large variances were key.

CC reiterated that he would be happy to share any further detail or explain any of the numbers in further detail outside of the meeting.

7. B2022 executive team update

HS introduced the paper. CE, FK and LMac provided an update on key operational areas referencing the paper that had been circulated prior to the meeting.

IM thanked the Executive team and CE, HS and LMac left the meeting at 13:15

8. Sir John Hanson Scholarship

FK provided an update.

The formal announcement had not yet taken place, but FK confirmed that the sports involved were as follows:

- Badminton
- Squash
- Athletics
- Lawn Bowls
- Hockey

The Sport Committee had also selected reserves as should successful individual receive UK Sport or other funding, they will no longer be eligible.

IM confirmed that he was happy for FK to contact Mark Hanson for a quote as part of the announcement.

DN left the meeting at 13:22

9. Committee minutes for noting and questions of committee chairs

IM informed the Board that he would have further discussions with each of the chairs around streamlining the minutes submission so that draft minutes from the most recent meeting could be submitted to the Board.

Action point 3: IM to speak to Chairs of each committee regarding the submission of draft minutes as part of the Board papers.

10. AOB

DN submitted one piece of AOB:

1. Nik Diaper had left the BPA where he was Head of Performance and had taken up the role of Head of Para Sport at Loughborough Uni.

The meeting ended at 13:30