



Meeting	CGE Board meeting (minutes)	
Date	Tuesday 11 th September 2018	Time 09:30
Location	Shakespeare Martineau 60 Gracechurch St London EC3V 0HR	
Chair	Ian Metcalfe (IM)	
Present	Paul Blanchard (PB), Delia Bushell (DB), Caroline Spelman (CSp), Dawn Newbery (DN), Chris Simpson (CS) Via conference call: Denise Lewis (DN), Jenny Ashmore (JA), Simon Ball (SB), Alex Danson (AD)	
Apologies	Ali Jawad (AJ), Nigel Walker (NW)	
Other Attendees	Lizzie Moore (LM) (minutes)	

1. Welcome, apologies and declarations of interest

Apologies had been received from AJ and NW. SB and IM declared that they had been appointed as Directors of the B2022 Organising Committee Board. There were no other new declarations of interest.

2. Agree minutes of previous meeting and matters arising

Action Point 1 - DP to provide full report on team diversity for September board meeting	DN would be presenting a diversity report in agenda item 7 of this meeting
Action Point 2 - SB to carry NED remuneration and appointment cycle discussion forward to Nomco.	This had been addressed
Action Point 3 - DM to update Companies House to reflect three new board appointments and DR, HM and MT's resignations.	This had been done

Action point 1 – LM to update June Board minutes based on feedback.

Subject to requested amendments, the June minutes were approved by the Board as a true and accurate record of the meeting.

3. Chair update

IM updated the Board on the focus of his recent work, being the formation of the Birmingham OC. IM and SB had attended the first B2022 OC Board meeting on 6th September. SB had been asked to Chair the Audit & Risk sub-committee.

4. CEO Update

PB referred to his Board paper which had been circulated prior to the meeting.

PB summarised the HR section of his report

Action point 2 – CS and PB to lead the organisation of a farewell dinner for DM.

5. B2022

PB referred to the B2022 paper which had been circulated prior to the meeting.

The Board approved expenditure for venue-securing deposits.

CSp reminded the Board of the soon-to-be restricted zone in Birmingham, where diesel cars would be prohibited and the importance of bearing this in mind while making logistical arrangements.

PB highlighted that the Board would need to confirm their level of expectation for accreditations at B2022 as early as practicable to the executive for planning purposes, bearing in mind that demand was likely to outstrip supply.

Action point 3 – IM to lead discussion on Board accreditation at the appropriate time

IM summarised the application process for the inclusion of additional sports in B2022.

DB left the meeting at 11:20

6. Finance & GDPR

CS presented the audited statutory accounts for the year ended 31 March 2018 to the Board.

IM requested a minor edit to the business review which was accepted.

SB asked for confirmation that the dilapidation provision carried in the accounts was felt to be adequate and that the terms of the contract with STA for their sponsorship of the Gold Coast Games had been satisfied. PB confirmed he was confident on both matters.

The Board then unanimously approved the following:

- The accounts for submission to stakeholders and Companies House.
- PB and IM to sign the accounts as required.
- CS to sign the representation letter (a copy of which had been provided to the Board) on behalf of the Board.

CS noted that additional management information schedules had been prepared, as normal, by the auditors for the Board and that these were not provided to stakeholders or Companies House.

CS made further comments about other aspects of CGE's financial position.

Action point 4 – CS to bring an investment proposal to the December Board meeting

CS sought the Board's approval on the set of GDPR policies that had been circulated with the Board papers. CS also highlighted that Zeus remained a GDPR risk, and that this was being fully explored. CS informed the Board that controls would be put in place to mitigate against GDPR risk in the new office share with SRA.

The Board resolved to support the CGE GDPR policies proposed.

IM reflected on the fact that the current financial position was significantly more positive than the equivalent position four years previous, and that the Board should be a careful guardian of these funds.

7. Diversity & Inclusion update

DN described the process by which the Diversity Action Plan had been produced last October in line with the Sport England code for Governance in sport. A one year Diversity Update has now been put together which summarised the progress that has been made.

- CS asked whether it was appropriate to reference that 3 members of the CGE executive were over 60

Action point 5 – DN to follow up with Tom Harlow and SHMA on reference to staff age in diversity report.

The Board resolved to support DN in publishing this report as an appropriately edited final version, following consultation with Tom Harlow, SHMA and Inclusive Boards/Sport England.

8. Sport England

PB informed the Board that Sport England was hoping to confirm funding grants for CGE in the next cycle as early as possible.

Action point 6 – LM to circulate a list of Sport England Board members to the CGE Board.

9. Strategic Priorities update

PB summarised Y Sport's summary of the CGE Board Strategy Day in June and his strategic priorities update, which had been circulated with the Board papers.

Action point 7 – DN and PB to catch up on diversity strategy.

- CS felt that it was important to establish a clear and consistent method for future reporting on progress of strategic initiatives

Action point 8 – CS and PB to consider method of reporting on strategic initiatives.

PB summarised the discussion by proposing to the Board that an 'Ambition' programme for young athletes and an alumni programme were progressed further, while directives around high net worth individuals and the formation of a charitable trust would fall under the future responsibility of a Commercial Director.

The Board resolved to accept PB's proposed approach to the strategic priorities as described above.

10. Office Move

PB gave a summary of the progress that had been made on this project and informed the Board that the Dutch House lease extension (until Wed 21st November) had been finalised, and that the lease for the new office was close to being finalised. SHMA had been involved in both contract discussions. PB reminded the Board that CGE would be sub-letting from SRA and that CGE would adopt a hot desking principle. IM added that the next Board meeting on 11th December would take place at the new office and SRA's Chair, Andrew Moss, would join us for lunch.

11. AGM

IM gave the Board an update on plans for the AGM and invited the Board to feed any specific thoughts on agenda and suggestions of invitees to LM. PB added that there would be a media opportunity at the village site in the morning.

Action point 9 – LM to circulate updated attendee acceptance list.

12. Sub Committee Minutes

a. **A + F**

CS had presented all necessary information as part of item 6 on the agenda

b. **Communications and Commercial**

The Board acknowledged JA's note on this meeting

c. **Sport**

The Board agreed that these minutes were both very interesting and useful to read

d. **Nominations, Remuneration, Governance (NRG)**

IM briefed the Board on matters relating to remuneration, which had been discussed in an NRG sub-committee conference call on 1st August.

The Board resolved to accept NRG's recommendations.

13.AOB

a. Board meeting dates

The Board resolved to accept IM's proposal of four Board meetings in 2019.

b. Chairman's re-appointment

IM was asked to leave the room whilst his proposed reappointment as Chairman was discussed. **The Board resolved to re-appoint IM for another term as Chair with the potential to extend until December 2022 as described above. The Board formally recognised IM's hard work and ongoing support in his role as Chair of the CGE Board.**

There was no other business and the meeting concluded at 13:07.

Action Summary	Executive Lead	NED Lead
1. LM to update June Board minutes	LM	IM
2. CS and PB to lead the organisation of a farewell dinner for DM.	PB	CS
3. IM to lead the discussion on Board accreditation for B202	n/a	IM
4. CS to bring an investment proposal to the December Board meeting	n/a	CS
5. DN to follow up with Tom Harlow and SHMA on reference to staff age in diversity report.	LM	DN
6. LM to circulate a list of Sport England Board members to the CGE Board.	LM	n/a
7. DN and PB to catch up on diversity strategy	PB	DN
8. CS and PB to consider method of reporting on strategic initiatives.	PB	CS
9. LM to circulate updated attendee acceptance list.	LM	n/a