

# COMMONWEALTH GAMES ENGLAND



## Minutes

<b>Meeting</b>	Board meeting 4	
<b>Date</b>	Wednesday 22 <sup>nd</sup> February 2022	<b>Time</b> 10:00
<b>Location</b>	Birmingham 2022 Organising Committee Six Brindley Place Birmingham B1 2TZ & Microsoft Teams	
<b>Chair</b>	Ian Metcalfe (IM)	
<b>Present</b>	Paul Blanchard (PB), John Steele (JS), Chris Simpson (CS), Nigel Walker (NW), Jenny Ashmore (JA), Simon Ball (SB), Delia Bushell (DB), Dawn Newbery (DN), Diane Modahl (DM), Caroline Spelman (CSp), Aimee Willmott (AW), Ali Jawad (AJ), Denise Lewis (DL)	
<b>Other attendees</b>	Chris Conway (CC) (all items), Mark England (up to item 3), Executive team (up to item 4), Jordan Smith (JSm) (minutes)	

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

IM welcomed the Board to the meeting. DN, AJ, AW and JA would dial in to the meeting via Microsoft Teams.

There were no apologies or new declarations of interest.

### 2. Minutes and matters arising

The progress relating to the action points from the previous meeting was summarised.:

**Action point 1: JSm to recirculate the E, D&I survey for NEDs to complete if they had not done previously**

**Action point 2: HS and JSm to finalise Unconscious Bias training for the Board at the April Board meeting**

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

SB questioned the process of sharing minutes on the public facing homepage. CC confirmed that the minutes were redacted and approved by PB and IM before being published on the website.

### 3. Chef de Mission Team update

ME highlighted the two new planning impacts, which were the delay on finalising allotment spaces, and the reduced number of officials in the Birmingham village site.

FCK then gave a presentation on the sport pillar of the Chef team's planning.

The first athletes had been announced from triathlon, swimming and lawn bowls. Each athlete received a signed selection letter from ME and a 'part of the pride' memento letter from DL. FCK noted that this campaign ensured every individual nomination will be celebrated.

SB suggested that 'part of the pride' be incorporated into the kit as it was such a powerful message.

NW questioned if any athletes had fed back on the TMA. FCK explained that it was shared with the TLs who were encouraged to share with the athletes. The AAG were also consulted on specific previous issues, including rules on kit. There was no feedback from athletes since signing it however.

FCK highlighted that she was working closely with Kelly Sotherton on the impact of three athletics competitions in three weeks. KS was due to update FCK on when the athletes were likely to arrive back in the UK after the Athletics World Championships in Oregon.

**Action point 3: ME to send JSm the UKS D&I Action Plan for her to share with the Board**

It was agreed that CGE needed to have a clear narrative on E, D&I, as well as having specific goals and objectives for the future. Some benchmark statistics would be useful and DN suggested that we speak to Duncan Truswell to understand SE's diversity objectives and aims.

**Action point 4: IM, PB to pick up with FK, ME and CE on CGE's E, D&I narrative in the run up to and during B2022, with specific thinking around the team announcements**

**Action point 5: IM and PB to speak to DT to understand SE's E, D&I goals and targets**

FCK continued her presentation and highlighted the following:

- Birmingham Ready – the team was putting together various content opportunities to engage with the athletes in the lead up to Birmingham, including Birmingham Ready roadshows across the UK, podcasts with former TE athletes and a Friends & Family programme.

- Team Leader journey – engagement with the TLs continued, with FCK and the two Sport Managers working very closely with their cluster of sports. The TLAG met frequently, and the next in-person TL workshop was on 1<sup>st</sup>/2<sup>nd</sup> March.
- Team Immersion Camp – a dedicated team was working specifically on the Loughborough immersion camp specifically, run by Linda Freeman who had come on board on a part time basis

DL questioned if the TLs had any major concerns. FCK explained that they were all comfortable with the work CGE had been doing but were nervous around the challenges of the Birmingham University village site. FCK added that CGE was in a strong position as the home nation and she was working closely with the Birmingham village sports to ensure their concerns were heard.

ME added that it was important the Board was across all plans. The July Board meeting was in Loughborough, during the immersion camp and kitting out and all NEDs were booked in for a tour and an overnight stay the day before.

#### 4. Update on kit

CC provided an update on the Kit project supported by Lou Pullan.

Action point 6: Week commencing 14<sup>th</sup> February, LP to provide deliverable and practical options and an Executive recommendation to the Board in a virtual meeting

Action point 7: JSm to arrange a virtual Board meeting in the second half of that week

#### 5. Executive team update

HS referenced the QBR update in the paper and explained that the OC had not released much information so far about the route. HS and CE were meeting with the OC on a weekly basis and should receive further information soon. The nomination process for the NGBs to nominate athletes as baton bearers was ongoing.

LM provided a verbal update on the continuously moving challenges of the village sites and the impact on the team's planning and preparation. She explained the following:

- CGE had not been given its “usual” amount of allotted space, which LM explained as the village delivery space as a whole – bed spaces, social spaces, HQ and operational delivery space
- Allotment is usually granted based on team size and would normally be finalised two years out from Games. As it stands, CGE had not yet received any detailed information or CAD drawings.
- The University of Birmingham village site was presenting problems for the OC
- The OC had asked if CGE could move 24 people from Birmingham to Warwick
- The introduction of a fourth village at the Park Regis Hotel in Birmingham City Centre, where cricket, beach volleyball and ETOs will be placed. There would be no OC-led services at the Park Regis, and LM and FCK had begun scenario planning in respect of this space.

LM highlighted that the Sport Committee was aware of all issues, and the TLAG was being involved in discussions. There had to be a balance between managing the expectations of the sports, but not causing undue concern to the TLs. LM added that the Games will be significantly different to previous recent Games and that we needed to find a way to deliver successfully.

IM added that he had been working closely with the OC to work through some of the challenges. There was a long distance to go in a short space of time, but CGE was in the best place possible as it at least was aware of all the challenges.

SB reminded the team that this may be the shape of CWG going forwards – multiple village sites and existing infrastructure that might not meet all requirements. CGE needs to ensure it best uses what there is and deal with the issues.

## **6. Chairman's update**

IM updated the Board on his recent activity with the OC.

IM had held his final Chair dinner in December and was attending the first President's Dinner that evening in Birmingham.

IM had met with the CGF and Katie Sadleir.

IM also updated the Board on succession planning and the search for a new Chair of A&F and ComCo. IM and JS had a call scheduled with Odgers directly after this meeting, who had produced an extremely impressive list of potential candidates.

## **7. CEO's update**

PB drew attention to the following points in his report:

- The CGF continued to be tightlipped with regard to 2026, but there were positive noises coming from a Melbourne/Victoria host. Discussions were ongoing.
- The CGF had recently announced that there would be an e-Sport Commonwealth Championships demonstration event taking part during the second week of the Games
- The CGE executive team were all in good form at the moment and working extremely hard. Things were changing quickly, but the team were adapting and working through the challenges.

## **8. Games legacy proposal**

CE rejoined the call and gave a quick summary of the legacy proposal, which had been discussed in the previous Board meeting and subsequently discussed at all committee meetings.

**The Board agreed to support the Golden Gateways recommendation, on the basis that it should not be labelled as a legacy project, but something to maximise media attention for B2022 and the medallists.**

## 9. Finance update

CC explained that it was likely there would be additional costs down the line for the Games budget, due to some complexity and moving parts. The contingency budget may have to be used for additional security costs and covid related measures. CC would bring this back to A&F.

CC was comfortable with the numbers in the Organisational budget and had provided commentary in the papers.

**Action point 8: JS, IM and PB to begin formal conversations regarding next 2022-2026 funding with SE after the end of the financial year**

## 10. Risk Registers

CC noted that the risk registers had been presented to A&F, ComCo and the Sport Committees. There were no significant changes in the Organisational risk register. He referenced the short paper in the Board pack which illustrated the changes in the Games risk register.

DB questioned what the worst-case scenario would be at the UoB and IM explained that the OC had not expressed any outcome yet, but it was looking to extend the dining hall with a temporary structure.

JS referred to the long-term financial sustainability risk and questioned what ComCo was doing to mitigate this in terms of commercial targets for the next cycle. JA and DB confirmed they had been discussing this in ComCo and highlighted the importance of the Board feeding in potential sponsors to be engaged in the stakeholder programme.

It was added that the International Women's Day Webinar would be a great opportunity to engage specific female targets and IM asked DB to think about who to invite.

**Action point 9: DB to reach out to potential female sponsor targets and invite them to the IWD Webinar and President's Dinner on 8<sup>th</sup> March**

## 11. Governance – update on Code for Sports Governance

SE had revised its Code of Sports Governance and CC had undertaken a self-assessment to see how CGE aligned with it.

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

There were no questions or comments for any of the committees.

## 13. AOB

There was no other business and the meeting closed at 15:06.

