

# COMMONWEALTH GAMES ENGLAND



## Minutes

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<b>Meeting</b>	Board meeting
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<b>Date</b>	Tuesday 8 <sup>th</sup> December 2020	<b>Time</b>	09:30
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<b>Location</b>	Microsoft Teams
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<b>Chair</b>	Ian Metcalfe (IM)
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<b>Present</b>	Paul Blanchard (PB), Chris Simpson (CS), Nigel Walker (NW), Jenny Ashmore (JA), Simon Ball (SB), Delia Bushell (DB), Ali Jawad (AJ), Caroline Spelman (CSp), Ama Agbeze (AA), Aimee Willmott (AW)
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<b>Other attendees</b>	Chris Conway (CC) (all items), Mark England (ME) (item 2), Executive team (item 3), Jordan Smith (JS) (minutes)
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<b>Apologies</b>	Denise Lewis (DL), Dawn Newbery (DN)
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### 1. Welcome, apologies and declarations of interest

IM welcomed the Board to the final meeting of 2020, with apologies from DL and DN. There were no new declarations of interest.

### 2. Chef de Mission update

ME reported that good progress had been made in Q4, but some plans were behind schedule due to COVID restrictions, such as the village venue visits.

**Action point 1: CSp to put ME in touch with David Eastwood from Birmingham University**

SB requested that ME include an additional slide in future presentations listing any concerns or issues for the B2022 planning

**Action point 2: ME to include concerns/worries as an additional slide in his future presentations**

IM thanked ME for his time and ME left the meeting.

### 3. Executive Team update

IM welcomed Harriet Smith (HS), Linda Freeman (LF), Lou Mackie (LM), Lou Pullan (LP) and Carys Edwards (CE) from the Executive team. HS introduced the team and welcomed back LM from maternity leave.

LF gave a brief update on sport, including upcoming meetings between the NGBs and the Sport Cluster Managers at the OC, the Team Leader Advisory Group and the replacement process for some of the Hanson athletes who were no longer eligible for the scholarship.

LP gave a short presentation on the progress of the kit project.

SB noted that all NEDs had completed UKAD training prior to G2014 and it would be worth looking into this training again prior to B2022.

#### 4. CEO's report

PB began his update by confirming the postponement of the AGM to February 3<sup>rd</sup>, a decision that was supported by CGE's stakeholders and which had received no negative criticism.

PB referenced his report circulated with the papers and highlighted the following:

- CGE had hosted another NGB CEOs meeting, which was well received despite the immense pressure and challenges NGBs are facing
- Adrian Christy (CEO of Badminton England) was leading on a cross sport legacy project for post B2022. PB would update the Board as the project progresses
- The OC is progressing well, has undertaken a large amount of COVID planning and has highlighted three key decision dates between now and 2022
- Sport England is busy administering the government's £300 million Winter Survival Package to help major spectator sports. It is also in the process of recruiting for its new chair, given Nick Bitel is stepping down early 2021.

PB added that CGE had progressed discussions with two recommended Crisis Management agencies outside of the core PR tender process.

PB noted that LM was back from maternity leave and had begun to work very closely with ME. LP was previously employed on a consultancy basis but had recently been offered a fixed term contract beginning in January. The upcoming roles of Sport Manager and Head of Stakeholder Programme would soon be advertised, and CGE is trialing some new recruiters in hope of broadening the diversity of the applicant pool.

SB noted that the judo competition was scheduled to start on day three, instead of day one as previously requested. PB clarified that it was moved due to rugby 7s beginning on day one.

#### 5. Minutes and matters arising

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

Action points from previous meetings	Progress
1. IM and JS to arrange a collection and farewell gift for AD in the future once COVID restrictions had been lifted	Ongoing: COVID restrictions were still in place
2. NEDs to suggest names as possible Trustees	Completed: The TET and potential trustees would be discussed in item 9.0

3. ME to take a further look at the classification of safeguarding in the B2022 project plan and respond to CS	Completed: Safeguarding had been added to the B2022 project plan
4. DB to share details of the two headhunter companies that the ECB were using for diverse recruitment	Completed: DB had shared details with PB and IM
5. IM and DN to speak with ME and Owen Eastwood about potential 'One Team' diversity content to be put together ahead of B2022	Ongoing: IM and ME were continuing to speak to Owen Eastwood about potential diversity content
6. DB to share details of creative agencies to put together diversity video content	Completed: DB had shared details with PB and IM
7. Board members to feed potential AGM content ideas to PB or JS	Completed: Board members had fed in ideas regarding the now postponed AGM
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	Completed: This was discussed at the November ComCo

**Action point 3: IM and JS to arrange a collection and farewell gift for AD in the future once COVID restrictions had been lifted**

Action point 8 was discussed further, with JA clarifying that it was never thought that CGE would pay a retainer to a specialist crisis management agency, but that it was useful to know which agencies it would be appropriate to turn to in case of an emergency. DB added that most agencies charge an hourly rate and CGE should select one or two potential agencies to use in the future.

**Action point 4: PB to introduce the 2 preferred crisis management agencies to IM and continue ongoing discussions without committing to any retained agency at this point**

There were no further comments and the minutes were approved by the Board as a true and accurate record of the meeting.

## **6. Chairman's report**

IM updated the Board on his involvement with the OC, including attending a Board meeting in person last week. There was a new DCMS representative on the Board - Hiren Dhimar, and there had been confirmation of the shortlisting stage for the replacement of Zara Hyde Peters.

IM reported on the ongoing topic of diversity within CGE and that he hoped this would be a specific agenda item in the next Board meeting presented by DN and NW.

## **7. CGF and General Assembly update**

PB updated the Board regarding the recent virtual CGF General Assembly. A range of presentations were given, including a presentation from SB from a host CGA and OC Board perspective, which was well received by the membership. The CGF Accounts and management report had been saved in the Reading Room for reference.

PB also highlighted the following:

- David Leather gave an update on a host city for 2026.
- There was official confirmation that the YG 2021 were postponed, with the intention being to host a Youth Games in 2023, but not necessarily in T&T
- There was no further update on the CW Shooting and Archery competition scheduled to be hosted in India in January 2022
- The General Assembly 2021 was confirmed to be in Birmingham in autumn 2021

SB added that as the GA was virtual, it did not have the benefit of a normal three-day meeting.

NW asked what the other CGAs thoughts were on the lack of host city for 2026. PB explained that the stand alone CGAs, such as the Home Nations, were concerned, but the majority of the CGAs were embedded in their NOCs, and hence currently focused only on Tokyo.

## 8. Charitable Trust update

PB referred to Paper 9.0 and reported that three financial models with P&L projections for the Team England Trust (TET) had been produced. The financial impact over the next cycle had been discussed and a recommended business plan was developed based upon the request of the executive at the previous Board meeting

PB noted that things had changed significantly since the process began, such as the ongoing impacts of COVID and continuing uncertainty around the lack of a 2026 host. These factors needed to be carefully considered before deciding on whether it was the correct time to progress with the TET.

PB added that SE was fully supportive of the process but has always been of the opinion that any decision on the TET was for CGE. PB then invited questions or feedback from the Board.

AA and CSp both questioned if this was the right thing to do in the midst of a global pandemic, especially with the lack of a 2026 host.

IM concluded that although the work and the diligence on the business plan and financial models were excellent, the uncertainty and the timing was not right.

**It was agreed that the TET would not go ahead now, but be brought back to the Board mid-2021 to reassess a launch date. In the intervening period, CC would investigate setting up the Trust and produce a paper for the Board meeting in January on what is required to do so.**

**Action point 5: CC to produce a paper regarding registering and establishing the TET as a charity**

## 9. Finance update

CC reported that the Executive team had revisited the original budget for 2021 and the reforecast had been presented to all the committees prior to the Board meeting. The output and commentary from the process was shared in the Board papers, with only a small £14k change (improvement) to the deficit.

**The Board approved the reforecast of the 2020/2021 budget.**

CGE had agreed to support SE in the financial administration of its' Medal Preparation funding award, which involved giving a total of c£1.65m to 10 NGBs.

CC reported that CGE was still awaiting a response from HMRC regarding VAT treatment and the potential backdated VAT penalty.

CC added that the two risk registers had been saved in the Reading Room on Admin Control. The A&F committee had made some small revisions but no new risks have been added.

**10. Operations in the COVID-19 environment**

PB gave a brief verbal update on staff welfare and how the Executive team is continuing to work in the second national lockdown. The general morale was positive, and a Mental Health Working Group had been put together which is driving various week-long initiatives.

PB noted that there had been another health and safety review of the team's home working environment and a small number of desks, chairs and computer equipment had been purchased to support the team. The office was closed during the four-week lockdown but was now available for staff to use if they wished.

CC added that CGE had signed up to Health Assured's Employee Assistance Programme, which was a 24/7 helpline that staff could call if they required support.

**11. Committee minutes for noting and questions of committee chairs**

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

**12. AOB**

IM noted that there was an impressive attendance at the recent NGB CEOs meeting, with almost all of the NGB CEOs dialing in for the full two-hour meeting, which included presentations from Duncan Truswell and various staff members from the OC.

IM thanked AA for agreeing to help cement CGE's working relationship with CGA NZ, whilst AA was based in Auckland.

IM explained that in light of the increasing risk of no 2026 Games, he was beginning to work with PB to put together what CGE might look like after 2022. IM offered his assurance that the new Chair would not be left to do this alone.

IM would be uncontactable for two weeks from 20<sup>th</sup> December due to medical reasons, and likely to be unable to travel throughout January.

PB added that as the next Board meeting was at the end of January, it is likely to be a shorter meeting, with a reduced pack of Board papers.

There was no other business and the meeting closed at 12:43.

<b>Action Summary</b>	<b>Executive Lead</b>	<b>NED Lead</b>
1. CSp to put ME in touch with David Eastwood from Birmingham University	ME	CSp
2. ME to include concerns/worries as an additional slide in his future presentations	ME	
3. IM and JS to arrange a collection and farewell gift for AD in the future once COVID restrictions had been lifted	JS	IM
4. IM and PB to continue to work together with the two crisis management agencies that had shown an interest	PB	IM
5. CC to produce a paper regarding registering TET as a charity	CC	IM