

# COMMONWEALTH GAMES ENGLAND



## Minutes

<b>Meeting</b>	CGE Board meeting 4		
<b>Date</b>	Thursday 7 <sup>th</sup> April 2022	<b>Time</b>	10:00
<b>Location</b>	Radcliffe Conference Centre University of Warwick Scarman Road Coventry & Microsoft Teams		
<b>Chair</b>	Ian Metcalfe (IM)		
<b>Present</b>	Paul Blanchard (PB), John Steele (JS), Simon Ball (SB), Dawn Newbery (DN), Nigel Walker (NW), Delia Bushell (DB), Caroline Spelman (CSp), Aimee Willmott (AW)		
<b>Other attendees</b>	Chris Conway (CC) (all items), Mark England (up to item 3), Executive team (up to item 3), Jordan Smith (JSm) (minutes)		
<b>Apologies</b>	Ali Jawad (AJ), Jenny Ashmore (JA), Chris Simpson (CS), Diane Modahl (DM), Denise Lewis (DL)		

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

IM welcomed the Board to the meeting. There were apologies from JA, CS, DM and DL. NW, DB and CSp would dial into the meeting virtually. AW would join the call late as she was commentating at the British Swimming Championships, and AJ would only join for the Unconscious Bias training; he sent his apologies otherwise.

There were no new declarations of interest.

### 2. Minutes and matters arising

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

Action points	Progress
1. AT to meet with Adrian Corcoran from the OC to discuss the OC's cyber security work	Ongoing: AT had not yet met with AC but was trying to set up a call with him

2. PB, IM and JS to finalise who was writing the Transfer of Knowledge and pull together plans	Complete: The Transfer of Knowledge planning was underway
3. JSm to share details of the athletics and swimming test events with the NEDs	Complete: JSm had shared initial details of the test events with the NEDs
4. NEDs to feed in any commercial targets to JS and KB so they could be added into the VIP Games time programme	Ongoing: NEDs to continue to feed in any commercial targets to KB and JSm so they could be added into the VIP Games time programme
5. JS to ensure NGBs were included as a focus area for CGE for the next cycle	Complete: JS was conducting his next round of Strat30 meetings and would ensure NGBs were included
6. PB and CE to develop a clear narrative around B2022 success for Team England	Complete: This was discussed at the recent ComCo

Action point 1: NEDs to continue to feed in any commercial targets to KB and JSm so they could be added into the VIP Games time programme

DN requested that another action point was added to the minutes, regarding CGE providing guidance to the NGBs around potential cyber or phishing attacks.

Action point 3: JSm to add in action point to previous minutes that reads “CGE to provide guidance to the NGBs around potential cyber or phishing attacks, to ensure awareness across all members of team”

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

### 3. CdM / Executive Team update

#### CdM Team update

ME gave a quick update on the progress of the village allotment planning at the Birmingham University site. A larger space at Tennis Court Halls had been offered, which meant that some of the second block at Mason Halls could be released. This space at Tennis Court Halls would be turned into an extensive performance space.

ME noted that the next Board meeting would be a deep dive into performance and would also include a proposal relating to the Games time covid mitigation strategy for staff and athletes. ME added that this could mean some activity, such as athletes going through Celebrating Victory and visiting Canal House, would be impacted in order to protect performance in the Games environment.

There was a discussion around the issues of regular covid testing, including stakeholder village tours, medal ceremonies and sufficient isolation space in villages.

DN questioned the availability of covid testing kits at Games time. ME explained that Radox provided the BOA and BPA covid tests for Tokyo. It would be an expensive item but if required, Radox could provide tests and the contingency budget would be used.

CE presented a deep dive into Press Operations at Games time which included:

- 'Part of the Pride' campaign
- The role of the press officers
- A breakdown of the communications team
- An overview of Celebrating Victory
- An explanation of Immersion Camp and Kitting Out

DN questioned if the proposed photographers were with Getty. CE explained that Getty Images was very restrictive; by using our own photographers, the images were CGE owned and can be used with no limitations.

DN also stressed the significance of para sport photography and how important it was to get this right. CE explained that she was working with Cake to draft photography guidelines, including guidance around para sport photography.

ME then presented a breakdown of the staffing structure of the Team Behind the Team at the Immersion Camp, Kitting Out and Games time, including a breakdown for each village site.

NW questioned if there was a reserve list for staff in the case of a covid outbreak. ME explained that a plan was currently being developed.

IM commented that it would be helpful to have a directory of staff members, with a photo of each person. CE explained that this would be on the Team England Hub.

### Executive Team update

LM gave a brief update on the kit and kit freight from China:

- Over the past month, China has had a number of snap lockdowns which affected the final production of the order
- Most competition wear (bar an estimated 10%) is now believed on sea and due early May
- Delegation wear is part shipped – the next large shipment leaves soon and is due mid-June
- The last part of the delegation wear is likely to be later. Once timing is known, LM will engage with A&F to discuss extra costs of air freight
- Luggage is a bulk part of the order which remains in lockdown, LM will ask Kukri for a plan B as air freighting will be extremely expensive due to the size of the suitcases

SB asked for the decision to not be delayed for too long, such that any decision was effectively made too late.

SB questioned why the Transfer of Knowledge (ToK) was highlighted as not being complete by September, which is when most of the NEDs would be stepping down. HS explained that

the aim was to have as much as possible of the ToK complete by the September Board meeting, but that it might not be completely finalised by then.

SB commented on the E, D&I and medal narratives and requested some amendments.

**Action point 7: NEDs to feed back any specific comments on the narratives to CE**

DN questioned if every sport was represented as baton bearers in the QBR activity.

IM thanked the CdM and Executive teams for their time and they left the call.

#### **4. Unconscious Bias training**

HS welcomed Ellie Grady, a trainer from Equality & Diversity UK to the meeting who then delivered a 45-minute session on E, D&I and Unconscious Bias.

It was agreed JSm would share the presentation slides, relevant documents and recommended books with the NEDs after the session.

#### **5. CGA Open Day feedback**

PB gave a brief verbal update on the recent CGA Open Days and highlighted the following:

- 58 out of 72 nations attended
- The four days were generally positive and were well organised by the OC
- CGE hosted an event at Canal House on the first evening which was a great success, as well as a chance to test the operations at Canal House ahead of Games time
- PB attended a visit to Sandwell Aquatics Centre, which was in excellent shape both as a high-performance venue and as a legacy swimming pool post-Games
- It was obvious that there continued to be numerous operational challenges, most notably for the smaller nations who have to be spread across multiple villages with few members of staff
- There was also extreme nervousness around the complexity of travel across the multiple sites

The OC had recently said that the Guest accreditation passes had to be picked up at the Welcome Centre at the NEC. It was agreed that this was not ideal and that there should also be an option at the GFH, as per previous Games. IM agreed to speak to the OC and request a change of plan.

**Action point 8: IM to speak to the OC to ask if the Guest accreditations could be collected at the GFH instead of the Welcome Centre at the NEC**

PB added that the CGF would be holding a workshop on athlete advocacy which DN would join.

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

IM updated the Board on his movements over the past month, which included dinner with Team Wales, the CGA Open Day events and a five-hour deep dive into Transport at the OC.

IM had also met with the Sports Minister who intended to be present for all 11 days of the Games.

The CGF had held a two-day Executive Board meeting, and it was clear that Victoria (Australia) 2026 was on course to be announced.

The OC's cultural festival programme had launched, and the OC/Sport Relief venture had progressed, with plans for an All-Star games across different sports during the Games.

IM reminded the Board and the Executive team to manage their energy over the next few months to ensure everyone was Games ready.

IM gave a brief update on succession planning. There were two full days of interviews scheduled, with CSp joining the NomCo panel with IM and JS.

One candidate had suggested NFTs as a means of generating revenue and IM had agreed to discuss the topic with DB, who sat on the Board of a NFT company.

PB added that NFTs were a discussion topic at the recent ComCo.

## **7. CEO update**

PB highlighted the following from his report:

- March had been an extremely busy month for the Executive team. April was generally quieter and a number of staff would be taking annual leave.
- There was a slight delay with Alexander Stadium; the first event scheduled to be held there had been cancelled. However, the planned event for the 20<sup>th</sup> April was still taking place.
- SE had not yet decided when to finalise the funding for next cycle, albeit discussions remained positive. PB had received a brief update from DT that morning and had lunch scheduled with Charles Johnston (CJ) the next day.

PB also updated the Board on the recent commercial progress.

## **8. Finance, Risk and Safeguarding update**

### Finance

CC drew the Board's attention to the Organisational budget 2022/2023. The budget had been presented to A&F and ComCo who were happy with the numbers. CC had also taken JS through the budget and he was also comfortable with the numbers.

CC explained that it was a 'status quo' budget; the core expenditure was comparable to last year's budget and mostly included contractual payments such as office costs.

As agreed with JS, the finance team would undertake a complete reforecast of the Organisational budget at the end of September.

Birmingham Connect and TEF were included in the strategic projects, along with the introduction of a sustainability project as recommended by JS. CC noted that the Golden Gateways project now sat in the Games budget.

CC briefly updated on the VAT issue; HMRC had recently responded, which was discussed at length in A&F who still believe our VAT treatment was correct.

### **The 2022/2023 Organisational Budget was approved by the Board.**

CC added that a total projected Games cost will be presented to A&F next month. There were unknown spends around security and Covid which may have to be taken out of the contingency budget.

### Risk

CC referenced the risk registers which were included in the Board pack, along with a summary paper. The organisational risk around 2026 had been removed due to the positive talks with Victoria as a host city recently.

There was a new red risk regarding the Ukraine/Russia situation.

There were no substantive changes to the Games risk register.

### Safeguarding

CC had been working with two safeguarding agencies, which specialised in best practice in both children and adults at risk safeguarding. It was recommended that CGE has three separate policies; one which covers children, one for adults at risk and a specific Safeguarding plan for the Games.

The Games time safeguarding plan was still being finalised and CC would bring it to the next Board meeting. The children and adults at risk policies had been shared with the papers.

CC noted that best practice was to have a safeguarding champion on the Board. He asked Sport England's position and IM said that he had spoken to Phil Smith, who was fine with CGE not having anyone specific identified for the time being, as long as the safeguarding policies and individuals responsible were in place for the Games. PS would expect an individual NED to be identified in the 22/26 cycle.

CC also noted that a policy was required on employing ex-offenders and he was in the process of developing one with Tom Harlow.

IM questioned the identity of the Ann Craft Trust. CC confirmed that the trust worked with UKS and SE and was seen as a leader in safeguarding.

There was a discussion around the suitability and relevance on some points in the policy and it was agreed that NEDs would consider the policies in full, and then feedback any suggested amendments to CC.

**Action point 9: NEDs to read the safeguarding policies in full and feed back any comments to CC**

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

There were no comments on the A&F minutes. JSm noted that the recent ComCo minutes had not been included in the papers. These would be included in the Board pack for the May Board meeting.

**10. AOB**

The E, D&I report in the Board pack was discussed. SB suggested that a foreword should be added, along with E, D&I data from the Executive team. DN said that the report should be shared on CGE’s website before the May Board meeting, but that she would like the Board to feed back before sharing on the website.

**Action point 10: IM to circulate the E, D&I report to the entire Board, request feedback by the end of April. The report could then be added to the website.**

NW asked if the NGBs had been consulted with regard to the proposed athlete calls in July. PB explained that it had been discussed with the TLs who should have fed back to the CEOs and senior members of staff.

**Action point 11: PB to speak to the NGB CEO’s about the athlete calls in July**

There was no other business and the meeting closed at 15:12.

<b>Action Summary</b>	<b>Executive Lead</b>	<b>NED Lead</b>
1. NEDs to continue to feed in any commercial targets to KB and JSm so they could be added into the VIP Games time programme	KB	
2. Redacted	JSm	
3. JSm to add in action point to previous minutes that reads “CGE to provide guidance to the NGBs around potential cyber or phishing attacks, to ensure awareness across all members of team”	JSm	
4. Redacted	FCK	
5. Redacted	FCK	

6. Redacted		IM
7. NEDs to feed back any specific comments on the narratives to CE	CE	
8. IM to speak to the OC to ask if the Guest accreditations could be collected at the GFH instead of the Welcome Centre at the NEC		IM
9. NEDs to read the safeguarding policies in full and feed back any comments to CC	CC	All
10. IM to circulate the E, D&I report to the entire Board, request feedback by the end of April. The report could then be added to the website.		IM
11. PB to speak to the NGB CEO's about the athlete calls in July	PB	