

The Board of Commonwealth Games England



Meeting	CGE Board Meeting (Minutes)	
Date	Tuesday 5 th June 2018	Time 14:00
Location	Gowling WLG 4 More London Riverside London SE1 2AU	
Chair	Ian Metcalfe	
Present	Paul Blanchard (PB), David Ross (DR), Dawn Newbery (DN), Denise Lewis (DL), Hamish McInnes (HI), Jenny Ashmore (JA), Martin Thomas (MT), Nigel Walker (NW), Chris Simpson (CS), Simon Ball (SB), Sarah Winckless (SW)	
In attendance	Lizzie Moore (Minutes)	
Apologies	Alex Danson, Caroline Spelman, Ali Jawad	

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1. Welcome, apologies and declarations of interest

AD, CS and AJ had sent their apologies.

2. Minutes and matters arising

The minutes of the last meeting were declared to be correct.

Action points from the previous minutes had been addressed as follows:

3. GC2018 review

PB, SB and SW gave a summary presentation of the GC2018 review that had been circulated to the Board prior to the meeting. SB noted that this document was distinct from the Transfer of Knowledge document, a more detailed exercise that the executive team would be producing as an information source for future games cycles. A full discussion followed, during which, amongst other things, the board requested more statistics around the diversity of the team.

Action point 1 – DP to provide full report on team diversity for September board meeting

PB informed the Board that a saving from the gross overall budget was forecast and that the KPIs set by Sport England had been met.

SB had taken feedback from the board and reported that they had felt communication, particularly to board members who had remained in England during games time could have been significantly improved via more regular emails and a couple of video conference calls.

The board discussed NED remuneration and the NED appointment cycle. These points would be discussed further at the upcoming Nominations and Remunerations Sub- Committee

Action point 2 - SB to carry NED remuneration and appointment cycle discussion forward to Nom & Rem Co. CS to discuss appointment cycle with Tom Harlow.

4. Sport England

PB informed the Board that Sport England representatives had been present at the Prep Camp and during Games time on the Gold Coast. SE would be conducting their own debrief of the Games. PB reminded the Board that SE were aware of the terms of the JMPA and would have multiple agendas for a Home Games in Birmingham.

5. Chair update

IM informed the Board that CGE would need to be represented on a number of advisory committees relating to B2022 and requested that any individuals who were interested in being involved speak to him outside the Board meeting.

IM referred to Chris Kisby's appointment as voluntary Secretariat of the Nominations, Remunerations and Governance sub-committee ("Nomco"). As previously requested by the Board, all sub-committee minutes would be circulated with the board papers prior to each full board meeting.

The Board approved the following appointments, made on the recommendation of Nomco, with relevant appointees taking no part in decisions relating to their own appointment:

1. IM and SB as CGE representatives on the B2022 OC Board
2. Nigel Walker as Chair of the Sports Sub-Committee
3. Chris Simpson reappointed as Chair of the Audit and Finance Sub-Committee and as a Board member for a further term
4. Jenny Ashmore as Chair of the Commercial, Marketing, Sponsorship and Outreach Sub Committee
5. Caroline Spelman, Delia Bushell and Ali Jawad as full Board members

The Board accepted DR, HM and MT's resignations from the CGE Board and recognised that this would be their last Board meeting. IM and the remaining Board members thanked DR, HM and MT for their unstinting support for CGE during their time on the Board, and wished them well for the future.

Action point 3 – DM to update Companies House to reflect three new board appointments and DR, HM and MT's resignations.

6. CEO report

PB summarised the progress of the B2022 organising committee and informed the board that an Interim Chief Executive, Ian Reid, who had been first in and last out of the Glasgow Games 2014 OC had been appointed.

7. Finance

CS presented the March accounts and GC2018 financial report, and informed the Board that GDPR progress had been made, where CGE was very close to being compliant and would be prior to the deadline.

The Board approved the latest set of management accounts (March) and the attached treasury strategy.

8. HR update

The Board approved the following HR developments and requested a review of the CGE maternity pay policy by a specially convened Remco conference call, following the submission of benchmarking information and a recommendation by PB.

9. Office move

PB summarised the progress that had been made towards securing new office space and recommended the following two-step approach:

1. 12-18 months in a serviced or semi-serviced office
2. Move to longer term leased option

The Board was comfortable with CGE moving to a serviced or semi-serviced office for 12-18 months and expressed a strong preference for proximity to the BOA and SE.

10. AOB

DN wished to highlight the success of Team England para athletes at the Gold Coast, who came second in the medal table overall.

The Board approved an additional budget of up to £20,000 in the Marcomms Budget to enable the executive to enhance and increase the digital output of CGE in the short term and to maintain the momentum in the important post-Games period.

Action Summary	Executive Lead	NED Lead
1. DP to provide full report on team diversity for September board meeting	DP	DN
2. SB to carry NED remuneration and appointment cycle discussion forward to Nomco.	PB	SB
3. DM to update Companies House to reflect three new board appointments and DR, HM and MT's resignations.	DM	IM