

## Commonwealth Games England



<b>Meeting</b>	Board meeting (minutes)	
<b>Date</b>	Wednesday 2 <sup>nd</sup> October 2019	<b>Time</b> 09:30
<b>Location</b>	5 <sup>th</sup> Floor Holborn Tower 137-144 High Holborn London WC1V 6PL	
<b>Chairman</b>	Ian Metcalfe (IM)	
<b>Present</b>	Paul Blanchard (PB), Jenny Ashmore (JA), Simon Ball (SB), Nigel Walker (NW), Dawn Newbery (DN), Caroline Spelman (CSp), Chris Simpson (CS)	
<b>Other attendees</b>	Chris Conway (CC) (All items), Shane Redenbach (SR) (CGFP) (10), Lou Mackie (LM) (10 & 11), Frankie Carter-Kelly (FCK), Harriet Smith (HS), Carys Edwards (CE) (11), Jordan Smith (JS) (minutes)	
<b>Apologies</b>	Denise Lewis (DL), Alex Danson (AD), Ali Jawad (AJ), Delia Bushell (DB)	

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

IM welcomed the Board to the meeting, with apologies from AJ, AD, DL and DB. IM declared formally that he had joined the Executive Board of the Commonwealth Games Federation (CGF) as a B2022 representative. There were no other declarations of interest.

### 2. Agree minutes of previous meeting and matters arising

Report on action points from previous meeting:

Action from previous meeting	Progress
1. IM to bring a paper on Board accreditation for the 2022 Games to the October Board meeting	Completed: See section 7 on Board accreditation.
2. PB/FK to lead ongoing planning with Sport England re: CGE aspiration to top the medal table at B2022	Ongoing: FK and PB were continuing the planning with SE which would be covered in PB's CEO report later in the agenda.

3. PB, CC and IM to work through the Board Effectiveness review recommendations and report back to the Board at the October Board meeting	Ongoing: IM and CC were working through recommendations on a monthly basis and they would be covered in the agenda item 7.
4. CC to clarify DN's query on the £13,000 cost that had been attributed to the Sports Committee	Completed: Query answered outside the meeting.
5. CC to clarify with DN whether the current costs in the paper were consistent with the figures presented in the Sports Committee	Completed: Shown to be consistent and response provided outside the meeting.
6. IM to speak to Chairs of each committee regarding the submission of draft minutes as part of the Board papers	Completed: the draft minutes for each committee were in the Board Papers, Section 12a-d.

Action point 1: PB and FK to continue success planning with Sport England.

Action point 2: PB, CC and IM to continue to work through the review recommendations.

SB noted that there was a spelling mistake in the draft minutes from June.

Action point 3: JS to update June Board minutes to reflect the spelling correction.

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

### 3. Chairman's report

IM began by briefly commenting that as an organisation, CGE is in the best place he had ever known, both internally and externally. Our standing in the external sporting community is as good as ever, with the recent appointment of Mark England (ME) being recognised and congratulated by NGBs and other CGAs. IM added that Board members and executives alike had all made significant contributions. IM urged all to continue with the good work.

IM briefly updated the Board on the work of the Federation and its latest challenges, including Adelaide pulling out of the 2026 bidding and the comments made by the Indian Olympic Association's (IOA) president.

IM and SB had attended the recent 2022 OC Board meeting. The content of the meeting demonstrated the significant progress the OC is making.

### 4. CEO's report

PB highlighted the key points of his report including ME's appointment as the B2022 CdM.

The first commercial deal under the JMPA had been completed.

The kit partnership deal was briefly discussed ahead of Shane Redenbach's (SR) presentation later in the meeting.

The Sport England Funding Agreement has been finalised and is included in the Board papers in Section 6.4. PB asked Board members if they were comfortable for the Agreement to be approved and signed.

**The board unanimously agreed to approve the agreement and instructed the Chairman and CEO to sign the document on CGE's behalf.**

CS asked CC if an extension had been given by Duncan Truswell as the deadline for signing the agreement had passed.

**Action point 4: CC to follow up extension with Duncan Truswell.**

PB reported that a meeting of the High Performance Strategic Advisory Group (HIPSAG) was taking place on Friday, 11<sup>th</sup> October with UK Sport, home nation Sports Councils and all the CGAs attending for the first time. All agreed that this was a very positive development.

PB gave a brief update on the Youth Games 2021 and confirmed that:

- Trinidad and Tobago had been awarded the games and organisation had started – though it was still in early stages.
- The Sports Programme had not been finalised but would be extensive and the NGBs would be initially briefed at next week's Team England meeting.
- The Games would be based at three hubs on the two islands which would mean greater human resource and financial budget would be required.

JA questioned if female team sports would have enough representation as it was significantly underrepresented in previous Youth Games. PB confirmed that netball would be on the programme for the first time and potentially a female Rugby 7s team, which would mean there would be more female participation than ever before.

**PB presented a recommendation that FK should be the CdM for the Youth Games 2021. He also suggested that this could be announced on the morning of our AGM in November. The Board unanimously agreed.**

PB thanked CC for all his work on the Finance and Governance papers.

PB confirmed that HS and LM would both have team leader roles with the BOA at the Tokyo 2020 Games and FK and possibly CE would have roles with the BPA. This was extremely positive and should prove to be an invaluable experience for the Executive team members ahead of B2022.

**Action point 5: Board to send to JS names of any people they consider necessary to invite to the AGM.**

## **5. Statutory Accounts**

CC presented a series of papers to the Board relating to the year-end audit for 2018/19:

- the Audited statutory accounts for the year ended 31 March 2019 (paper 5.2);

- the Auditor's Management Report (5.3);
- the Letter of Representation (5.4); and
- Management Information Schedules (5.5)

Referencing the A&F Committee Report (5.1), he brought the following matters to the attention of the Board:

- The auditors have provided a clean audit opinion and stated that there were no significant deficiencies in internal control.
- The accounts presented included a proportion of Gold Coast Games expenditure due to the Games being held in April 2018.
- Note 20 to the Statutory Accounts (5.2) ensures we comply with the Code for Sports Governance. It demonstrates the public income we receive and shows how that money is spent. The note was prepared for the first time and done on a Games 4-year cycle basis. CS added that it is a useful piece of information and it would be highlighted at the AGM.

CC added that two minor adjustments to the statutory accounts had come to light since paper 5.2 was shared with the Board.

**Action point 6: CC to make changes before accounts are signed.**

CS also highlighted to the Board the reference to an indemnity clause in the Letter of Representation. He also added that in the Statutory Accounts it is stated we run a defined contribution pension scheme. This wording needs to be changed in next year's Statutory Accounts given we don't run a pension scheme; we merely facilitate staff members contributing to a scheme.

The Board then unanimously agreed to approve the following:

- CS to sign the Letter of Representation on behalf of the Board.
- PB and IM sign the Statutory Accounts.

## 6. Finance & Risk Update

Finance:

CC reported to the Board that:

- The August 2019 Management Accounts were attached for review (papers 6.0 and 6.1).
- CGE is tracking favourably to budget.
- There would be a reforecast of the budget through to March 2020 which would be presented firstly at the respective committees and then subsequently at the December Board meeting.

DN queried the comment under 'Projects' which stated that there was no board-approved budget for the Youth Sports Trust project. CC confirmed that a draft budget would be presented to the Board in the December Board meeting as the information required was not available at the time the original budget was compiled.

DN asked for clarity on the Hanson Scholarship.

Risk:

Since the Board papers had been distributed, there had been one new risk added, being the uncertainty of a host for the 2026 games. This risk was considered necessary to add to the risk register. As an emerging risk, it would be monitored going forward.

CC stated that the A&F had decided that it was not necessary to have a risk appetite statement given the scale, complexity and context of the organisation. It was discussed whether there should be a summary risk dashboard in future Board papers and potentially a 'deep dive' session into risk at Board meetings on an annual basis.

JA expressed concern that no risk had been highlighted for the recent situation regarding India and the CGF.

**Action point 7: CC to add potential India boycott to risk register.**

DN queried what the timeline was for the cyber security assessment. CC confirmed that the consultancy had been engaged and that the cyber risk assessment report would be prepared in time for the December Board meeting. If considered necessary, there would also be training for the Board and Executive team.

## **7. Governance Plan update**

CC gave an update on the recommended governance actions identified in the Board Effectiveness report written by Lorraine Young in May 2019. IM and CC are working on completing the 25 recommendations; 5 had been completed already and 16 were in progress, many of which are expected to be completed by December.

CS stated that IM should be the owner for Action 21.

CC summarised the Board Portal evaluation paper (7.2) and explained that he had been working with Paul Aston to determine the effectiveness of several portals, with the top selection criteria being data protection and alignment with GDPR legislation. The recommended Board Portal is Admincontrol, which was found to be secure, user-friendly and competitive from a cost perspective.

CC addressed concerns and answered questions on upfront costs, storage limitations, simultaneous users and security.

**The Board then approved the recommendation to implement the Admincontrol portal.**

## **8. Board Accreditation at Games**

IM referred to and summarised his paper on Board Accreditation at the 2022 Games, for which PB and FK had provided initial insight and recommendations, the paper then being further developed by IM, SB & NW.

IM highlighted the core reason of the paper as being to give Board members the opportunity to contribute to and participate in the B2022 games, whilst recognising the importance of appropriate and reasonable accreditation. There are three principal options from which individual Board member can choose, attempting to reflect the different demands on each Board member's time.

**Action point 8: All Board members to send their preferred order of accreditation options by the end of October.**

## **9. Commercial Feasibility Study update**

PB highlighted the key points of the report which had been circulated with the papers, relating to the study undertaken by The Cake (Havas) agency.

- All research had been conducted and all information collected.
- The process has been very extensive and therefore the first report and recommendations are likely to be thorough.
- Cake is due to present recommendations in the next six weeks which would then be shared with the Co Com meeting in November
- Sport England is fully engaged in the study and understand the challenges in this area.

#### **10. Kit Partnership update**

PB gave the Board a brief overview of Shane Redenbach from CGFP (SR) and his previous experience. IM then welcomed SR and Louise Mackie (LM) to the meeting.

SR presented the state of kit negotiations so far.

IM thanked SR for his update.

#### **11. B2022 Executive Team update**

HS confirmed that there were no urgent updates or new projects that needed approval and offered to provide clarity or answer any questions that the Board had in relation to the Executive report.

IM wished to congratulate the Executive team for their welcoming and positive energy in the past months.

IM thanked LM, FK, HS and CE for their time.

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

##### **a. A&F**

The minutes were noted, and CS made no further comments.

##### **b. Communications and Commercial**

The minutes were noted, and JA commented on the point raised about the B2022 panel for the upcoming AGM. The committee had decided the suggested panel was not diverse enough and wanted something additional to showcase Birmingham's culture and spirit. PB agreed and stated that it would be brought up in an AGM planning meeting later that day.

Action point 9: PB, IM and JS to discuss and develop alternate ideas to the B2022 panel.

##### **c. Sport**

The minutes were noted, and NW made no further comments.

##### **d. Nominations, Remuneration and Governance**

IM pointed out the subject of succession and stated that it would be brought up in AOB.

### 13. A.O.B

DN pointed out that before Lizzie Moore left, the Diversity Report was at a strong draft stage.

Action point 10: DN to look at Diversity Report and then pick it up with PB.

IM reminded the Board that after B2022 the only current non-Executive Directors left on the Board would be CSp and Delia Bushell. It was imperative that the Board made sure CGE as an organisation was sustainable after B2022.

SB commented that more appointments could be made sooner, even if it did mean the Board became larger than at present.

Action point 11: IM to start engaging directly with Sport England and other key stakeholders to recruit for future non-executive board members.

There was no other business and the meeting closed at 13.13.

Action	Exec Lead	NED Lead	Date raised	Status	Update
1. PB/FK to continue success planning with Sport England	PB	N/A	June 19	Pending	
2. IM/PB/CC to continue to work through the Board Effectiveness review recommendations	PB/CC	IM	June 19	Pending	
3. JS to update June Board minutes to reflect the spelling correction	JS	N/A	October 19	Complete	June Minutes finalised
4. CC to follow up extension for signing the Sport England Funding Agreement with Duncan Truswell	CC	CS	October 19	Pending	
5. Board to send to JS names of any people they consider necessary to invite to the AGM	JS	IM	October 19	Pending	
6. CC to make adjustments to the Statutory Accounts before signing	CC	CS	October 19	Pending	
7. CC to add potential India boycott to risk register	CC	CS	October 19	Pending	
8. All Board members to send their preferred order of Accreditation options before the end of October	PB	IM	October 19	Pending	
9. IM, PB & JS to discuss and develop alternate ideas for the B2022 panel at the AGM	PB	IM	October 19	Pending	
10. DN to look at Diversity Report and liaise with PB	PB	DN	October 19	Pending	
11. IM to start engaging directly with Sport England and other key	N/A	IM	October 19	Pending	

stakeholders to recruit for future NEDs					
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