

COMMONWEALTH GAMES ENGLAND



Minutes

Meeting Board meeting 2

Date Tuesday 8th March 2022

Time 10:00

Location Armstrong Meeting room,
Park Regis Hotel,
160 Broad Street
Birmingham
& Microsoft Teams

Chair Ian Metcalfe (IM)

Present Paul Blanchard (PB), John Steele (JS),
Chris Simpson (CS), Nigel Walker (NW),
Jenny Ashmore (JA), Simon Ball (SB),
Delia Bushell (DB), Diane Modahl (DM),
Caroline Spelman (CSp), Denise Lewis
(DL)

Other attendees Chris Conway (CC) (all items), Mark
England (up to item 3), Andy Thomas
(up to item 3), Executive team (up to
item 3), Duncan Truswell (DT) (item 6),
Phil Smith (PS) (item 6), Tim Lawler
(item 7), Jordan Smith (JSm) (minutes)

Apologies Ali Jawad (AJ), Aimee Willmott (AW),
Dawn Newbery (DN)

1. Welcome, apologies and declarations of interest

IM welcomed the Board to the meeting. There were apologies from AJ and AW. CC, NW, JA and DN would dial in via Teams.

IM introduced Andy Thomas (AT), who would join the Chef team for their agenda item and give an update on security.

CS formally noted that he sat on the Board of Forestry England, which was the joint host with the OC for the B2022 mountain bike competition.

IM added that he was no longer on the Board of Arena Events Group, due to a change of ownership.

2. Minutes and matters arising

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

There were no comments on the minutes of the February Board meeting or the extra one-agenda item Board meeting. They were approved as accurate records.

3. Chef de Mission / Executive Team update

IM welcomed Mark England (ME), Lou Mackie (LM) and Frankie Carter-Kelly (FCK) from the Chef team to the meeting, as well as Carys Edwards (CE), Harriet Smith (HS) and Lou Pullan (LP) from the Executive team.

ME explained that the focus of the meeting today was the operations pillar, which was the most complex. ME touched on the programme update, where the two additional planning impacts had not progressed since the February Board meeting. The only red item was the village allotment numbers.

LM then presented a deep dive into the operations pillar and broke it down into three sections: pre-Games, Games time and post-Games.

Pre-Games focused on the following areas – accreditation, data collection, venues and villages, kit distribution, procurement, bump in planning, arrivals and ticketing.

CS questioned the integrity of the accreditation data when transferring across to the OC system and LM explained that a bulk upload template was used which was integrated with the OC system and therefore was secure.

SB then gave a brief update on the recent four-hour OC operations Board meeting he had chaired and explained the various issues still outstanding, specifically around the Birmingham University Vale village site.

LM continued her presentation and updated the Board on the key Games time operational areas, which were: central welcome centre, central operations, villages, ceremonies, transport and departures.

AT gave an update around security and confirmed that Theseus, an online abuse monitoring company was now onboard and fully engaged. Theseus would begin to look at the social media profiles of the selected athletes and scan for any potential risks.

AT explained that the situation in Ukraine meant a higher cyber security risk against B2022. For a small organisation and given its resources, CGE was cyber compliant but needed to provide basic guidance to the NGBs to ensure the team was fully aware of potential phishing attacks. SB suggested that AT meet with Adrian Corcoran from the OC to discuss the OC's ongoing cyber security work.

Action point 1: AT to meet with Adrian Corcoran from the OC to discuss the OC's cyber security work

LM then touched on post-Games operational plans, which included the dissolution of procured equipment and technology, the final submission of the Sport England award for the Lion's Den, reconciliation of the travel grant and the transfer of knowledge.

The key upcoming operational priorities were:

- Data transfer for accreditation
- Allotment signed off across all villages
- Procurement
- Arrival / welcome centre operations
- Team behind the Team

NW queried if the covid isolation rules were known yet. LM explained that the OC had not settled its position yet, with a decision to be made at the end of April. PF would subsequently present at the May Board meeting. JS expressed concern at the track and field team's covid risks in flying back from the World Championships in Oregon. FCK explained she was working closely with Kelly Sotherton around the flow of the athletes back into the UK and onwards to Loughborough/Birmingham.

SB suggested a decision was required, before the Games, on who would write the Transfer of Knowledge (ToK) so that individuals went into Games time with an analytical point of view. PB added that there would be two levels of the ToK – one with a vast amount of feedback from the TLs, volunteers, stakeholders which would be project managed by HS. The NED ToK would probably be headed up by JS.

Action point 2: PB, IM and JS to finalise who was writing the Transfer of Knowledge and pull together plans

ME added that these Games would be very difficult for the other nations who had not been to Birmingham and not seen any venues or villages. CGE needed to be supportive of everyone.

IM thanked the Chef team for its update and asked if there were any questions from the Board for the Executive team.

SB questioned if the Board was included in the Birmingham Ready programme. FCK explained that the overall programme was just athlete facing, but a lot of the content would be available on the Hub to which the Board would have access.

SB queried how CGE would protect itself under the new CGF guidelines around athlete advocacy. PB explained that CGE was discussing the implications with other CGAs and further guidance (and athlete training) was required from the CGF. He added that we would be guided by the TLs for each sport as they knew their athletes best and would have a clearer understanding of which of their athletes might wish to be vocal. The working relationship with Theseus would also help monitor potential issues.

There was a discussion around the importance of sharing the CGF guidelines with the athletes, providing education and training and being prescriptive around the specific rules. It was agreed that this was a reputational risk which needed to be considered further.

CE noted that media training was mentioned during the TL workshop and the CGF guidelines could be linked into this training. The athletes needed to be educated on the matter and have the rules explained to them. This could also be shared on the Hub and Birmingham Ready programme.

FCK added that the athletics and swimming test events were taking place in Birmingham on 21/22nd May and there would be an opportunity for each NED to attend either event.

Action point 3: JSm to share details of the athletics and swimming test events to the NEDs

IM thanked the Executive team for their time, and they left the meeting.

4. Update on kit

Both CC and LP gave an update on the project.

5. Chairman's update

IM gave an update on a busy month.

IM and DL were attending the Commonwealth Day event at Westminster Abbey next week, and DL was hosting the IWD webinar and President's Dinner later that day.

IM touched on the NED programme for Games time, which would be shared with the Board over the next few weeks. PB added that the evening events were currently unknown, and that it was important that members of the Board were flexible during Games time.

IM highlighted the progress of the A&F and ComCo NED recruitment and various interviews which were lined up over the next few months.

6. CEO's update

PB highlighted the following from his report:

- The TL and TBTT workshops in Warwick the previous week were very successful. Warwick was a great site, and there had been plenty of positive feedback.
- James Thomas had left his role at British Gymnastics and the new gymnastics TL was Mike Weinstock, who was the TL at GC18

Action point 4: NEDs to feed in any commercial targets to JS and KB so they could be added into the VIP Games time programme

7. Update from Sport England

IM welcomed PS and DT from SE to the meeting.

They gave an update on their view of CGE and SE's relationship.

There was a discussion on the ecosystem of sport, and PS noted that the success of the sport ecosystem relies less on those organisations existing, and more on children participating and enjoying it.

CS hoped that the Commonwealth Youth Games would continue, as they were a perfect opportunity to inspire younger athletes to participate.

8. Team England Futures update

IM welcomed TL from SportsAid to give a presentation on the progress of the Team England Futures project.

TL touched on the three cohorts of TEF:

- Preparation (T1) – c130 breakthrough athletes and support staff, multiple day immersive experience during B2022
- Potential (T2) – c800 emerging pathway talent athletes, single day experience at B2022
- Inspiration (T3) – c100 talented athletes with barriers, single day experience at B2022

TL noted that the T1 and T2 induction process had begun and explained briefly about TEF at Games time.

PS noted that hopefully in 2026, the T3 cohort would not exist, as all of the barriers would have been broken down.

JA asked a question on behalf of DN around the statistics of the nominated athletes and which sports they were from. TL explained that the primary group needed to be a Commonwealth sport, but there were overlaps from Olympic and Paralympic sports. There were also a handful of sports that did not nominate any athletes.

IM thanked TL for his presentation and TL, PS and DT left the meeting.

9. E, D&I update

HS gave a brief verbal update on E, D&I. The Executive working group had been meeting monthly, with structured meetings and clear action points. The February meeting focused on the Strat30 E, D&I intentions and explored some potential deliverables in the next cycle.

HS reported that the volunteers would be sent the E, D&I survey as a follow up to the Team Behind the Team workshop. The TLs would have a focused session at their next workshop, bringing to life the policy and focusing on terminology.

HS had renewed CGE membership of the Sporting Equals Charter. Unconscious Bias training was booked for the Board during the April Board meeting. It was noted that the session needed to be engaging, specific and run to time.

10. Strat30 update

JS gave a brief presentation on the progress of the Strat30 group planning for the next cycle. He had undertaken 1:1 consultation with a large range of CEOs and Directors in the sports industry. Both the NED Strat30 group and the Executive Strat30 group had met together.

JA suggested that the NGBs were included in a focus areas of CGE as they were some of our key stakeholders.

Action point 5: JS to ensure NGBs were included in a focus area of CGE for the next cycle

11. Finance update

CC drew the Board's attention to the January Management accounts which were included in the Board papers.

CC was confident the organisational budget would be managed within the estimated budget. After ten months, the budget was in a good place.

The upcoming A&F committee would discuss the Games budget in more detail, including the possibility of using the contingency pot for areas such as extra security costs.

There were no questions for CC on the finance papers.

12. Committee minutes for noting and questions of committee chairs

There were no questions regarding the draft NomCo minutes. IM noted that the staff remuneration decision was still ongoing between himself and PB.

13. AOB

JA questioned if a predicted medal table would be shared with the Board. PB explained that UKS would produce a prediction 6-8 weeks out from Games with the latest intelligence included. This would be shared in the July Board meeting.

Action point 6: PB and CE to develop a clear narrative around B2022 success for Team England

There was no other business and the meeting closed at 15:30pm.