

The Board of Commonwealth Games England



Minutes – public

Meeting	June Board Meeting
Date	Tuesday 21 June 2016
Location	The Grange White Hall, 2-5 Montague St, London, WC1B 5BU (Villiers Suite)
Chair	Ian Metcalfe
Present	Chris Simpson; Dawn Newbery; Gail Emms; Hamish McInnes; Jenny Ashmore; Martin Thomas; Paul Blanchard; Simon Ball
In Attendance	Don Parker, Louise Bell, Vicki Harris (minutes)
Apologies	Alex Danson; David Ross; Denise Lewis; Nigel Walker; Sarah Winckless

1. Apologies and declarations of interest

The Chairman welcomed all members to the meeting. Apologies were received from AD, DR, DL and NW.

IM welcomed GE to her first meeting and thanked her for stepping in to represent athletes' views on behalf of AD.

MT's declaration of interest in the company Dissident was noted.

2. Minutes and matters arising

The minutes of the Board meeting held on 8 March 2016 were approved as a true and accurate record of the meeting.

IM updated the Board on the actions set from the last meeting as below:

- Public affairs and BME representation on the Board: IM noted that the skill set and diversity of the Board were still short in the areas of public affairs and black and minority ethnic representation. IM requested that the Board continue to suggest potential NED candidates where appropriate.
Action 1 - The Board to suggest potential NED candidates to IM where appropriate.
- Strategic plan: PB noted that the strategic plan was ready for external publishing. However, due to the uncertainty around CGE's funding situation, external publication of the strategy had been deferred until the situation was clear.
- Sponsorship contacts: IM requested that the Board continue to pass on any potential sponsorship contacts.

Action 2 - The Board to continue to pass on any potential sponsorship contacts.

- NED/NGB engagement:
 - IM reported on his communications with RFU, Netball and Judo.
 - SB had been in contact with Rowing and Tennis
 - MT had been in contact with Basketball
 - CS had attended the Table Tennis National Championships and the Junior Gymnastics Championships. He was also in contact with Archery.
 - HM had set up a meeting with Diving and Swimming. He had also been in contact with Canoeing and Wrestling.
 - DN had been in contact with Swimming and intended to follow up with Lawn Bowls and Badminton. She would be attending the Lawn Bowls Championships in August. DN reiterated her willingness to support NEDs who had para sports.
 - JA had set up a meeting with Triathlon, and had attended the Hockey Champions League the previous week.
 - PB had met with Badminton and had attended the British Weightlifting Championships. He had also had contact with Archery.
 - PB reported that DP and LB had met with 12 sports in total so far as well.

There was a brief discussion on NGB workshops that were put on prior to Glasgow around commercial, communications and marketing. PB confirmed that this was on the agenda and that the first Team Leader workshop was scheduled for October.

- Charitable trust: CS confirmed that work on investigating any implications for setting up a CGE charitable trust was ongoing.
- New investment strategy: CS confirmed that brokers had been dealt with in regard to CGE's new investment strategy for reserves.
- SE Board members: IM thanked those who had informed PB of relationships with SE Board members.
- Athlete selection: HM confirmed that a date for the next Sports Committee had been set for mid-July, and that athlete selection would be discussed at this meeting.
- Chairman's General Purpose Committee: There was a discussion on the need for establishing an Ethics Committee. It was agreed that this was an important issue which should be addressed on the agenda at all times.
- CGE investments: CS confirmed that all investments had been liquidated and were ready for any eventuality with regard to the Brexit referendum.

Matters on CGE's fundraising proposal, the DCMS decision and operational timeline were to be discussed later in the meeting.

3. Chairman's report

IM reported on his activities since the last Board meeting, highlighting his areas of focus:

Public affairs and meetings:

- Lord Holmes: hugely supportive of CGE and had agreed to host a 500 Days To Go reception at the House of Lords in November along with Baroness Grey-Thompson.
- Lord Bilimoria: supportive of CGE and sympathetic to its funding situation.
- Lord Jones: supportive of CGE and well connected commercially with links to a number of organisations which IM would follow through.
- Sport England: IM and PB had met on a number of occasions with Phil Smith, Emyr Roberts and Jennie Price. SE confirmed that no more funding would be given to CGE, and they would not provide any form of guarantee or underwrite.
- UK Sport: would not directly fund CGE, but happy for their funding for elite athletes to go towards contributions for the Commonwealth Games.
- Emma Boggis and Andrew Moss, Sport & Recreation Alliance
- Sir Keith Mills, Chairman of Invictus Games

- Tim Roberts, Private Secretary to HRH The Earl of Wessex
- IM had attended the Commonwealth Day Service at Westminster Abbey.
- IM had attended the CGF Europe Meeting in Malta along with DP and PB.

Other:

- Chairman's dinners: IM noted that most of the invited guests had been able to attend, and the evenings had been well received by the NGB Chairs.
- 2026 English bid: IM noted that there had been reports in the media that the cities of Birmingham and Liverpool were interested in a 2026 English bid, however neither cities had formally approached CGE yet. IM noted that any English bid would be made more complicated by any Welsh bid that went ahead. IM also noted that, as a result of the publicity, IM and PB had met with UK Sport, who were keen to understand CGE's position and were very supportive of a UK bid for 2026.
- Marks & Spencers: IM had been introduced to Scott Fyfe, Head of Menswear, who provided both IM and PB with two full suits each. M&S was keen to support the CGE Board and other VIPs with suits and were also looking to provide athlete gift packages.

4. CEO's report

PB gave an overview of his report and the main areas for discussion:

DCMS/Sport England: The Board discussed the implications of SE's decision to not provide CGE with an underwriting of any sort. It was agreed that, having exhausted all official channels, the Board should now escalate the issue as appropriate.

The Board discussed SE's new strategy, its talent agenda, and the impact of a sub-par English performance at the Commonwealth Games. It was agreed that this would be damaging to the movement and to any future English bid.

Not attending the Youth Games in the Bahamas was also discussed and it was agreed that, whilst this would not sit well within the movement, this option should form part of any future discussions regarding the financial position of the organisation.

The Board discussed at length the SE grant contract and associated KPIs in relation to the current operation, preparation and funding situation of the organisation. The Board agreed that these were unrealistic targets based on the current funding situation. It was also agreed that from a good governance and risk point of view, it would not be appropriate or responsible for the Board to enter in to a contract that it could not guarantee to fulfil.

With regard to the above, the Board agreed that CGE should not sign the Sport England contract until its funding situation was clear. PB would communicate this decision to SE.

Action 3 – PB to communicate the Board's decision that CGE would not sign the SE funding contract until the financial position became clearer.

PB had also discussed business continuity planning with Charles Johnston, who confirmed that SE would be able to fit CGE into their continuity arrangements, also under review.

Gold Coast: The Board discussed the financial commitments that needed to be made for Gold Coast 2018 for the preparation camp and the city HQ. It was agreed that, at this time, preparations for sending a fully supported team as laid out in the strategy should continue. The Board agreed to approve the commitment of £48,500 to secure the hotel, training venues and city HQ commitments. There were no other financial commitments to be made for other facilities in this financial year.

CGF Update: PB had met with David Grevemberg, Chief Executive at the CGF. The commercial rights proposition was discussed, and the CGF Board had supported the proposition unanimously. Feedback was awaited but it was likely that the proposition would go to the General Assembly with Board recommendation.

PB had attended a sustainability in sport lecture hosted by the Commonwealth Secretariat. PB also noted that CGE had received the maximum grant available from the CGF, and that CGE's relationship with the CGF was strong.

Commercial Programme: PB noted that the issue of Brexit had slowed down conversations with some sponsors. He updated the Board on progress with the companies outlined in his report. The Board noted that the positive outcome was that CGE was getting through the door with companies.

Political Lobbying: PB had met with various members of the Houses of Parliament as below:

- Baroness Tanni Grey-Thompson: very positive towards the Commonwealth Games
- Lord Addington: invited PB to speak at the Liberal Democrats sports policy group, where he was very well received and met a number of potential supporters
- David Concar, Foreign Office

PB noted that the work undertaken by CGE's political lobbying agency, Dissident, had been effective at bringing CGE into areas that would otherwise have been difficult to get in to. He noted that there had been particular success in the House of Lords, with Lord Holmes agreeing to sponsor the 500 Days To Go parliamentary event in November.

PB proposed that the Board approve an extension to Dissident's current agreement to the end of November. The Board agreed to approve the extension, with a view to tender the account if a continued programme of political lobbying was needed.

HR/Personnel: PB noted that the announcement of the Chef de Mission had received positive coverage from the media and had been exceptionally well received by the NGBs.

PB noted that LB would be joining the BPA's HQ team out in Rio for the Paralympics.

PB noted that CGE's current Commercial Manager had resigned from her position and that her last working date would be 8 July.

PB noted that an operations intern would be starting with CGE on 1 August, as part of the CGF's Equip internship scheme.

The Board queried if any para sport athletes would be attending the first Athlete Kit Panel that week. PB confirmed that Ali Jawad, powerlifter, had been invited to attend.

The Board queried whether there was a need to recruit for a senior project planner for Gold Coast. PB noted that there was a need for a planner but not at the same level, and that SW would need to be brought into the discussion.

IM noted that, having considered the current financial position, he had declined the increase in salary offered by Audit & Finance.

6. Finance report

The Board received the finance report and CS gave an overview of the main areas:

- The A&F Committee had approved the investment of circa £50k towards commitments for the Gold Coast, in order for the executive to be able to progress as planned.
- The management accounts were largely as expected and there was nothing fundamental in the savings. CS noted that there may be a need to change the Company's articles in order for contributions to be sought from stakeholders. It was agreed for the A&F Committee to investigate.

Action 4 - The A&F Committee to investigate the need for changes to the Company's articles in order for CGE to be able to seek contributions from its stakeholders.

- As requested by the Board at the previous meeting, all investments had been liquidated and the cash had now been put across a series of banks.

7. Fundraising proposal

PB presented the fundraising proposal and gave an overview of the paper. There was a discussion around the need for an overarching fundraising strategy, and the Board was asked to offer their support in seeking introductions to potential donors. It was noted that many Board members had already exhausted their contacts for Glasgow, and therefore CGE would need someone who can find new contacts.

The Board agreed to approve the budget for the recruitment of a fundraising resource and to support the programme with introductions and recommendations where appropriate.

Action 5 – The Board to support the fundraising programme with introductions and recommendations where appropriate.

8. CGF Sports Committee update

DP gave an overview of the report and highlighted the main areas of focus:

- Bahamas 2017: The formal invitation to the Bahamas 2017 Commonwealth Youth Games not yet been received. DP noted there was a potential clash with the World Athletics Youth Championships in Kenya. He also noted that the RFU was keen to send two teams, and that this would mark the debut for the women's rugby team, however there had been no interest from the FA with regard to sending a beach football team.
- Basketball: There had been some challenges with Basketball around England's ranking within the international federation's system. FIBA's recommendation was to give England one of four automatic places in both the men's and women's tournaments.
- Para programme: CGE could be invited to send 56 para athletes (nearly double from Glasgow). GOLDOC were keen for England to fully support the para programme, however numbers would not be confirmed until October 2017. It was noted that it would be difficult for non-Paralympic sports such as Lawn Bowls to have a clear ranking list.
- Satellite sites: There would not be a satellite village in Brisbane for Shooting and Track Cycling. Shooting would remain in the main Athlete's Village however Cycling would likely book into a nearby hotel.

The Board questioned whether there were any sports who might struggle to be competitive. DP noted that all sports seemed keen to send their best possible teams. The only issue which could have an impact would be timings of other events in the same period.

9. NGB contributions & Ao Extra accreditations

The Board received the paper on NGB contributions and it was noted that the first part of the report would not be discussed at this meeting because of the ongoing financial issue. DP presented the main points of the second part on the allocation of Ao Extra accreditations.

There was a discussion around the number of free Ao accreditations that each sport had been allocated, and the number of Ao Extra accreditations that each sport would have to purchase in order to meet their requirements.

It was noted that every sport had asked for more free accreditations than what CGE were able to give them, however all sports had agreed in principle with the base level that they would receive.

The Board agreed to approve the proposed allocation of Ao Accreditations, and the principle that CGE would pay for the additional 17 Ao Extra Accreditations required for the HQ staff.

10. AOB

There were no AOB matters to be discussed.

IM thanked the Board and closed the meeting at 12:45.

The next meeting was scheduled for Tuesday 20 September at 9:00am in central London.

Overview of action items set out at June Board meeting

	Action item	Response	Deadline 2016
1.	The Board to continue to suggest potential NED candidates to IM where appropriate.	All	Ongoing
2.	The Board to continue to pass on any potential sponsorship contacts.	All	Ongoing
3.	PB to communicate the Board's decision that CGE would not sign the SE funding contract until the financial position became clearer.	PB	July
4.	The A&F Committee to investigate the need for changes to the Company's articles in order for CGE to be able to seek contributions from its stakeholders.	CS	September
5.	The Board to support the fundraising programme with introductions and recommendations where appropriate.	All	Ongoing