



## CGS Directors

**Date:**

**Time:**

**Location:**

## Final Board Meeting Minutes

**4 February 2020**

**17:00-20:00hrs**

**CGS Offices, Airthrey Castle, University of Stirling, FK9 4LA**

### Attending :

Maureen Campbell (Mcam)	Vice Chair
Michael Cavanagh (MCav)	Past Chair
Susan Jackson (SJ)	Director: Finance
Jon Doig (JMD)	Director/Company Secretary
Colin Gregor (CG)	Director: Athlete Representative
Bruce Cook (BC)	Director: Commercial
Jennifer Barsby (JB)	Director: (Equality Champion)
Susie Crawford (SC)	Director: Marketing
David Bond (DB)	Director: (Mental Health Champion)
Margaret Ann Fleming (MAF)	Director
Carolyn Morgan (CM)	Honorary Legal Adviser
Elinor Middlemiss (EM)	Head of Games Operations
Helen Toole (HT)	Minute-taker

### Apologies

Paul Bush (PB)	Chair
Joan Watt (JW)	Honorary Medical Adviser

<b>1</b>	<b>Welcome and Apologies</b> Mcam welcomed everyone to the meeting and acknowledged apologies from PB and JW.	
<b>2</b>	<b>Declaration of interests</b> BC declared that the You Gov Research was carried out by his employer.	
<b>3</b>	<b>Minutes of Previous Meetings</b> Minutes from 17 December 2019 were noted as a true record.	
<b>4</b>	<b>Matters arising from previous Meetings</b>	
<b>4.1</b>	Action List <ul style="list-style-type: none"> <li>1. Remove item 1 as the position needs to be reassessed.</li> <li>2. Remove item 6 as now untimely</li> <li>3. Item 11 Awaiting date from Jack McConnell</li> </ul>	<b>MCav</b>
<b>For presentation, Discussion and Decision:</b>		
<b>5</b>	BC presented the results from the recent YouGov Survey.  GC to liaise with SC and BC to establish more detailed analytics of the cohort demographics.  Unlike the 'logo' the 'Team Scotland' word mark is not solely ours. JMD to establish the current position and when it expires. Research to be built into Strategic Plan update and Marketing Strategy development.	<b>GC</b>  <b>JMD</b>
<b>5.2</b>	Governance – Board Appointments. This item was postponed.	<b>PB</b>

### 5.3 Policies report

The 2 new policies, Respect, Bullying and Harassment, along with Stress at Work were agreed in line with requirements of the Mental Health and Wellbeing in the Workplace Bronze Award.

The Expense policy has been updated following a review referencing other partner's policies. The Finance Director emphasised that expenses need to be submitted every quarter in line with VAT and budget.

It was noted that the review date for all policies is to be moved to July each year.

It was agreed to recirculate the list of policies and review dates

All

HT

### 5.4 TSSSA

It was advised that the proposed date of 1 October 2020, for the TSSSA at the EICC is being held until 5 February 2020, at which point the provisional booking would be reneged.

After discussion considering the options available the Board authorised JMD to commit to booking EICC and understood the risk of cancellation.

JMD/AS

### 5.5 Ambassador Programme

The Board agreed in principle the structure of the pilot programme approving the recruitment of 2 athletes (past or current) ahead of the Games as Ambassadors for Team Scotland on the terms outlined.

JMD

### For Information:

#### 6 Chair Update

In the absence of the Chair, updates were not available.

#### 7 CEO Update

The Board Meeting dates were confirmed as

- 5 May 2020
- 9 June 2020
- 9 September 2020
- 24 November 2020

Board Workshop

18:00hrs, 20 March-16:00hrs, 21 March 2020

Location to be confirmed

HT

JMD reported a positive meeting with the Scottish Government. Confirmation of payment of the outstanding JMA support was given. It was agreed to continue to work with **sportscotland** in terms of accessing the Barnett Consequential funding when these are received.

Proposed Thistle Club events dates were noted as

16<sup>th</sup> May 2020 - to celebrate the 20<sup>th</sup> Anniversary of the first Commonwealth Youth Games. Edinburgh venue tbc.

28<sup>th</sup> November 2020 to mark the 90<sup>th</sup> and 50<sup>th</sup> Anniversary since the start of the Empire/Commonwealth Games and the 1970 Edinburgh Games, respectively.

The Top Risks and mitigations were noted.

It was noted that feedback received from the SGB's regarding the monthly CGS newsletter was very positive. GC and staff were thanked for their efforts in this area.

The **sportscotland** framework agreement has been signed and commitments to phase 1 project support as detailed. Discussions will continue on a number of the projects in particular those such as the QBR for which we are awaiting further information. It was noted that the framework and projects supported will continue to evolve. EM & JMD were thanked for their work in this area.

## **8 Finance Report**

The report was noted. In the coming weeks SJ/AS/JMD will be reviewing spend against budgets in 2019 in line with the year end.

**JMD/SJ/AS**

The amended Medallist Reward Policy was confirmed and it was advised that since the report was provided, 3 further Awards have been paid.

## **9 Equality**

Nothing further to report. Training would take place at the Board Workshop in March.

## **10 Games Update**

It is expected that athlete allocation numbers and sport event details for both Trinbago 2021 and Birmingham 2022 will be communicated by the CGF at the end of February 2020 after their Board meeting. This detail is required so we can progress with the next stage in this area of Games planning.

It was confirmed that any decisions for integration of the shooting and archery Commonwealth Championships in the Games as proposed by India are being taken by the CGF in February. Our responsibilities will be reliant on the approach of the CGF. We are in communication with SGB's and the position will be reviewed once CGF decisions are taken.

## **11 Sub Committees**

### **11.1 Staffing structure**

A separate briefing without staff members took place at the end of the Board meeting.

### **11.2 Selection Committee**

The General Selection Policy was signed off and has been conveyed to the SGB's

### 11.3 Athlete Advisory Panel

An update was given after the Panel met in January and the athletes have identified key areas that they would like to work on.

<b>Team Preparations for B2022</b>	
<b>Sub committees allocation and timetabling</b>	
Feb – July 2020 July – Dec 2020 By July 2021	<b>Kit : Parade, Leisure and Competition</b> Scope provision and tender process Design work Data collection and final order <b>Kareena Cuthbert &amp; Patrick McHugh, Dan Wallace</b>
Mid 2021–to Games	<b>Village</b> <b>Kareena Cuthbert, Kieron Achara</b>
March 2020 onwards	<b>Athlete Services</b> <b>Kareena Cuthbert</b>
From August 2020	<b>Achieve Programme</b> <b>Kevin Moran, Patrick McHugh, Kieron Archara</b>
Beginning of 2021	<b>Athlete Welfare: Policies and procedures</b> <b>Jen Ross (further inclusion of possible others)</b> <b>Colin very keen to help lead on this</b>
Mid 2021	<b>Media and communication</b> <b>Jen Ross, Kevin Moran, Patrick McHugh</b>
Mid 2021	<b>Team Camps</b> <b>Jen Ross, Kevin Moran, Patrick McHugh</b>
Late 2020, in line with Scotland House project	<b>Family and Friends: Supporter package</b> <b>Kareena Cuthbert</b>

Sam Ingram is keen to get involved as the para representative and it was agreed to progress with his appointment to the group.

### 11.4 TSYT MOU

An update was given. The MoU between CGS and TSYT was approved and has now been approved by both Boards.

It was noted that Gavin Hastings has agreed to continue to Chair the TSYT. Open recruitment for 2 further Independent Board members will take place this month

It was noted that donations raised at the TSSSA will be invested in supporting more athletes awards expanding on the with the existing PHM Athlete Awards process.

### 12 Any other Business

The next Strategic Planning sub group will take place on 13 February with outcomes brought to the Board Workshop for further consideration in March 2020.

UKAD Meeting - 4<sup>th</sup> March 2020 at Hampden. MCav to confirm attendance as Board representative.

**MCav**

Representatives for the European CGA Meeting 24-26 April in Guernsey were confirmed as JMD/DB/(PB or MCam)

**MCam/PB**

**Date of next meeting 5<sup>th</sup> May 2020**



## CGS Directors

**Date:**

**Time:**

**Location:**

## Final Board Meeting Minutes

**5 May 2020**

**17:00-19:45hrs**

**Zoom Meeting**

### Attending :

Maureen Campbell (Mcam)

Michael Cavanagh (MCav)

Susan Jackson (SJ)

Jon Doig (JMD)

Colin Gregor (CG)

Jennifer Barsby (JB)

Susie Crawford (SC)

David Bond (DB)

Margaret Ann Fleming (MAF)

Carolyn Morgan (CM)

Vice Chair

Past Chair

Director: Finance

Director/Company Secretary

Director: Athlete Representative

Director: Equality

Director: Marketing

Director

Director

Honorary Legal Adviser

Elinor Middlemiss (EM)

Helen Toole (HT)

Head of Games Operations

Minute-taker

### Apologies

Paul Bush (PB)

Joan Watt (JW)

Bruce Cook

Chair

Honorary Medical Adviser

Director:

## 1 Welcome and Apologies

Mcam welcomed everyone to the first zoom meeting and acknowledged apologies from PB and JW. An apology was also later received from BC.

## 2 Declaration of interests

There were no new declarations of interest

## 3 Minutes of Previous Meetings

Minutes from 4 Feb 2020 were noted as a true record

## 4 Matters arising from previous Meetings

Matters arising from Action Log were discussed as items in the Agenda

### For presentation, Discussion and Decision:

- 5.1** JMD spoke to the paper for COVID-19 which outlined that all the CGS staff are working remotely and new operating protocols have been established including regular reviews on each individual's physical and mental health and impact on the home environment. Mcam recognised CGS Office good work practices and thanked the staff.

As CGS Articles do not cover the current circumstances and following legal advice that a virtual AGM cannot be held it was agreed to delay the meeting until 3 September 2020 and advise sports accordingly. This will be kept under review following Government advice.

It was noted that the current situation has caused a number of planned events to be cancelled including the 20<sup>th</sup> Anniversary of the Commonwealth Youth Games in May and the Team Scotland Scottish Sports Awards in October 2020. To ensure a continued engagement, it has been proposed to recognise 'Team Scotland Stars' on a monthly basis on social media to promote and recognise achievements and input of athletes, team staff, member sports, community organisations and individuals who are promoting

	<p>sport and using sport as a vehicle for their efforts to support the wider community at this time. This is planned to commence in June.</p>	
<b>5.2</b>	<p><b>Annual Accounts 2019</b>  A further update to the 2019 Accounts has been received from Thomson Cooper which will be circulated tomorrow with minor wording changes. Note 7 has been clarified with regards to JMA payments spread over the period leading up to the 2022 Games as previously agreed.</p> <p>The 2019 CGS Accounts were approved by the Board and are required to be signed and lodged with Companies House by 30 September 2020.</p>	<p>HT</p> <p>PB, JD</p>
<b>5.3</b>	<p><b>Strategy Plan Refresh</b>  Following discussion by the Strategic Plan sub-committee, the update paper outlines the suggested changes and noting 10 key environmental factors that have changed since the last plan, since adjusted to 11 following the COVID-19 outbreak. Feedback is required from the Board and CGS staff in the form of a RAG rating for each suggested change. This is to be submitted to HT by 25 May 2020 to allow collation before the next Board Meeting on 9 June 2020. HT will send a reminder on 18 May 2020</p>	<p>Board HT</p>
<b>5.4</b>	<p><b>Policies</b></p>	
.1	<p><i>Sustainability</i>  The policy presented was agreed. It was noted it would be would utilised in operational activity including with external partners and suppliers when going out for tenders in the future to ensure prospective partners/companies build sustainability into their bid.</p> <p>The area of Carbon offsetting would be kept under review in terms of cost and actual impact on the environment.</p>	
.2	<p><i>Life membership</i>  Further to discussion regarding the Life Membership Policy it was agreed to form a sub committee comprising of the Chair, Vice Chair, Past Chair and one Life Member who would consider forthcoming nominations.</p> <p>The Board agreed the Life Membership policy in principle with an action to identify suitable candidates who could be considered as a CGS Patron. Categories, criteria and roles for other Life Members will be presented at the AGM.</p>	<p>Board/JMD</p>
.3	<p><i>Branding</i>  Following consideration for the proposed banding logo the Board agreed the next action was for GC to work with a branding agency to develop further develop designs</p>	<p>GC</p>
<b>6</b>	<p><b>Finance</b>  The budget has been amended to reflect there being will be no further commitment against the Youth Games in 2021 and the updated Medallist Reward outgoings.</p> <p>SJ confirmed that Aberdeen Standard Investments was providing a good service updating on investments which had been affected by the current COVID situation Whilst investment values had decreased since the start of the year, they had recently recovered and value was still up the same as this time last year. This will continue to be kept under weekly review by the Finance Director and CEO.</p>	<p>SJ/JMD</p>
<b>7</b>	<p><b>Chair Update</b>  A verbal update was given</p>	
<b>8</b>	<p><b>CEO Update</b>  The Risk Register has been reviewed by the CGS staff with support and input received from Chris Robison and Alison Craig from <b>sportscotland</b>. JMD thanked both for their assistance in the collation of the new format.</p>	

A Top Risk Tab will be added and a column for review timescales of for each risk. The update to be ready for the next Board meeting. It is intended that the Board will review the risks on an annual basis.

*Digital Media Update*

The Sport Focus each month have proved very popular partnership working with the sports. MAF passed on her appreciation to GC for the Beach Volley ball focus which had had a great reach and engagement across the world.

**10 Games Update**

EM spoke to the Games paper and advised of the additional update from the CGF regarding the postponement of the Commonwealth Youth Games to 2023 with Trinidad being given the first option to be host.

**11 Sub committees**

*Team Scotland Youth Trust*

Following an open recruitment campaign 3 new independent Directors have been appointed. The unsuccessful interviews have also expressed that they remain keen to be involved with/contribute to CGS/TSYT.

*Selection Committee*

An update was given. It was confirmed that the Team size for Open Allocation sports Team given by the CGF was 102, 18% smaller than the 123 received for GC 2018. Concern was expressed about the impact and this would be taken up with the CGF along with the process for any reallocation of any un-utilised numbers from other countries or sports.

Assured numbers for individual sports had been identified and agreed and were to be communicated to Sports over the next week.

JMD to correspond with the CGF to understand the rules of engagement with India as there needs to be an alignment of criteria as medals will count on the overall table for the Commonwealth Games.

JMD/ EM

**12 Any other Business**

Date of next Board meeting 9 June 2020



**CGS Directors -**

**Date:**

**Time:**

**Location:**

**Final Board Meeting Minutes**

**9 June 2020**

**18:35-19:45hrs**

**CGS Offices, Airthrey Castle, University of Stirling, FK9 4LA**

**Attending :**

Paul Bush (PB)	Chair
Maureen Campbell (MCa)	Vice Chair
Michael Cavanagh (MC)	Past Chair
Susan Jackson (SJ)	Director: Finance
Jon Doig (JMD)	Director/Company Secretary
Colin Gregor (CG)	Director: Athlete Representative
Bruce Cook (BC)	Director: Commercial
Jennifer Barsby (JB)	Director: Equality
Susie Crawford (SC)	Director: Marketing
Margaret Ann Fleming (MAF)	Director
Carolyn Morgan (CM)	Honorary Legal Adviser

Elinor Middlemiss (EM)	Head of Games Operations
Helen Toole (HT)	Minute-taker

**Apologies**

David Bond (DB)	Director
Joan Watt (JW)	Honorary Medical Adviser

<b>1</b>	<b>Welcome and Apologies</b>	
	MCam welcomed everyone to the meeting and acknowledged apologies from DB and JW. MCam advised that she would be chairing the meeting PB thanked the Board for their support on his recent absence.	
<b>2</b>	<b>Declaration of interests</b>	
	There were no new declarations of interest	
<b>3</b>	<b>Minutes of Previous Meetings</b>	
	Minutes from 5 May 2020 were noted as a true record	
<b>4</b>	<p><b>Matters arising from previous Meetings as per Action Plan</b></p> <p>(6) The Equality Webinar hosted by Plan4Sport was completed by the CGS and TSYT Board on 9 June 2020. Submission for the next stage of the Equality Standard would now be advanced. Issues raised in the webinar relating to Trans gender policy would be forward for consideration when received.</p> <p>(10) &amp; (11) The CGS year-end Accounts have been circulated for sign off.</p> <p>(13) JMD has collated Information regarding the CGS Patron &amp; Life Membership and will circulate to the sub-committee which will be discussed at the next Board Meeting.</p> <p>(14) The Design brief has been prepared and will be circulated to the appropriate agencies.</p> <p>(15) JMD has contacted the CGF regarding shooting and archery. The advice was that no further details are expected until August 2020</p> <p>(16)The postponement of the AGM has been circulated to all members and partners.</p> <p><b>Matters arising that will be discussed as Agenda Items</b></p> <p>(12) Strategic Plan Refresh, (17) Team Stars, (18) Athlete assured numbers</p>	<p><b>AS</b></p> <p><b>JMD/Sub-Com</b></p>



<b>For presentation, Discussion and Decision:</b>		
<b>5.1</b>	<b>Strategic Plan Refresh</b>	
	The Board comments on the draft were discussed and agreed that JMD would take the feedback and revise and recirculate the next draft to the subcommittee. Following this further consult members and key stakeholders. A final draft would be presented to Board for information before format and design and presentation at the AGM.	<b>JMD</b>
<b>5.2</b>	<b>Athlete Advisory Panel</b>	
	The Board noted the report following completion of the pilot and agreed to continue with the AAP as set out in the paper with replacements staggered post B2022.	
<b>For Information:</b>		
<b>6</b>	<b>Finance</b>	
	The Finance paper was accepted and noted	
<b>7</b>	<b>Chair Update</b>	
	A verbal update was given.	
<b>8</b>	<b>CEO Update</b>	
	The CEO report was noted. MAF on behalf of the CGS Board enquired about the mental health of CGS staff and was assured by EM & JMD of the processes in place to ensure Staff wellbeing. The following points raised from the CEO Paper	
	<ul style="list-style-type: none"> <li>• <i>High Performance sport</i> MCav to update JMD on plans for re-engagement</li> </ul>	<b>MCav</b>
<b>8.1</b>	<b>Draft Annual Report</b>	
	Comments on text areas to be proofed and any other inclusions to be submitted to JMD by end of month.	<b>CGS Board</b>
<b>8.2</b>	<b>Risk Register</b>	
	JMD to identify where the impact of COVID -19 is included in the risk register and bring forward into future reports.	<b>JMD</b>
<b>8.3</b>	<b>Team Scotland Stars</b>	
	Progress noted. Both Board and staff have been asked to publicise/circulate the information and send in nominations of worthy individuals. The first round of judging will take place on 19 <sup>th</sup> June 2020.	<b>CGS Board</b>
<b>8.4</b>	<b>CGF Medical Advisor</b>	
	The Board agreed to submit a nomination for consideration by the CGF. JMD to progress. <ul style="list-style-type: none"> <li>• The CEO has asked both candidates to formally re-confirm interest and state why they are seeking our support and what they wish to achieve in the role. After consulting with the CGS Hon Medical Advisor a recommendation will be made to the Office Bearers.</li> <li>• The Office Bearers be given delegated authority, if a decision is required, to determine the preferred candidate on behalf of the Board</li> </ul>	<b>JMD</b>
<b>10</b>	<b>Games Update</b>	
	The ongoing discussion was noted regarding athlete allocation numbers and its impact. The Team Manager development programme, GTM recruitment and Clothing tender process were being advanced on schedule.	
<b>11</b>	<b>Sub committees</b>	
<b>12</b>	<b>Any other Business</b> <i>Endowment Fund</i> Despite COVID 19, PB & MCav were satisfied with the CGS investment with Aberdeen Standard Capital. Agreement was reached to have joint session on ethical investments	<b>MCav/PB /SJ/JMD/ MCam</b>
	<b>Date of next Meeting: 3 September 2020</b>	



## CGS Directors -

**Date:**

**Time:**

**Location:**

## Board Meeting Minutes

**3 September 2020**

**17:30-19:00hrs**

**Zoom Conference Call**

### Attending :

Paul Bush (PB)	Chair
Maureen Campbell (Mcam)	Vice Chair
Michael Cavanagh (MCav)	Past Chair
Susan Jackson (SJ)	Director: Finance
Colin Gregor (CG)	Director: Athlete Representative
Bruce Cook (BC)	Director: Commercial
Jennifer Barsby (JB)	Director: Equality
David Bond (DB)	Director: Mental Health & Wellbeing
Margaret Ann Fleming (MAF)	Director
Jon Doig (JMD)	Director/Company Secretary
Elinor Middlemiss (EM)	Head of Games Operations
Helen Toole (HT)	Minute-taker

### Apologies

Joan Watt (JW)	Honorary Medical Adviser
Carolyn Morgan (CM)	Honorary Legal Adviser
Susie Crawford (SC)	Director: Marketing

## 1 Welcome and Apologies

PB welcomed everyone to the meeting and outlined the protocols for the AGM.

## 2 Declaration of interests

None

## 3 Minutes of Previous Meetings

Minutes from 09 June 2020 were noted as a true record.

## 4 Matters arising from previous Meetings

- JMD has sent a reminder to David Grevemberg for information pertaining to Archery and Shooting Commonwealth Championship competitions as none had been received by 31 August 2020.
- There is a delay on the process for the Medical Advisor due to the number of applicants. CGS had put forward Dr John Maclean.
- Still awaiting information regarding Transgender and sport from Plan4Sport

### For presentation, Discussion and Decision:

5 Seven policies have been identified to review from the tracker. Maternity, Homeworking, Medical Diseases, Equality, Equality monitoring, Expenses, Register of interests.

- Sustainability - workshop with Aberdeen Standard has been arranged.
- BAME representation - JMD has sought guidance from **sportscotland** and CGS need to look at how to respond.

UKAD looking for CGS approval for the section which directly references CGAs, BOA and BPA within the National Anti-Doping new policy. Harper McLeod have no further comments having read over the principles outlined. It is important to note that with

regards to an appeals process UKAD have no direct authority over CGS however they have outlined areas where CGS should take some action with regards to CGS Membership obligations and our own anti-doping policy which will be incorporated into respective policies once the National UKAD Policy has been signed off. To confirm CGS have to comply with both WADA and UKAD to receive public money and to compete in the Games as CGF is a signatory and **sportscotland** documents reference adherence to Anti-doping regulations. The CGS Board approved the proposal.

JMD to review requirement for a Board Champion and propose the nominated lead on Anti-doping matters once the paper is signed.

JMD

### **COVID Policy**

This policy is particular to the current situation and takes into account the university and wider Government policies. The Games time environment is currently not reflected but will be included nearer the time. JMD assured the Board that this policy is referenced on a weekly basis to ensure it is timely, and is updated reflecting current Government and UoS guidelines. JB suggested some additions relating to transition back to the office and will send JMD the SDS Policy for reference and inclusion in the COVID policy.

JB

CGS Board approved the policy with the additional amendments

PB/JMD assured the Board that the CGS staff are monitored weekly to ensure the appropriate welfare for the staff.

### **AGM Change of Articles**

JMD outlined the AGM structure including the voting process to enable the proposed changes to the CGS Articles to be voted on if required.

### **Strategic Plan**

The final digital version of the strategic plan was presented which PB felt was succinct and focussed and would drive future planning, delivery and reporting. After being discussed at the AGM the Plan will be posted on the Team Scotland website.

## **For Information:**

### **6 Finance**

Following a structured options review, CGS will change bank from Clydesdale to Handelsbanken in October 2020.

The share portfolio is doing well at the moment with regular updates from Aberdeen Standard Investment, who are closely monitoring the situation. PB and MCav reported the Endowment fund has also recovered from the initial COVID impact and is doing well.

In line with our policies we are seeking tenders for Accountancy advice provision.

SJ highlighted that CGS should understand the risk of B2022 not going ahead and the implications of the potential repayment procedures of the JMA. CM to be asked to review JMA with regard to mitigating COVID risk.

CM

MCamp raised the issue of managing contracts through COVID towards 2022. JMD/EM/CM to review supplier contracts to mitigate financial risk due to COVID cancellations or postponements.

JMD/EM/CM

JMD

A review of Budgets is underway.

### **7 Chair Update**

The Chair updated on the current challenges in respect of COVID and the risks and concerns in respect of a lack of a host for the 2026 Commonwealth Games.

## 8 CEO Update

- JMD outlined the COVID update paper and the Top Risks.
- CGF have announced the Commonwealth Sports Foundation offering grants. JMD will assess if any grants are applicable.
- Team Scotland Stars has gone well over the last 3 months and has now finished.
- Branding tenders have been received and interviews will take place on 7 September 2020
- The General Assembly will take place virtually over 3 days at the end of November 2020, Dates tbc.

JMD

## 10 Games Update

As an update to the Games paper 4 suppliers have been shortlisted from the clothing tender and presentations will take place on 9 September 2020.

### B2022 - Operations

EM outlined that CGS operational planning with the GTM is going ahead as per the normal framework.

EM to give back feedback the opinions and positions of the sports from the PDs Readiness and Testing meetings at next meeting.

EM

CGS have identified the difficulties for athletes to qualify and meet selection criteria which has caused concern. A number of sports are keen to use the Commonwealth Championships funds to facilitate competitions. Demand to be understood and built within future Budget reviews along with budget for PCR COVID tests for the whole Team.

JMD

JMD to speak with Ian Reid of B2022 – to understand the communication process around the Games dates, finance and structure in light of COVID and any emerging concerns.

JMD

It should be noted that 2026 is an emerging risk and MCav expressed the need to keep communications open with likeminded CGAs. JMD to speak to Canada CGA to determine the status and process relating to the Hamilton bid.

JMD

## 11 Sub Committees

### Life Membership Committee

Further to the support received from the Life Membership Committee, the CGS Board approved the nomination of Joan Watt as Life Member recognising her service over the last 50 years. Notification and congratulations will be conveyed to Joan and if appropriate announced to the upcoming AGM

JMD

### Selection Committee

EM is working with the Governing Bodies and has produced a COVID mitigation statement to be incorporated into the General Policy.

EM

### TSYT

JB highlighted that the new Board were currently working on the TSYT strategy and sustainability.

## 12 Any other Business

**Date of next meeting 24 November 2020**

**Date:** 24 November 2020  
**Time:** 17:00-20:00hrs  
**Location:** Zoom

**Attending:**

Paul Bush	PB	Chair
Maureen Campbell	MCam	Vice Chair
Michael Cavanagh	MCav	Past Chair
Susan Jackson	SJ	Director: Finance
Jon Doig	JMD	Director: Company Secretary
Colin Gregor	CG	Director: Athlete Representative
Bruce Cook	BC	Director: Commercial
Jennifer Barsby	JB	Director: Equality
Susie Crawford	SC	Director: Marketing
David Bond	DB	Director: Wellbeing
Margaret Ann Fleming	MAF	Director
Carolyn Morgan	CM	Honorary Legal Adviser
Elinor Middlemiss	EM	Head of Games Operations
Helen Toole	HT	Minute-taker

**Apologies**

- 1 Welcome**

PB welcomed everyone to the meeting
- 2 Declaration of interests**

There were no declarations of interest made.
- 3 Minutes of Previous Meetings**

Minutes from 3 September CGS Board Meeting and AGM were noted as a true record
- 4 Matters arising from previous Meetings**

There were no matters arising that are not itemised on the Agenda
- 5 For presentation, Discussion and Decision:**
  - 5.1 CGF: General Assembly**

The paper outlining the issues to be raised at the General Assembly was discussed. Full papers will be circulated.

An update was given on the position relating to the Chair of the Athletes Commission with confirmation that in accordance with the CGF Articles, Rhona Toft was ineligible for a further term. It was noted that the timeframes made decision making and responding to the process extremely difficult but had been turned around as quickly as practical while undertaking due diligence

MCav proposed that the contribution made by Rhona Toft to the CGF and CGS be acknowledged.

HT

It was noted that clarifications be sought from the CGF in terms of further posts and respective timeframes are longer to allow appropriate consideration and other methods of consulting with the Board when faced with tight timeframes will be looked at.

JMD

## 5.2 Budget Review

JMD spoke to the Budget Report paper. The timeframe for Scottish Government payments had been confirmed since the paper was produced and will be made in 2021 and 2022. JMD to follow up

JMD

Areas to note were Core operations have been considerably reduced due to COVID. The Commonwealth Championship Funding provision has not been used in 2019 and 2020 and has been reallocated for use in 2021 and 2022.

Further adjustments will be made once staff costs are reallocated and as part of the Sustainability Policy: CGS will review in the New Year to ascertain Carbon offsetting and will consider sustainable options over price as part of best value assessments.

JMD

JMD confirmed that there have not been any requests from any individual member sports for COVID related funding.

***The Board agreed to the adjustments made to the Budget.***

## 5.3 Honorary Medical Adviser

Following the end of term for Joan Watt as Honorary Medical Adviser, there is now a vacancy for this position. In terms of potential candidates we are awaiting confirmation from the CGF regarding Dr John MacLean's position on the CGF Medical Commission while Dr Niall Elliot was keen to be considered for the role of CGS Honorary Medical Adviser.

It was felt that having both Doctors contributing in respective roles would be useful and subject to confirmation of the position of Dr MacLean continuing in the CGF Medical Commission, Dr Elliott be approached to take on the Honorary Medical Adviser position.

PB

***The Board agreed to proceed with the options as presented.***

## For Information:

## 6 Successful Teams

### 6.1 Team Update

The update was noted and concern expressed that the Sports are finding it incredibly difficult to understand the cuts in athlete allocations.

MCamp highlighted that the current numbers are going to restrict the developmental opportunity for our young up and coming athletes which is very concerning and how it also impacts on the size and quality of our Team. With the current numbers we will definitely be leaving quality athletes at home.

EM and JMD continue to press Birmingham OC and the CGF to ensure addressing this is kept as a high priority.

EM/JMD

## 7 Effective Organisation

### 7.1 CEO report

An update was given including on discussions with the University of Stirling regarding the new terms and management of our lease.

### 7.2 Policies updates:

Further work is taking place on the Sustainability Policy.

Discussions are taking place with SAMH, **sportscotland** and the Institute with regards to Mental Health policies and programmes linked to CGS and Team Scotland activity.

In terms of the National Anti-doping policy raised at the last meeting, it was noted that there had been some wording amendments to the paper presented which clarified that CGS will not be held responsible for issues we do not have direct control over. A final document is still expected in March 2021.

### **7.3 Risk Register: Top Risks**

The main risk to CGS is the 2026 Games lack of host. Feedback regarding 2026 options and financial implications to be obtained via the CGF.

**AS**

Risk register to be sent out to Board Members in advance of overall assessment at the next Board Meeting. Feedback to be sent to AS one week prior to meeting.

**Board**

## **8 Integrated Partnerships**

### **8.1 Team Scotland Youth Trust**

An update was given. It was noted that Paul Morron has reconfirmed his financial support for young athlete grants next year. Letter to be sent to Paul recognising his continued support.

**PB/HT**

It was noted that the receipt of grant funding reflected a very positive outlook of the Funder's perceptions of the TSYT aims and objectives.

## **9 Secure Financial Base**

### **9.1 Finance Report**

AS to confirm to the Board the documentation required to take into the nearest Handlesbanken branch in order for the new account to be opened. AS to confirm if there is a limited period for all information to be received.

**AS**

Current valuation of the Endowment and the CGS Investment Fund are doing very well under the current circumstances.

## **10 Achievements Recognised & Celebrated**

It was noted that the revised Corporate Logo incorporating CGF branding changes has now been finalised and has received approval from CGF.

Queens Baton Relay dates have been confirmed. The Baton will arrive on Scotland in the evening of 17 June 2022. The programme will be developed with our partners and provided to the organisers in 2021.

## **11 Actions Underpinned by Evidence**

The Public Attitude Survey was conducted on 8/9 November 2020. Topline results have been received looking at the impact of 2020 against 2019 and will be distributed following further assessment.

**JMD/BC**

## **12 Sub Committees & Other Committees**

The Board met in private to consider recommendations from the CEO and staffing committee. After a thorough and careful discussion the recommendations for new staff structure and recruitment were agreed and the CEO was asked to expedite and report progress at the next meeting.

**JMD**

## **13 Dates of next Board Meetings**

Dates for 2021 to be confirmed

**PB/HT**

