



MINUTES

TITLE OF MEETING: Board Meeting
DATE AND TIME: Friday 22nd February 2019 at 1pm
LOCATION: DoubleTree Hilton Hotel, Coventry

1. Welcome

The Chair welcomed all present. A special welcome was extended to Bill Smith (Bowls England President 2018) who was attending his last Board Meeting.

The Chair informed the Board that John McGuinness would be resigning from his position as Director of Coaching following his appointment as High Performance Director. The Chair added that an advertisement for the Director of Coaching role would be circulated at the earliest opportunity, and that Mr McGuinness would continue in post until his replacement had been appointed by the Board. It was **resolved** that the Chief Executive would continue to assist with Mr McGuinness with High Performance matters during the interim period.

2. In Attendance

Chairman of the Board: David Mitchell-Gears MBE (Chair)
Director of Coaching: John McGuinness (COA)
Director of Competitive Events: Margaret Docherty (COM)
Director of Development: Adam Tanner (DEV)
Director of Governance: David Tucker (GOV)
Director of Finance: Stephen Hemsley (FIN)
Independent Director: Dr Anna Molony (IND)
Chief Executive: Tony Allcock MBE (CE)
Business Services Manager: Penny Maguire (BSM)
Operational Services Manager: Alistair Hollis (OSM)
Bowls England 2018 President: Bill Smith (PRE)

3. Apologies

None

4. Obituaries

Tony Humble	President Northumberland 2000
Hannah Overton	Junior International 2006, 2008-9, 2012 and 2014
Wendy Pacey	President Bedfordshire 1997
Ann Wootton	President Northamptonshire 2004
Jo Rigg	President Cumbria 1995
Peter Wright	President Northamptonshire 2002
Mildred Wright	President Cumbria 1994
Jean Gorringe	President Suffolk 2007
Margaret Hiorns	President Middlesex 1979 and 1985
Ian Dodd	President Lancashire 1992
Nancy Barnecutt	President Cornwall 1994
Doreen Young	President Berkshire 1989

Terry Swift	President Suffolk 2008
Linda Ryan	International 2002-2005
A.E. Squibb	President Lancashire 1985
Don Kent	President Sussex 2013
Ruth Rose	President Sussex 1999
Georgina White	President Sussex 1974

5. **Declarations of Interest**

None

6. **Minutes of the meeting held on Friday 23rd November 2018**

Signed by the Chair as correct record

7. **Action Points and Matters Arising (not covered elsewhere on Agenda)**

There were no Action Points that were not covered on the Agenda. It was **resolved** that the Task List be reviewed and updated accordingly.

8. **Correspondence**

8.1 ***Sussex – Affiliation***

The Chief Executive updated the Board on a letter from Sussex County Bowls regarding the current affiliation process as outlined within Appendix 1 of the Bowls England Rules & Regulations. The Director of Governance reported that a Working Group consisting of regional representatives had been formed and recommendations would be presented to the Board at the earliest opportunity.

Action: GOV

8.2 ***Oxfordshire – Presidential Chain***

The Chief Executive updated the Board on correspondence that had been received from Bowls Oxfordshire regarding the replacement of the Presidential Chain. It was **resolved** that a further response be sent to Bowls Oxfordshire, which should highlight that various items currently held by Bowls England will be utilised to offset the actual cost of the replacement. It was further noted that buying a gold chain will be a financial asset in the future, whereas the purchase of something considerably cheaper could be deemed as 'false economy'.

Action: CE

9. **Reports**

9.1 ***Update by the Chair of the Board***

9.1.1 *To record the 2019 Director Appointments*

It was **resolved** to record the following appointments for a three-year term from the 2019 AGM:

- Director of Competitive Events – Margaret Docherty
- Director of Finance – Stephen Hemsley
- Director of Governance – David Tucker

9.1.2 *To record the 2019 Audit and Review Committee Appointment/s*

It was **resolved** to record the following appointments for a two-year term from the 2019 AGM:

- West Region – Kath Lloyd (Wiltshire)
- East Region – Tony Ellis (Essex)

9.1.3 *Appointment of 2019 Disciplinary Committee*

It was **resolved** to record the following appointments to the Disciplinary Committee for 2019:

- John Durston (Somerset) – Chair
- Pauline Biddlecombe (Surrey)
- Francis Fletcher JP (Warwickshire)
- Chris Smith (Nottinghamshire)
- Keith Young (Warwickshire)

9.1.4 *Life Member Proposal*

It was **resolved** to award Bowls England Life Membership to John Bell (Cumbria).

9.1.5 *IT Update*

The Chair provided an update on the replacement of the current Bowls England website. It was **resolved** to appoint Auburn Creative (Royal Leamington Spa). It was noted that the target date for launch would be ahead of the 2019 National Championships.

Action: OSM

The OSM provided an update on progress with the National Membership Register. It was noted that feedback is currently being sought on the 'test system', following which work on the live system will start within the five selected pilot areas.

The OSM provided an update on the Competitions Portal and the ongoing concerns of the staff team. It was **resolved** to explore improvements to the system for the 2020 season with current and potential suppliers.

Action: OSM

9.1.6 *Club & County Support Advisor – Appointment*

It was noted that John Hughes had been appointed to the position. An advertisement had been widely circulated for his replacement as Administrator (Insurance) on temporary basis. It is anticipated that John Hughes will take up his new position in early April.

9.1.7 *Club Trustees*

The Chair informed the Board that he had been made aware of additional challenges for Clubs when negotiating leases with local authorities, particularly with regard to Trustees. It was **resolved** that the Bowls England Lawyer be requested to prepare a guidance note that could then be circulated to clubs.

Action: CE

9.1.8 *Facilities Survey*

The OSM provided an update on the Facilities Survey that is currently being prepared on behalf of Bowls England by 4Global. It was noted that the survey results will be of great benefit in assisting clubs, county associations and Bowls England to respond to the increasing number of facilities-related enquiries that are now received from various bodies including

funding organisations and local authorities. It was **resolved** that an update be presented at the Regional Meetings in order to encourage response from affiliated clubs.

Action: OSM

9.2 Update by the Chief Executive

9.2.1 Board Strategy Day – Tuesday 12th March 2019

The Chief Executive updated the Board on plans for the Board Strategy Day. A number of potential discussion items were agreed. It was **resolved** that Bowls England seek an external facilitator to lead the discussion on the day in order that the Chief Executive can fully participate.

Action: CE

9.2.2 Arrangements for Annual General Meeting

The Chief Executive updated the Board on arrangements for the Annual General Meeting on Saturday 23rd February 2019.

9.2.2.1 Appointment of the Auditor

It was **resolved** to record the appointment of Dafferns.

Action: CE

9.2.2.2 Appointment of the Lawyer

It was **resolved** to record the appointment of Blythe Liggins.

Action: CE

9.2.3 Arrangements for Men's Annual Dinner & Presentation of Prizes

The Chief Executive updated the Board on arrangements for the Annual General Meeting on Saturday 23rd February 2019. It was **resolved** that the award of Life Membership to John Bell would take place during the Presentation of Prizes, and that the Chief Executive would read citation following introduction by the Chair.

Action: CE

9.2.4 Bowls Development Alliance (BDA)

The Chief Executive reported on the work of the BDA. It was **resolved** that the Chief Executive should continue as Bowls England's representative on the BDA Board. It was further **resolved** to invite the BDA Development Director to attend the Bowls England Board Meeting in May 2019.

Action: CE

9.2.5 Sponsorship – Proposal

The Chief Executive provided an update on a proposal that had been received from a current sponsor. It was **resolved** to continue negotiations.

Action: FIN/OSM

9.2.6 Personnel

It was noted that the Chair had updated the Board on personnel matters within his report.

9.2.7 Warwick District Council – Relocation

The Chief Executive informed Board Members that Warwick District Council had deferred any decision on the future of Riverside House and its planned move to a new town centre location until July 2019. It was **resolved** that securing suitable office accommodation within the Royal Leamington Spa area remains a key priority for Bowls England and that discussions with Warwick District Council be ongoing.

Action: Chair/FIN

9.2.8 *Regional Meetings*

A draft agenda and attendance list for Board Members was circulated for comment. It was **resolved** that the agenda be circulated week commencing Monday 25th February 2019. It was further **resolved** that any key issues arising from the Board Strategy Day could be added to the agenda if relevant.

Action: OSM

9.2.9 *English Indoor Bowling Association (EIBA) Ltd*

The Chief Executive provided an update to Board Members following discussions with the Chief Executive of the EIBA with regard to future working arrangements. It was **resolved** that the Chief Executive, DEV, GOV and IND represent Bowls England at any joint meeting.

Action: CE

9.2.10 *Club Closure - Alexandra Park Bowls Club, Dorset*

The Chief Executive provided an update on correspondence he had received following the dissolution of Alexandra Park BC in Dorset. It was **resolved** to support the Chief Executive's recommendation that any funds remaining should be shared between the Friends of English Bowling and Disability Bowls England.

Action: CE

9.3 *Update by the Director of Coaching*

COA provided an update on the transition of Coach Bowls to Bowls England and the EIBA. A 'Memorandum of Understanding' has been prepared and is currently out for consultation with the BDA. It was **resolved** to support the Communications Plan that had been circulated to the Board. It was further **resolved** to explore the potential of refreshing the Coach Bowls website as part of the transition.

It was noted that a Coach Bowls Strategy Day had been arranged for Tuesday 26th February, which would involve a number of key stakeholders including coach and tutor representatives.

COA presented his plans for the 2019 season, which included coaching sessions during the National Championships and regional activities primarily aimed at County Associations. It was **resolved** to support, in principle, the recommendations subject to budgetary requirements. It was **further** resolved that a Coaching Questionnaire would be circulated to all County Associations.

Action: COA

9.4 *Update by the Director of Competitive Events*

9.4.1 *Appointment of High Performance Director*

COM informed the Board that interviews for the post of High Performance Director were conducted on Monday 11th February 2019 by an Independent Panel chaired by Christina Boxer (Warwick District Council). It was **resolved** to formally record the appointment of John McGuinness (Buckinghamshire) to the post of High Performance Director.

Action: CE

9.4.2 *British Isles Bowls Council (BIBC)*

COM informed the Board that the BIBC had proposed an increase in affiliation fees for all categories of member. The proposed increase for Bowls England was £250 per annum, taking the annual payment to £1,500. It was **resolved** not to support the request given the level of reserves currently held by the BIBC. Delegates attending the BIBC Meeting in March 2019 were mandated to vote accordingly.

COM informed the Board that Essex County BC had requested permission to investigate the provision of live streaming during the Junior International Series in September 2019. It was **resolved** that the matter be referred to the BIBC as the governing body for the event.

Action: COM

9.4.3 *Commonwealth Games 2022*

The OSM presented an update to the Board following his attendance at a recent meeting organised by Commonwealth Games England. The following key points were noted:

- The Organising Committee expects to attract a significant number of volunteer applications;
- The Organising Committee will look to utilise existing events as 'test events' in 2021;
- Sport England is currently in discussion with UK Sport regarding funding for elite athletes, particularly with regard to non-Olympic sports;
- The Commonwealth Games is a 'unique moment' for non-Olympic sports and is expected to provide a temporary spike in profile

It was **resolved** that COM form a Working Group to consider the likely impact of the Commonwealth Games on the National Championships and to consider contingency arrangements should any greens be unavailable due to maintenance work.

Action: COM

9.4.4 *Regional Finals*

COM informed the Board that there had been some correspondence from County Associations regarding the allocation of venues for the Regional Finals in 2019 and 2020. It was noted that all County Associations were given the opportunity to propose venues, but limited feedback had been received.

9.5 ***Update by the Director of Development (Report circulated with Agenda)***

9.5.1 *Bowls Australia*

DEV provided an update to the Board with regard to his planned visit to Australia, where he was planning to meet with several key representatives of Bowls Australia in support of his Bowls England role. It was noted that DEV would do this during a holiday that he would be funding personally.

9.5.2 *Club of the Year*

DEV presented a review of the Club of the Year competition. It was **resolved** to support, in principle, a revised format 'Club Story of the Year' which would reduce the administrative burden on entrants and encourage a wider cross-section of applicants.

Action: DEV

9.5.3 *Commonwealth Games*

DEV informed the Board that he had been in discussion with Warwick District Council regarding potential PR opportunities. It was noted that a firm proposal was now awaited from Warwick District Council.

Action: DEV/OSM

9.5.4 *Disability Bowls England (DBE)*

DEV informed the Board that he had met with the Chair of DBE, Paul Brown, and would be attending a number of events during the course of the 2019 season.

9.6 Update by the Director of Governance

9.6.1 Presidential Meeting

GOV informed the Board of arrangements for the meeting with the Presidential Team ahead of the AGM on Saturday 23rd February 2019.

9.6.2 Amendments to the Articles of Association

It was **resolved** that no update is required at this point.

9.6.3 Amendments to Regulation 9 (including proposed 'User Guide')

GOV informed the Board that the Working Party had completed its review and all proposed changes were now being incorporated into the final draft, which will then be circulated for wider comment. It was noted that a number of flow charts have also been prepared to assist users. It was anticipated that work would be completed ahead of the 2019 season.

Action: GOV

9.6.4 Safeguarding

Disclosure and Barring Service (DBS) Checks

The Director of Governance presented an update to the Board. It was **resolved** that from February 2019 DBS checks would be required for the following Bowls England roles:

Volunteers

- International Team Managers – Junior and Senior
- Regional Selectors
- High Performance Director
- Director of Competitive Events
- Director of Development
- Director of Governance

Employees

- Chief Executive
- PA to Chief Executive
- Operational Services Manager

It was **resolved** that Bowls England would be responsible for all costs incurred.

The requirement for DBS checks for all coaches would form part of the ongoing discussions with Coach Bowls.

Action: CE

Case Management Group

It was **resolved** to support the appointment of the following to the Bowls England Case Management Group:

- Director of Governance
- Operational Services Manager
- Mo Monkton (Independent)

9.6.5 *Regulation 7.4.1 – International Selection Committees*

It was **resolved** that Regulation 7.4.1 be amended to read (additional line highlighted in *italics*):

“All Regional Selectors must be affiliated members of Bowls England. Nominations for Regional Selectors must be made in writing, signed by the Administrator of the County Association, and sent together with an appropriate CV to the Chief Executive no later than the Monday of Standard Week 40 each year. Nominations for Regional Selectors may be received from any County Association within the relevant geographical group and supported in writing by the same. *Only one nomination from each County Association can be made.*”

Action: GOV

9.6.6 *Women’s Annual Dinner and Presentation of Prizes*

It was **resolved** that the Women’s Annual Dinner on Saturday 23rd November 2019 be held at Doubletree Hilton, Coventry. It was further **resolved** to explore potential venues for this event within the Midlands area.

Action: GOV/BSM

9.6.7 *Greens Maintenance*

GOV informed the Board that the review of the Greens Maintenance Scheme is currently ongoing.

9.6.8 *Associate Membership*

It was **resolved** to support applications for Associate Membership of Bowls England from the following:

- Thurrock & District Bowling Association
- New Forest Women’s Bowling Association

Action: CE

9.7 Update by the Director of Finance

9.7.1 *Sponsorship*

It was **resolved** to form a Working Group to consider potential opportunities to generate additional income from third parties.

Action: FIN

9.7.2 *Management Accounts*

FIN presented an update on the Management Accounts, which were circulated, and thanked staff for their efforts in adapting to the new system.

9.8 Update by the Independent Director

9.8.1 *Governance*

IND presented an update to the Board following the latest meeting of the Management Audit & Review Committee and its consideration of the latest governance documents for sport, as published by Sport England and the Sport & Recreation Alliance. It was **resolved** to accept the Committee’s recommendation that Tier 3 was most appropriate to Bowls England. It was further **resolved** that a Working Party be formed by GOV to review the nationally-recognised guidance and determine what elements could be adopted by Bowls England, if not already in place.

Action: GOV

9.9 Update by the Chief Executive on the Disciplinary Committee

9.9.1 Isle of Wight – Champion of Champions

The Chief Executive provided an update on an issue that had arisen following a recent case in the Isle of Wight and sought the views of the Board. It was **resolved** that should the players concerned qualify for the National Champion of Champions, following the conclusion of their suspension, they would be permitted to participate. In responding, it was noted that the club should be notified of Regulation 9A.12 as below:

“Whilst a member is under suspension from his/her Club as a result of a County Disciplinary Hearing or as a result of an appeal to Bowls England, he/she shall not be permitted to play in any form of competition in his/her own Club nor shall he/she be entitled to represent his/her County Association or Bowls England.”

Action: CE

9.9.2 Appeal Fee – County and Bowls England Hearings

The Chief Executive provided an update on the increasing number of disciplinary issues that are now being dealt with by Bowls England. It was **resolved** that, to stop frivolous appeals, a fee of £100 be charged for any appeal to Bowls England, which would be refundable if the appeal is successful. It was **resolved** that the Rules & Regulations be updated accordingly.

Action: GOV

10. Update on Sub-Committees/Working Groups and Ongoing Tasks

None

11. Standing Items

11.1 Risk Register

11.2 Strategic Plan

It was **resolved** that these will be addressed at the Board Strategy Day.

Action: All

12. Next Meeting

The next meeting of the Bowls England Board will be held at 5pm on Tuesday 14th May 2019 (continuing at 9.30am on Wednesday 15th May 2019).

Meeting closed 4.35pm.