



MINUTES

TITLE OF MEETING: Board Meeting
DATE AND TIME: Monday 20th August 2018 at 9.30am
LOCATION: Bowls England Office, Victoria Park, Royal Leamington Spa, CV32 5HZ

1. Welcome

The Chair welcomed all those present, and extended a special welcome to the Independent Director who was attending her first Board Meeting.

2. In Attendance

Chairman of the Board: David Mitchell-Gears MBE (Chair)
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 President: Bill Smith (PRE)

3. Apologies

Director of Coaching: John McGuinness (COA)

4. Obituaries

Mary Hedley	President IOW 2004
Jack Gray	President Herefordshire 1983 and 1991
Harold Sawyer	International 1974
Bryan Fox	President Gloucestershire 2003
Rodney Nute	President Cornwall 2005
Vera Ireland	International 1990

5. Declarations of Interest

None recorded

6. Minutes of the meeting held on Wednesday 16th May 2018

It was **resolved** that the minutes of the meeting held on 16th May 2018 be signed by the Chair as a true and correct record.

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

The Chief Executive addressed the Action Points from the last meeting and the following decisions were noted:

7.1 Presidential Chain

It was **resolved** that two chains would be utilised by the Presidential Team in future years and that BSM would arrange. BSM

7.2 Umpiring Services

It was **resolved**, in principle, to consider additional financial support to assist those members wishing to train to be an umpire and that a full proposal be presented to the Board.

It was **resolved** that the Task List be updated accordingly.

8. Correspondence

It was noted that all correspondence would be dealt with under the appropriate agenda item.

9. Reports

9.1 Update by the Chair of the Board

9.1.1 Commonwealth Games 2018 – Performance Review

The Chair reported that he had conducted meetings in conjunction with COM with the Performance Director, Men's Manager and Women's Manager to discuss the performance of the England Team at the Commonwealth Games 2018. It was **resolved** that the feedback provided will be used to form Bowls England's preparations for Commonwealth Games 2022 and other representative events.

COM
CE

9.1.2 Personnel

The Chair requested the CE, BSM and OSM to leave the meeting. Following a recommendation by the Chair, it was **resolved** that a review of the current staff structure be undertaken by the Chair. The CE, BSM and OSM re-joined the meeting.

Chair

9.2 Update by the Chief Executive including the Business Services and Operational Services Managers Reports (Report Circulated)

9.2.1 National Championships – Corporate Function

The CE provided an update on discussions with The Pump Rooms following a number of issues during the first Corporate Function held on Wednesday 8th August. It was resolved that a review be undertaken following the conclusion of the National Championships.

GOV
CE
BSM

9.2.2 Commonwealth Games 2022

The CE provided an update on the 2022 Commonwealth Games and ongoing discussions with key stakeholders including Commonwealth Games Federation (CGF), World Bowls and Warwick District Council. It was noted that the final report is awaited from the CGF.

CE

It is expected that the dates for the National Championships in 2022 will not follow the current week numbers due to the Commonwealth Games being held during July and subsequent availability of the park following the conclusion of the Commonwealth Games. It was **resolved** that a statement be issued to County Associations.

CE
COM
OSM

9.2.3 Staffing

It was noted that Amy Walters commences her maternity leave on Friday

14th September. John Hughes has been appointed to replace Amy during her absence.

9.2.4 *Property Update*

The annual report on Bowls England's Worthing office is due in September. It was noted that the CE will conduct a personal site visit with the agents.

Chair
CE

The Chair, FIN and BSM had met with the Chief Executive of Warwick District Council on Friday 17th August to continue discussions with regard to Riverside House and future office accommodation. It was **resolved** that Bowls England would continue to seek suitable office accommodation within the vicinity of Victoria Park.

Chair
FIN
CE
BSM

9.2.5 *National Membership Register*

It was noted that preliminary work on the Membership Register is underway in conjunction with Bowls England's chosen supplier. It is envisaged that work with the pilot counties will be undertaken during the close season.

Chair
CE
OSM

9.2.6 *Women's Annual Dinner and Presentation of Prizes*

It was noted that Bowls England had been informed by St. Johns Hotel, Solihull, that it is undertaking a significant refurbishment programme. It was **resolved** that GOV and BSM undertake a visit at the earliest opportunity to determine any potential implication for the Women's Annual Dinner. It was further **resolved** that notification be sent to County Associations.

GOV
CE
BSM

9.3 *Update by the Chair of Coaching (Report Circulated)*

9.3.1 *National Championships – Coaching Clinics*

It was noted that the coaching clinics during the National Championships had been well-received to date. It was **resolved** that Bowls England would provide a contribution towards the expenses of those who were principal to the sessions.

COA
FIN
BSM

It was further noted that additional buy-in from County Associations is required to ensure that coaching is being delivered at the correct level, with a greater focus on participation rather than qualifications.

COA
OSM

9.3.2 *Coach Bowls Limited*

It was noted that the transition of Coach Bowls from the Bowls Development Alliance to Bowls England and the English Indoor Bowling Association Ltd is ongoing, with further meetings scheduled following the conclusion of the National Championships.

COA
FIN
CE
BSM

It was **resolved** that trademark registration for Bowls England and Coach Bowls be undertaken.

BSM

It was **resolved** that COA and CE would be Bowls England's appointed Directors to Coach Bowls Limited. EIBA Ltd would also provide two Directors.

BSM

9.3.3 *County Associations – Coaching Services*

The COA suggested that a survey on coaching services be issued to County Associations. It was **resolved** that COA produce draft survey for discussion. It was **resolved** that the final version would be designed and issued by Bowls England.

COA
OSM

9.4 **Update by the Chair of Competitive Events**

9.4.1 *International Events*

It was noted that the Senior Women and Junior Women had won the British Isles Series' held in Belfast and Royal Leamington Spa respectively. The Senior Men had finished as runners-up in Royal Leamington Spa. It was noted that the Development Test and Senior Test Series against Bowls Australia had been a great success.

9.4.2 *National Senior Fours Championship*

It was **resolved** that from 2019 the Senior Fours Championship for men and women will be played over 18 ends in all rounds (including county qualifying stages) and that a statement be issued to County Associations. It was noted that this will bring the event in line with the British Isles.

CE
COM
OSM

9.4.3 *Rules and Regulations – Review*

It was resolved that a full review of the Rules and Regulations covering Championships and Competitions be undertaken following the conclusion of the National Championships. Any changes will be circulated to County Associations by the end of September 2018.

COM
CE
OSM

9.4.4 *Umpires Forum*

COM provided a verbal update on the Umpires Forum that had been held on the previous evening. It was noted that further discussions with the English Bowls Umpires Association would take place following the conclusion of the National Championships.

COM
CE
OSM

9.5 **Update by the Chair of Development (Report Circulated)**

9.5.1 *National Strategic Disability Bowls Action Plan*

The Action Plan had been prepared by the Steering Group comprising of a number of key stakeholders including Bowls England, English Indoor Bowling Association, Bowls Development Alliance and Disability Bowls England. It was **resolved** to support the Action Plan, subject to inclusion of previous feedback submitted to the Steering Group by OSM.

DEV
OSM

9.5.2 *Youth Academy*

It was noted that the Academy Weekend in May 2018 had been a success. It was **resolved** COA be invited to attend the Academy Selection event in September 2018 to consider opportunities to further develop the Academy in future years.

DEV
COA

9.5.3 *Bowls Development Alliance (BDA)*

It was noted DEV would be meeting with the BDA Development Director on Tuesday 21st August.

DEV

9.5.4 *Player Recruitment*

It was noted that work was ongoing to produce guidance for clubs and county associations to assist with recruitment initiatives in 2019.

DEV

9.6 Update by the Chair of Finance (Report Circulated)

9.6.1 Directors Allocated Budget Headings

FIN provided a verbal update on allocated budgets for the Chief Executive and Directors. It was **resolved** that any comments be forwarded to FIN for consideration.

FIN

9.6.2 FIN presented the Profit & Loss statement for discussion. It was **resolved** that should any Director require additional detail this would be available from FIN.

FIN

9.7 Update by the Chair of Governance (Report Circulated)

9.7.1 Regional Meetings

The dates for the Regional Meetings in 2019 had been communicated to County Associations as below (venues TBC):

GOV
CE
OSM

- Thursday 14th March: West
- Tuesday 19th March: Midlands
- Saturday 23rd March: North
- Tuesday 26th March: East
- Wednesday 27th March: South

It was **resolved** that each meeting start at 11am and conclude not later than 3pm with lunch provided by Bowls England. It was **resolved** that each Director attend at least one Regional Meeting and that they indicate their availability to OSM not later than Monday 1st October.

It was **resolved** that local representatives of Coach Bowls and the English Bowls Umpires Association be added to the invitation list.

9.7.2 Greens Maintenance

It was noted that GOV and OSM are exploring a number of potential improvements to the current service in conjunction with key stakeholders including the Institute of Groundsmanship.

GOV
OSM

9.7.3 Celebration Matches

It was **resolved** that GOV undertake a review of the policy and procedures for Celebration Matches.

GOV
BSM

9.7.4 Certificate of Merit

GOV presented an update on nominations received to date. It was noted that the closing date is 31st August annually.

GOV
CE

9.8 Update by the Independent Director (Report Circulated)

9.8.1 Management Audit & Review Committee

IND presented an update following the first meeting of the Management Audit & Review Committee held on 25th July 2018. It was noted that Foster Johnson (Durham) had been elected as Chair.

The Committee had requested clarification on several items within the 'Terms of Reference' and the Board **resolved** as follows:

IND

- 3.1 Not to support request to amend frequency of meetings;

- 4.4.2 'ISO' to be amended to 'ISO Standards';
- 4.4.3 Amend to read: The management and implementation of the company's ...

It was noted that when monitoring the company's Financial Reporting Process (4.6) the Committee should consider the following:

- Is there an approved budget?
- Is it clear who is responsible for each aspect of the Budget?
- Is performance against budget reported in a timely manner to budget holders/the Board?
- Is there an appropriate system to consider prior approval of variations to the approved budget when required?

In assessing risk, the Committee was asked to monitor the Bowls England Risk Register.

9.9 Update by the Chief Executive on the Disciplinary Committee

9.9.1 Disciplinary

It was noted that the 2018 outdoor season has resulted in a number of incidents that have required significant input from the Office and Disciplinary Committee. It was **resolved** that, following the review of Regulation 9, further consideration be given to the production of a simple guide for Clubs and County Associations to assist them in dealing with any incidents.

GOV
CE
OSM

10. Standing Items

10.1 Risk Register

The Risk Register was reviewed. It was **resolved** that no additional updates were required.

OSM

10.2 Strategic Plan

It was noted that work on the Strategic Plan is continuing.

Chair
CE
OSM

11. Next Meeting

The next meeting of the Board of Bowls England will be held on Friday 23rd November, 1pm, at the Angel Hotel, Royal Leamington Spa.

Please note that Liza Ware (NSPCC) will be in attendance from 1pm to update the Board on current and future safeguarding requirements.