



TITLE OF MEETING: Board Meeting
DATE AND TIME: Friday 25th February 2017 at 2pm
LOCATION: The Hilton Hotel, Paradise Way, Walsgrave Triangle, Coventry, CV2 2ST

Prior to the start of the Board Meeting, Chris Parkin (Business Support Manager – Bowls Development Alliance) gave a short presentation on the administration of Coach Bowls (Agenda Item 10.2.7).

1. Welcome

The Board Chair welcomed President Michael Jennings to his last Board Meeting and thanked him for a successful 2016.

2. In Attendance

David Mitchell-Gears MBE – Chairman of the Board (Chair)
Adam Tanner – Independent Director (IND)
David Tucker – Policy and Management (POL)
Jeff Applegate – Operational Services (OPS)
Margaret Docherty – Competitions (COM)
Howard Pryse – Finance (FIN)
Norma Hazzledine – International Events (INT)
Tony Allcock MBE – Chief Executive (CE)
Penny Maguire – Business Services Manager (BSM)
Alistair Hollis – Operational Services Manager (OSM)
Helen Slimm – PA to the Chief Executive (PA)
Michael Jennings – Bowls England President 2016 (PRE)

3. Apologies

None

4. Obituaries

Irene Pyne	President Bedfordshire 1987, England International 1970
Betty Beese	President Warwickshire 1993
Kay Hogg	President Dorset 1989
S.W. Copp	President Essex 1997
George Pike	President Wiltshire 1994

5. Declarations of Interest

None

6. Minutes of the meeting held on 25th November 2016

It was **resolved** that the minutes of the meeting held on 25th November 2016 be signed by the Chair as a true and correct record.

7. To discuss arrangements for Annual General Meeting (AGM)

7.1 *Appointment of Auditor*

It was **resolved** to recommend to the AGM that Dafferns be appointed as the Bowls England Auditor.

7.2 *Appointment of Lawyer*

It was **resolved** to recommend to the AGM that Blythe Liggins be appointed as the Bowls England Lawyer.

7.3 *Appointment of Disciplinary Committee*

It was **resolved** to reappoint the Disciplinary Committee as below:

- John Durston (Chair)
- Pauline Biddlecombe
- Chris Smith

7.4 *Headquarters Property Feedback*

The CE provided an update with regard to the ongoing work that is being undertaken to investigate potential new office accommodation within the Royal Leamington Spa area. It was **resolved** that the Chair would include as an update within his report at the AGM.

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

The Chief Executive addressed the Action Points and it was **resolved** to remove the actions completed. CE

9. Correspondence

9.1 *Disciplinary Committee – Request from Junior Vice President*

The Board **resolved** that it could not consider personal requests for appointment to any Bowls England Committee and/or Working Group.

9.2 *English Bowls Umpires Association (EBUA)*

The CE provided an update on recent correspondence with the EBUA. It was **resolved** CE that Bowls England work with the EBUA to promote training for markers and umpires, especially those residing near the Championship venue. It was **resolved** that a guidance note regarding the services that County Associations should receive in return for the £100 levy be circulated ahead of the 2017 season. It was further **resolved** that the umpires levy be included as a discussion item at the Counties Meeting in November 2017.

9.3 *Humberside County Bowling Association – Affiliation to Bowls England*

The CE provided an update on the request for affiliation from Humberside County CE Bowling Association and feedback that had been received from Lincolnshire and Yorkshire. It was **resolved** that the CE arrange to meet with Humberside County BA and their clubs to ensure that they fully understand the implications of affiliation. The Board would then give further consideration to the feedback received.

9.4 *Junior Vice President – Bowls Hampshire*

It was **resolved** to officially record the nomination of Paul Robson (Hampshire) for the CE position of Bowls England Junior Vice President 2018.

9.5 Unified County Associations

The Board gave consideration to correspondence from Bowls Oxfordshire regarding requirements for unification and subsequent advice that been obtained from the Bowls England Lawyer. It was **resolved** to maintain the status quo, in that a unified body should be properly constituted and represent all bowlers within the county regardless of gender. It was **resolved** that the CE respond to Bowls Oxfordshire accordingly and that the topic be considered for discussion at the forthcoming Regional Meetings. CE

9.6 English Indoor Bowling Association Ltd (EIBA Ltd)

The CE gave an update on recent correspondence with the EIBA Ltd with regard to potential areas of joint working. It was **resolved** that the Chair, CE and some members of staff meet with EIBA Ltd representatives and provide feedback to the Board. CE

10. Reports

10.1 Update by the Chair of the Board

10.1.1 Counties Meeting

The Chair reported that positive feedback had been received about the Counties Meeting in November 2016. It was **resolved** that the following items be put forward for discussion at the Counties Meeting to be held in November 2017:

- Coach Bowls
- Regional Meetings
- EBUA County Association Levy
- National Membership Scheme

10.1.2 Board Development

The Chair reported that the Board Strategy Day would be held in London on Monday 20th March 2017. An agenda outlining items for discussion had been circulated to all Board Members. It was **resolved** that the Strategic Plan would be updated following this occasion.

10.2 Update by the Chief Executive

10.2.1 Men's Regional Selector (South)

It was noted that Andy Thomson MBE (Kent) had been elected as Men's Regional Selector (South).

10.2.2 IT Project Update

The OSM provided an update on discussions that have been held to date both internally and externally to identify future requirements and potential provision. OSM

10.2.3 Office Relocation

It was noted that the CE had provided an update earlier in the meeting.

10.2.4 2017 Committee Structure

It was **resolved** that the PA would distribute following the AGM. PA

10.2.5 *BDA – Macmillan Cancer*
It was **resolved** not to agree to a request from the Bowls Development Alliance for Bowls England to support their chosen charity. CE

10.2.6 *Arrangements - Men's Annual Dinner and Presentation of Prizes*
The arrangements for the Men's Annual Dinner and Presentation of Prizes were noted. PA

10.2.7 *Coach Bowls*
The Board gave consideration to the presentation that had been given by Chris Parkin in advance of the formal meeting. Management of the scheme will remain with the BDA until 31st March 2019, following which Bowls England and the EIBA Ltd will assume full ownership. Discussions continue between all three parties to ensure a smooth transition ahead of this date.

It was noted that direct management of the scheme will have resource implications and incur significant additional costs for the two National Governing Bodies. The Board **resolved** that Coach Bowls be a key strategic priority.

10.2.8 *Staff Training*
It was reported that the Staff Training session in January 2017 had been successful. A meeting between Bowls England and BDA staff will be held in March to share relevant information between both organisations.

10.3 Update by the Business Services Manager

10.3.1 *10th Anniversary Arrangements*
The BSM gave a resume on plans for the 10th Anniversary celebrations that would be held on Monday 21st August 2017. It was **resolved** that due to the numbers involved and limited space, no partners would be invited to attend. It was further **resolved** that County Associations would be asked to highlight those guests who wished to play in the match at Victoria Park. BSM

10.3.2 *Protocols*
It was **resolved** that the business tie would be worn by the Board and Staff Members only. Following discussion, it was **resolved** that the Chief Executive would use his discretion with regard to his attendance at funerals on behalf of Bowls England. BSM

10.3.3 *Disclosure and Barring Service (BDS) – National Championships*
The BSM gave an update on continuing discussions with Warwick District Council regarding the potential requirement for criminal records checks for those working at the 2017 National Championships. It was **resolved** to await the outcome of continuing discussions before considering further. BSM

10.3.4 *Patrons*
A discussion took place with regard to the proposal to increase the fee charged for Patrons. It was noted that there had never been an increase in this previously and it was therefore **resolved** to confirm the new fee of £5 per patron. BSM

10.4 Update by the Operational Services Manager

10.4.1 Safeguarding

The OSM provided an update on Criminal Records Checks, in respect of coaches. It was **resolved** that Checks would continue to be conducted in line with the Government's eligibility criteria.

OSM

It was noted that Bowls England and EIBA Ltd would shortly be offering members the opportunity to process applications for Criminal Records Checks online.

10.4.2 Update on Facilities Strategy

The OSM provided an update on work that is being undertaken in conjunction with EIBA Ltd and Sport England. It was noted that an updated facilities guidance document for outdoor bowls has been prepared and is currently awaiting Sport England sign-off.

10.4.3 Regional Meetings Update

Dates for the 2017 Regional Meetings had been set. It was **resolved** that Directors inform the OSM of their preferred availability and that items for discussion would be agreed at the Board Strategy Day following feedback received from Counties.

OSM

10.4.4 Data Protection

The OSM provided an update on new legislation that will come into force in May 2018. It was **resolved** to approve the request for additional expenditure to produce specific guidance for Bowls England, County Associations and Clubs. It was further **resolved** that the records of Bowls England personnel published in the Annual Yearbook be updated ahead of publication to ensure all enquiries are directed to Head Office.

OSM

10.5 Update by the Chair of Policy and Management

10.5.1 Review of the Articles of Association

A review of the Articles of Association had taken place during the Staff Training session. It was noted that the Chair of Policy & Management is currently reviewing suggested amendments.

10.5.2 Review of the Rules and Regulations

A review of the Rules and Regulations had taken place during the Staff Training session. It was noted that the Chair of Policy & Management is currently reviewing suggested amendments.

10.6 Update by the Chair of International Events

10.6.1 Team Manager Appointments

It was noted that the process had been undertaken in December 2016 and all Team Managers duly appointed.

10.6.2 Commonwealth Games 2018

Although confirmation of the level of funding awarded had been received, it was noted that a formal written award in support of the Preparation Programme was awaited from Sport England. It was **resolved** that Bowls

CE

England would underwrite 25 per cent of the programme in the interim period.

10.7 Update by the Chair of Competitions

10.7.1 Appointed Member

It was **resolved** to formally record the e-mail resolution to appoint Jayne Christie (Bedfordshire) as an Appointed Member of the Competitions Committee.

10.7.2 Regulations

The Chair of Competitions had circulated a report in advance of the meeting and it was **resolved** that:

Regulation 65.6 Balcomb Trophy be amended to read: 'Arrangements for cost of refreshments and other incidental expenses shall be a domestic matter';

All titles in the Regulation contents page should mirror the titles in the body of the Regulations;

The levy system in place for the Umpires be a discussion item for the next Counties Meeting.

10.8 Update by the Chair of Finance

10.8.1 Appointed Members

It was **resolved** to formally record the e-mail resolution to appoint John Alexander (Cambridgeshire) and Stephen Hemsley (Lancashire) as Appointed Members of the Finance Committee.

10.8.2 Reserves

It was **resolved** that the BSM should open a Lloyds deposit account ready to transfer some of the reserves from HSBC to Lloyds.

BSM

10.9 Update by the Chair of Operational Services

10.9.1 Potters Week

It was noted that there had been a significant increase in numbers attending the Annual Bowls England Week and feedback received from guests had been very positive. The Board gave a vote of thanks to the CE and staff members for their work during the week.

10.10 Update by the Chief Executive on the Disciplinary Committee

The CE provided an updated on current cases. It was **resolved** that the CE would include reference to disciplinary matters within his verbal report at the AGM.

CE

10.11 Update by the Bowls England President

The President gave a verbal update regarding his year in office and thanked the Board and Staff Members for all their support during the past 12 months.

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

11.1 Youth Strategy

The Independent Director provided an update on progress ahead of the 2017 CE season. It was **resolved** that all correspondence regarding youth international events would be handled through the CE.

12. Standing Items

12.1 Risk Management

It was **resolved** that the Risk Register be updated at the Board Strategy Day. OSM

12.2 Strategic Plan

It was **resolved** that the Strategic Plan be updated at the Board Strategy Day. OSM

13. Next Meeting

The next meeting of the Board of Bowls England will be held on Wednesday 17th May 2017 at 9.30am.