



MINUTES

TITLE OF MEETING: Board Meeting
DATE AND TIME: Friday 23rd February 2018 at 1pm
LOCATION: DoubleTree by Hilton Hotel Coventry,
Paradise Way, Walsgrave Triangle, Coventry, CV2 2ST

1. Welcome

The Board Chair welcomed all those in attendance to the meeting.

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)
Stephen Hemsley – 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)
Viv Tomlinson – Bowls England President 2017 (PRE)

3. Apologies

None

4. Obituaries

May Lashmar	President Isle of Wight 1976
Eilene Burton	President Dorset 2003
Ken Boobyer	Honorary Life Member, Devon
Pam Rampton	President Sussex 2006
Janet Halloway	President Northamptonshire 2000
Anita Petrucci	President Northamptonshire 2014
Maxine Glazebrook	President Surrey 2014

5. Declarations of Interest

None

6. Minutes of the meeting held on Friday 24th November 2017

The Minutes of the meeting held on Friday 24th November 2017, having been agreed as a true and correct record, were duly signed by the Chair.

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

The Chief Executive addressed the action points from the last meeting. It was **resolved** that the Task List be updated accordingly.

8. Correspondence

It was noted that correspondence had been received from the Administrator of Sussex County Bowls following the previous Board Meeting. The Chair had responded accordingly on behalf of the Board.

9. Reports

9.1 *Update by the Chair of the Board*

9.1.1 *To record the results of the 2018 Director Elections*

It was noted that the following had been elected to the Board for three years from the 2018 AGM:

- Director of Coaching – John McGuinness, Buckinghamshire
- Director of Development – Adam Tanner, Wiltshire (Unopposed)

9.1.2 *To record the results of the 2018 Audit and Review Committee Elections*

It was noted that the following had been elected by their Regional Group:

- 1 year – Tony Ellis, Essex – East (Unopposed)
- 1 year – Kath Lloyd, Wiltshire – West (Unopposed)
- 2 years – Foster Johnson, Durham – North (Unopposed)
- 2 years – Ken Woodcock, Sussex – South

It was noted that the Independent Director, when appointed, would act as the Facilitator for the Audit and Review Committee.

9.1.3 *Appointment of 2018 Disciplinary Committee*

It was **resolved** to appoint the following to the Disciplinary Committee for 2018:

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

It was further **resolved** that additional work is required to assist Clubs and County Associations to better understand the requirements of Regulation 9 and that this be added to the Task List.

9.2 *Update by the Chief Executive*

9.2.1 *Update following meeting with EIBA Ltd*

It was reported that representatives of Bowls England and the English Indoor Bowling Association Ltd had met on 23rd February 2018 to discuss the transition of Coach Bowls to the NGBs from 1st April 2019.

It was **resolved** that a formal legal agreement for the management of the service should be drawn up by Blythe Liggins and signed by both NGBs. It was further **resolved** that Bowls England would meet any costs associated with the preparation of the agreement.

9.2.2 *Board Strategy Day (13/03/2018)*

It was noted that an outline agenda for the Board Strategy Day on Tuesday 13th March 2018 had been prepared, and topics for discussion would include:

- Strategic Plan 2018-2021
- Director Roles and Responsibilities
- Delegated Responsibility
- Financial Forecast
- Audit and Review Committee

It was **resolved** that attendance would be restricted to Directors and Management Team and that all attendees should arrive by 9.30am to enable a prompt start at 10am. It was further **resolved** that Directors inform the PA to Chief Executive of any accommodation requirements not later than Monday 5th March 2018.

9.2.3 Arrangements for Annual General Meeting

The Chief Executive presented a brief overview of the arrangements for the AGM. It was noted that a light lunch would be served for all County Authorised Representatives. This had been agreed with the hotel following the complaints received regarding the quality of the meal during the Annual Dinner at the same venue in 2017.

9.2.3.1 – Appointment of the Auditor

It was **resolved** to appoint Dafferns as the Bowls England Accountants and Auditors.

9.2.3.2 – Appointment of the Lawyer

It was **resolved** to appoint Blythe Liggins as the Bowls England Lawyer.

9.2.4 Arrangements for Men’s Annual Dinner & Presentation of Prizes

The arrangements for the Men’s Annual Dinner & Presentation of Prizes were noted.

9.2.5 Commonwealth Games 2022

The Chief Executive reported that he and the Operational Services Manager would be meeting with representatives of the Commonwealth Games Federation, Birmingham City Council and Warwick District Council on Tuesday 27th February at Victoria Park. It was noted that Bowls England will be looking at the implications of the Games on its schedule for 2022, including any impact on the National Championships, and **resolved** that County Associations be updated at the earliest opportunity.

9.2.6 Appointment of Independent Director

The Independent Director post is currently being advertised, with a closing date for applications of Monday 19th March. It was **resolved** that the Chair, Margaret Docherty and Stephen Hemsley form the Appointment Panel on behalf of the Board.

It was further **resolved** that shortlisting take place week commencing Monday 19th March with interviews on Wednesday 4th April.

9.2.7 Staffing

It was noted that Tom Millership (Administrator – Competitions) had been offered a new job opportunity and would be leaving Bowls England in mid-March. It was **resolved** that the vacancy be advertised week commencing Monday 26th February. It was noted that a Staff Training Day had been arranged for Wednesday 7th March during which there would be a review of all duties undertaken by each staff member and potentially some re-allocation of existing work to better meet the needs of Bowls England.

9.3 Business Services Manager Update

9.3.1 Finance Report

The Business Services Manager reported that the transition from Sage to Xero was continuing, with staff training arranged for Tuesday 27th February.

It was noted that income from National Competitions for the 2018 season was in line with the figure achieved in 2017.

It was noted that the number of affiliated members (as at 30th September 2017) showed a reduction of 3.1 per cent. Affiliation fees will continue to be received during the year.

9.3.2 National Championships update

The Business Services Manager presented an update on preparations for the National Championships.

It was noted that The Royal Pump Rooms has been booked for the two evening functions, and that the Irish Club (adjacent to Victoria Park) would host the meals following the two matches organised for the Friends of English Bowling.

It was noted that the Friends of English Bowling would hold a 'Members Only' lunch in the Hospitality Marquee each Tuesday during the National Championships and that this had been well received. It was **resolved** that the President should attend every lunch and be accompanied by one other member of the Presidential Team.

It was **resolved** that the Business Services Manager make lunch arrangements for Directors and Presidential Team when officially in attendance during the National Championships.

It was **resolved** that Aero Bowls be given a deadline of Wednesday 28th February to advise the Business Services Manager of their requirements for the National Championships. It was further **resolved** that payment would be required in full. It was noted that another potential title sponsor had come forward and it was **resolved** that the Business Services Manager explore this opportunity if Aero Bowls decide not to continue to support.

It was **resolved** to support a request for additional expenditure that would enable Bowls England to provide a marquee at the National Championships for use by Coach Bowls and Disability Bowls England.

9.4 Operational Services Manager Update

9.4.1 GDPR

It was noted that a guidance document had been prepared and would be presented at the AGM and then circulated widely following the meeting. It was further noted that discussions are ongoing between Bowls England and the EIBA Ltd on this subject.

9.4.2 National Membership Register

The Operational Services Manager presented an update on work that had been undertaken following the Counties Meeting in November 2017 and research undertaken on potential suppliers.

It was **resolved** that, in principle, the proposal from Azolve be supported subject to a period of due diligence and confirmation of all costs, which would then require formal Board approval.

It was **resolved** that the National Membership Register be included as an agenda item at the forthcoming Regional Meetings in order to consult county associations on potential requirements within the system that would benefit affiliated clubs and counties.

It was noted that a National Membership Register would assist all categories of members with regard to GDPR compliance.

9.4.3 Regional Meetings Update

The Operational Services Manager presented an update on preparations for the forthcoming Regional Meetings.

It was **resolved** to agree the Agenda as circulated in advance of the Board Meeting.

It was **resolved** that Directors would attend Regional Meetings as below:

Midlands

- Margaret Docherty
- Stephen Hemsley
- David Tucker

West

- Margaret Docherty
- David Tucker

North

- Margaret Docherty
- Stephen Hemsley

East

- Stephen Hemsley
- Adam Tanner

South

- Adam Tanner
- John McGuinness

9.5 *Update by the Chair of Policy and Management*

The Chair of Policy and Management presented his report and the following key items were noted.

9.5.1 Presidential Meeting

It was noted that the annual meeting with the Presidential Team would be held on Saturday 24th February.

9.5.2 Amendments to the Articles of Association

It was noted that the work to update the Articles of Association had been completed by the Working Group and these had been circulated to County Associations for approval at the Annual General Meeting.

It was **resolved** that a further Working Party would then be formed to review the Rules and Regulations, and once complete it was further **resolved** that they be circulated electronically.

9.5.3 Celebration Match Criteria

It was **resolved** that a review of the Celebration Match criteria be undertaken.

9.6 *Update by the Chair of International Events*

The Chair of International Events tabled her report and the following key items were recorded.

9.6.1 Commonwealth Games 2018

It was noted that the Commonwealth Games training programme was now complete and the Performance Panel had received a full update from the Lawn Bowls Team Leader, John Bell.

9.6.2 Home International Series Venues

It was noted that Bowls Scotland had submitted a request to all British Isles nations that they host every international series in 2021 as it is its 10th anniversary. It was **resolved** that Bowls England would consider this request as part of a wider discussion by participating countries on future venues. It was noted that Bowls England is not due to host any events in 2021, but is currently scheduled to host two events in 2022 and the Commonwealth Games is likely to impact on those being staged at Victoria Park.

9.6.3 Test Matches

It was noted that a Test Match against Australia would be held in July at Victoria Park, immediately following the conclusion of the Men's International Series. This would be preceded by a one-day warm-up at Whitnash BC against a Bowls England Select Team, drawn from Junior International players. It was **resolved** that Bowls England would host a function for the Australian players and officials during the weekend in recognition of the welcome afforded to England teams when visiting Australia in recent years.

9.6.4 Social Media Policy

It was noted that at a recent meeting Team Managers and Regional Selectors had been reminded of the need to exercise thoughtfulness in the use of social media and comments related to their position.

9.7 Update by the Chair of Competitions

The Chair of Competitions had circulated her report in advance of the meeting and the following key items were recorded.

9.7.1 White Rose Trophy

It was **resolved** that the White Rose Trophy would run as a single rink event from 2019. County Associations may enter two teams in the event and the entry fee would be £20 per team.

9.7.2 Regional Finals Venues

It was noted that potential venues for Regional Finals would be included as a discussion item during the forthcoming Regional Meetings.

9.8 Update by the Chair of Finance

The Chair of Finance had circulated his report in advance of the meeting and the following key items were recorded.

9.8.1 Relocation update

It was noted that discussions with Warwick District Council are ongoing. The lease at Riverside House has been extended to Spring 2021 following discussion with Warwick District Council. It was **resolved** that Bowls England will continue to seek potential office accommodation within the vicinity of Royal Leamington Spa area. It was **resolved** that Adam Tanner be personally invited to join the Relocation Working Group.

9.8.2 Affiliation Fee – Recommendation to the AGM

It was noted that the recommendation to the AGM was that there should be no increase in the affiliation fee in 2019.

9.9 Update by the Chair of Operational Services

No report presented. It was noted that the Chair of Operational Services offered to support Bowls England in the development of the National Membership Register.

9.10 Update by the Chief Executive on the Disciplinary Committee

It was noted that Regulation 9 would be included on the agenda of the forthcoming Regional Meetings.

9.11 Update by the Independent Director

The Independent Director had circulated his report in advance of the meeting and the following key items were recorded.

9.11.1 School Games

It was noted that Bowls England was working with the Youth Sport Trust to develop a suite of guidance documents that schools could utilise.

9.11.12 Sutton Winson Tournament

It was noted that the Tournament was now over-subscribed with a reserve list in operation.

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

No updates

11. Standing Items

It was **resolved** that the Strategic Plan and Risk Register would form a key part of the Board Strategy Day.

12. Next Meeting

Future meetings of the Board of Bowls England are listed below:

- Wednesday 16th May (9.30am) Angel Hotel, Royal Leamington Spa
- Monday 20th August (9.30am) Angel Hotel, Royal Leamington Spa
- Friday 23rd November (1pm) St Johns Hotel, Solihull