



MINUTES

TITLE OF MEETING: Board Meeting
DATE AND TIME: Wednesday 16th May 2018 at 9.30am
LOCATION: The Angel Hotel, Royal Leamington Spa, CV32 4NZ

1. Welcome

The Chair welcomed all those in attendance, and extended a special welcome to the 2018 President who was attending his first Board Meeting.

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)
Chief Executive: Tony Allcock MBE (CE)
Business Services Manager: Penny Maguire (BSM)
Operational Services Manager: Alistair Hollis (OSM)
PA to the Chief Executive: Helen Slimm (PA)
Bowls England 2018 President: Bill Smith (PRE)

3. Apologies

Dr Anna Molony (Independent Director)

4. Obituaries

John Fulcher	Honorary Member, President Lincolnshire 1988
Ken Drury	Honorary Member
Kathleen Horncastle	Honorary Member, President Yorkshire 1996
Mary Rhamatallah	President Surrey 2007
Tony Collins	President Cornwall 2002

5. Declarations of Interest

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

It was **resolved** that the minutes of the meeting held on 23rd February 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. It was **resolved** that the Task List be updated accordingly. PA

8. Correspondence

It was noted that a nomination had been received from Buckinghamshire in respect of Terri Keen for the position of Bowls England Junior Vice President 2019.

9. Reports

9.1 Update by the Chair of the Board

9.1.1 Appointment of Independent Director

The Chair informed the Board that Dr. Anna Molony had been appointed as Independent Director.

9.1.2 Meeting with the BDA Chair

The Chair recorded his thanks to Norma Hazzledine for representing Bowls England as a Director on the Board of the Bowls Development Alliance (BDA) and all the work she had undertaken on behalf of Bowls England.

CE

The Chair updated the Board on a recent meeting held with the Chair of the BDA. It was **resolved** that, for an interim period, Bowls England would be represented on the BDA Board by one representative on the understanding that this would be for a trial period. It was noted that the two NGB partners – Bowls England and the EIBA Ltd – hold majority voting rights on the BDA Board.

The Board **resolved** to formally write to the BDA to reconfirm its understanding of the relationship between the BDA and the NGBs, especially with respect to governance.

9.1.3 Bowls England Audit

It was **resolved** that at the end of the financial year the Director for Finance continue the practice of meeting with the Auditors. It was further **resolved** that an additional Board Meeting be scheduled for December to enable the Board to meet with the Auditor.

FIN

9.1.4 Bowls England Personnel

It was **resolved** to support the request to advertise for maternity cover for the post of Administrator (Insurance) from August 2018.

BSM

9.1.5 Bowls England Relocation

The Board Chair expressed concern with regard to the continuing discussions with Warwick District Council regarding potential office accommodation following the closure of Riverside House. It was **resolved** that the Board Chair meet with Warwick District Council Officials during the National Championships.

C

9.1.6 Commonwealth Games

The Chair wished to register, on behalf of the Board, disappointment in the results at the 2018 Commonwealth Games. It was **resolved** that the Director for Competitive Events be tasked with investigating and reporting back to the Board. It was noted that the 2018 results may affect the funding from Sport England for the 2022 Commonwealth Games.

COM

9.2 Update by the Chief Executive

9.2.1 Board Agenda/Director and Chief Executive Reports

The Chief Executive asked Board Members for their input on the manner in which future Board Meetings should be managed. It was **resolved** that all Directors should submit reports to the Chief Executive at least 10 working days in advance of the Board Meeting. Reports will then be collated into one document and circulated to the Board at least five working days in advance of the Board Meeting. ALL

9.2.2 Commonwealth Games 2022

The Chief Executive expressed concern with the potential implications for Bowls England of the 2022 Commonwealth Games, after witnessing the additional workload in Australia.

It was **resolved** that Bowls England would not be providing any additional staffing during the event, which will need to be appointed by the organising body. It is expected that all personnel required to manage lawn bowls at the Games will be appointed by the Birmingham Organising Committee. CE

It was **resolved** that the Chief Executive attend, on behalf of Bowls England, the World Bowls Meeting in 2020 to provide an update to all countries on plans for the Games. CE

It was noted that the Games are likely to have an impact on the schedule for the 2022 National Championships. It was **resolved** that a statement be issued to all County Associations at the earliest opportunity and that a presentation be made at the Counties Meeting in November 2018. CE

9.3 Business Services Manager Update

9.3.1 Finance Update

The Business Services Manager informed the Board that the update to the Xero accounting package had now happened, and staff members were very happy with the change.

9.3.2 Coach Bowls

The Business Services Manager updated the Board following a meeting with Bowls England's Lawyer, who had recommended that from 1st April 2019 Coach Bowls be formed as a Company Ltd by Guarantee. The Board **resolved** to support this recommendation. It was further **resolved** that the EIBA Ltd be formally notified of Bowls England's decision, in order that the EIBA's own Board could similarly consider the recommendation. BSM

9.3.3 World Bowls England 1992 Ltd

It was **resolved** by the Board that the dormant company 'World Bowls 1992 Ltd' be closed with immediate effect. BSM

9.3.4 National Championships 2018

The Business Services Manager presented an update on plans for the 2018 National Championships. It was **resolved** to support the proposals BSM

for hospitality provided to the Friends of English Bowling and Sponsors who would be in attendance to present prizes, and to members of the Board and Presidential Team when on duty at the National Championships. It was **resolved** that the Business Services Manager confirm details with Victoria Park Café and Royal Leamington Spa BC. It was **resolved** that the Business Services Manager and Operational Services Manager advise on attendance of Sponsors at the Corporate Dinners and/or Annual Dinners in accordance with each Sponsor's individual contract terms.

BSM

BSM/OSM

9.3.5 *Presidential Chain*

The President addressed the Board regarding alterations required to the Presidential Chain. It was **resolved** to add an extension into the chain and that in future only one chain would be used.

PRE

9.4 **Operational Services Manager Update**

9.4.1 *National Membership Register*

The Operational Services Manager informed the Board that the Membership Register had been signed off, and that development was underway in conjunction with the preferred supplier. It was **resolved** that the Operational Services Manager recirculate details of the planned implementation to the Board.

OSM

9.4.2 *Review of Regional Meetings*

The Operational Services Manager presented an update on the 2018 Regional Meetings. A full update will be presented to County Associations at the Counties Meeting in November 2018. It was **resolved** that from 2019, Regional Meetings be aligned with week numbers to assist with diary management for Bowls England and County Associations.

OSM

9.5 **Update by the Director of Coaching**

9.5.1 *Discussion Paper on Coaching (Circulated with Agenda)*

The Director for Coaching updated the Board on recent discussions he had commenced with Sport England and it was **resolved** by the Board that discussions should continue.

COA

The Director of Coaching presented a proposal for Bowls England to organise regional coaching clinics in 2019. It was **resolved** that a trial of these clinics be held during the 2018 National Championships and the topic be added to the agenda for discussion at the Counties Meeting in November 2018.

COA/CE

The Director of Coaching expressed a wish to encourage young coaches. It was **resolved** to request support from the Friends of English Bowling in support of this initiative.

CE

9.5.2 *Coach Bowls Level 3*

The Board considered a proposal from Coach Bowls regarding potential candidates for the first Coach Bowls Level 3 qualification. It was **resolved** that Bowls England would provide financial support to three candidates and that the Director of Coaching should nominate following consultation with the Chief Executive. It was further **resolved** that the Chief Executive

COA

CE

request the Friends of English Bowling consider a bursary in support of a member of Disability Bowls England to attend.

9.6 Update by the Director of Competitive Events

9.6.1 Regulations 50-70

a National Senior Singles/Senior Pairs and National Top Club (Women)

It was **resolved** to formally record the changes to the Regulations as previously agreed by e-mail. OSM

b White Rose

It was noted that the new format had been circulated to Counties and responses had been received, with 34 Counties entering teams.

c Offering of Dates

It was noted that further clarification on the timescales for offering and acceptance of dates in National Competitions was required. It was **resolved** that additional guidance be prepared and circulated. OSM

9.6.2 Umpiring Services

The Chief Executive was in receipt of a formal letter with respect to the future of umpiring services in England. It was **resolved** that a meeting be held during the National Championships to discuss. CE

9.7 Update by the Director of Development

9.7.1 Bowls England – National Charity Proposal

The Director of Development had circulated a proposal to consider the potential of developing links with a national charity in an official capacity. Following discussion, it was **resolved** not to support the proposal. OSM

9.7.2 General Data Protection Regulation (GDPR)

The Director of Development provided an update to the Board on work undertaken to date by Bowls England. It was noted that guidance, based upon specialist templates issued by the Sport & Recreation Alliance, is being circulated to Clubs and County Associations to assist them in meeting the new requirements.

It was **resolved** to approve the Bowls England Privacy Policy, which had been prepared in accordance with the guidelines for NGBs issued by the Sport & Recreation Alliance. OSM

9.7.3 Youth Academy

The Director of Development informed the Board he would be attending a youth event in Dorset.

9.8 Update by the Chair of Governance

9.8.1 Regulations 1-49

The Director of Governance provided an update on the work undertaken to Regulations 1-49. It was **resolved** that the final version be circulated to the Board for final approval ahead of wider circulation. OSM

9.8.2 *Annual Dinners*
It was **resolved** that, due to the excessive cost, the VIP receptions ahead of the Annual Dinners would no longer be held, with Board and Presidential Team responsible for meeting Special Guests on arrival at the venue. BSM

9.9 **Update by the Chair of Finance**
The Director of Finance had circulated his report in advance of the meeting. It was **resolved** that the revised budgets (now by Portfolio Holder) be circulated by the end of May. FIN

9.10 **Update by the Independent Director**

9.10.1 *Management Audit and Review Committee – Terms of reference*
It was noted that the Chief Executive had met with the Independent Director and the first meeting of the Management Audit and Review Committee was being organised.

9.11 **Update by the Chief Executive on the Disciplinary Committee**
The Chief Executive updated the Board on current disciplinary cases.

10. **Standing Items**

10.1 *Management Reports*
It was **resolved** that Management Reports be removed as a standing item on the agenda of future Board Meetings. PA

10.2 *Risk Register*
It was **resolved** to add the following items to the Bowls England Risk Register: OSM

- Commonwealth Games 2022
- Umpiring Services

10.3 *Strategic Plan*
The Operational Services Manager presented an update on priorities and objectives identified by County Associations at the Regional Meetings. These were generally in line with the views voiced by the Board at its Strategy Day in March 2018. It was **resolved** that improvements with IT services should be a top priority, with specific regard to the website and competitions portal. OSM

It was **resolved** that the draft Strategic Plan would be circulated to County Associations for comment, and would be included as a discussion item at the Counties Meeting. OSM

11. **Next Meeting**

The next meeting of the Board of Bowls England will take place on Monday 20th August at 9.30am. Board Members were asked to confirm accommodation requirements as soon as possible.

Meeting closed at 2.30pm