



AGENDA

TITLE OF MEETING: Board Meeting
DATE AND TIME: Tuesday 14th May 2019 – 5pm
Wednesday 15th May 2019 – 9.30am
LOCATION: The Angel Hotel, 143 Regent Street,
Royal Leamington Spa, Warwickshire, CV32 4NZ

1. Welcome

The Chair welcomed all present.

A special welcome was extended to Mal Evans (Director of Coaching) and Hazel Marke (Bowls England President 2019) who were attending their first Board Meeting.

2. In Attendance

Chairman of the Board: David Mitchell-Gears MBE (Chair)
Director of Coaching: Mal Evans (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)
Business Services Manager: Penny Maguire (BSM)
Operational Services Manager: Alistair Hollis (OSM)
Bowls England 2019 President: Hazel Marke (PRE)

3. Apologies

Chief Executive: Tony Allcock MBE (CE)
Director of Coaching: John McGuinness

4. Obituaries

Alistair Boyd	President Yorkshire 2002
Doreen Boden	President Cornwall 1998
Graham Hobart	President Norfolk 2001
Pat Anders	President Sussex 1995
Sue Moodey	President Hertfordshire 2016
Mary Trevennen	President Cornwall 1996
Molly Flack	President Cambridgeshire 1994
Mike Bond	President Worcestershire 2008
Jim Coates	President Worcestershire 2000
Basil Johnson	President Norfolk 1996
Ken Garwood	President Hertfordshire 1984
Gordon Hall	President Worcestershire 1995
Bernard Prescott	President Cambridgeshire 2009

5. Declarations of Interest

None recorded

6. Minutes of the meeting held on Friday 22nd February 2019

John McGuinness (Buckinghamshire) had been recorded as Berkshire within original Minutes. Following amendment, the Minutes were signed by the Chair as a correct record.

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

The Task List was reviewed and it was **resolved** to update accordingly.

8. Correspondence

8.1 Junior Vice President 2020 - Nomination

It was recorded that a formal nomination had been received from Bowls Leicestershire for Deepak Tanna.

8.2 Friends of English Bowling

It was recorded that a formal letter of appreciation had been sent to Bowls England by the Friends of English Bowling.

9. Reports

9.1 Update by the Chair of the Board

9.1.1 Board Strategy Day

The Chair presented an update on the Board Strategy Day. It was **resolved** that a facilitator should be sought in future to enable structured discussion and greater participation from all attendees.

Action: CE

9.1.2 IT Update

The Chair asked the OSM to present an update on progress with the Competitions Portal, Membership Register and Website. It was **resolved** that the Chair would discuss any additional resource requirements in support of these projects with the Chief Executive and present a report to the Board.

Action: Chair/CE

9.1.3 Appointment of Director of Coaching

It was recorded that Mal Evans (Warwickshire) had been appointed to the post of Director of Coaching following the resignation of John McGuinness (Buckinghamshire), who had taken on the role of High Performance Director.

9.1.4 Head Office Personnel

It was recorded that John Hughes had been appointed to the post of 'Club and County Support Advisor' and that Dawn Chapman had joined Bowls England on a temporary basis as a part-time Assistant Administrator.

9.2 Update by the Chief Executive

9.2.1 Bowls Development Alliance

It was recorded that Anna Coulson had recently left the full-time Development Officer post. David Bolt (Durham) and Annalisa Dunham (Lincolnshire) had since been appointed as part-time Development Officers to cover the Northern Region.

9.2.2 *Regional Meetings*

A report prepared by the OSM had been circulated in advance of the meeting. It was recorded that feedback received during the Regional Meetings would be used to inform the Bowls England Strategic Plan. It was **resolved** that GOV and CE give further consideration to the date and time of future meetings, in conjunction with County Associations, in order to encourage a wider cross section of attendees.

Action: GOV/CE

9.3 *Update by the Director of Coaching*

9.3.1 *County Coaching Services*

A survey had been issued to all County Associations to seek their views on current and future coaching services within their area. It was recorded that the deadline for replies was Friday 7th June, following which COA would consider all responses and formulate proposals accordingly. It was further **resolved** that County Coaching Services could be included as an agenda item at the Counties Meeting in November 2019.

Action: COA/GOV

9.3.2 *National Championships 2019*

COA presented an outline plan of activities to be undertaken during the National Championships in 2019. It was **resolved** to support the proposal in principle, and COA was requested to prepare a detailed plan including all costings for Board approval.

Action: COA

9.3.3 *Communication with County Coaching Representatives*

COA gave a verbal update on recent discussions that have been held in conjunction with the Coaching Manager in several counties.

9.4 *Update by the Director of Competitive Events*

9.4.1 *British Isles Bowls Council (BIBC)*

COM presented an update on the BIBC Meeting held in March 2019 and the following was recorded:

- Coloured bowls shoes may be worn at all BIBC events;
- The BIBC Senior Fours would be played over 18 ends in 2019;
- A review considering duplications and the format for all other disciplines would be undertaken by the BIBC in due course

It was recorded that necessary arrangements for the Men's Junior International Series to be held at Essex County BC, Essex, in September have been made in conjunction with the club.

Action: COM/CE

9.4.2 *National Championships – 2020/2021 and 2022*

COM informed the Board that further information was awaited from Warwick District Council regarding the availability of greens at Victoria Park, Royal Leamington Spa, for seasons 2020, 2021 and 2022 due to the Commonwealth Games and potential green improvement work in preparation for the event.

It was **resolved** that:

- The schedule for 2020 and 2021 remain as current;

- The Director of Competitive Events form a Working Group to consider contingency arrangements for the National Championships in 2020 and 2021 should one or more greens at Victoria Park be unavailable at any time;
- The Working Group consider potential changes to the National Championships in 2022. It was recorded that the National Championships in 2022 will be held later in the season due to the Commonwealth Games.

Action: COM/CE/OSM

9.4.3 *Senior International Team Managers 2019*

It was noted that the Men's and Women's Senior Team Managers had both resigned from their posts during the close season. It was **resolved** to support the interim measures that had been put in place to provide management for both teams in 2019. It was noted that all International Team Manager positions will be advertised in Autumn 2019 for a three-year period.

Action: CE

9.4.4 *Competition Regulations*

It was **resolved** to amend Regulation 52.1.18 with immediate effect as below:

"The Challenger shall offer their opponent, within 48 hours of the closing date of the previous round, at least three dates for play – one of which shall be a Saturday or Sunday. A minimum of 48 hours' notice is required for any dates offered to be eligible. The start time for any match shall be set by the Challenger when the dates are offered, but no player/team/side shall be compelled to accept a time earlier than 6.00pm Monday to Friday or 9.30am on a Saturday or Sunday, nor later than 6.30pm on any day. The date and start time in any round may be agreed by mutual agreement, but failing that the dates and start times offered by the Challenger will stand. The offering of two different start times on a single date does not count as two dates."

Action: COM/OSM

9.4.5 *High Performance*

COM presented an outline proposal had been submitted by the High Performance Director. It was **resolved** to request that the High Performance Director submit a detailed plan, with costings identified, for Board consideration.

Action: CE

9.4.6 *English Bowls Umpires Association*

It was **resolved** to support the introduction of a Bursary Scheme in support of those wishing to undertake umpire training. It was resolved that budget of £2,000 be initially allocated, with applicants eligible to apply for £100 to assist with training costs and equipment.

Action: BSM

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

A report prepared by the Director of Development had been circulated in advance of the meeting. DEV informed the Board that positive discussions have been held with Warwick District Council regarding promotional opportunities in advance of and during the 2022 Commonwealth Games. DEV confirmed that arrangements for the Bowls England Academy were in hand. DEV confirmed that a recent visit to Cardiff during the Atlantic Championships had been successful, and that a further visit was imminent. It was **resolved** to accept the report and note work undertaken to date.

9.6 ***Update by the Director of Governance***

9.6.1 *Regulation 9*

GOV informed the Board that Regulation 9 had been subject to extensive review. A series of user guides had also been produced to further assist Clubs and County Associations, which

would be circulated together with the revised Regulations following final sign-off by the Working Group.

Action: GOV/OSM

9.6.2 Safeguarding

GOV informed the Board that the Safeguarding Bowls Panel had conducted a thorough review of its policies. It was **resolved** to formally support the work of the Safeguarding Bowls Panel, and to inform Clubs and County Associations of the resources available to support them.

Action: GOV/OSM

9.6.3 Greens Maintenance

GOV provided an update on discussions with various parties with regard to potential improvements to the services currently offered. It was **resolved** that work in this area continue as a priority.

Action: GOV/OSM

9.7 Update by the Director of Finance

9.7.1 Management Accounts for the period to 30th April

The Board noted the Management Accounts for the period to 30th April 2019.

9.7.2 Sponsorship

FIN had circulated a proposal to the Board in advance of the meeting following discussions with a potential commercial partner. It was **resolved** to support the proposal and FIN was tasked with continuing and concluding negotiations.

Action: FIN/OSM

9.7.3 Sponsorship Working Group

FIN advised that the establishment of the Working Group had been delayed due to the opportunity to secure a Commercial Partner. Steps will be taken in the near future to establish the Group to produce sponsorship guidance for Clubs and Counties to secure sponsorship.

Action: FIN

9.8 Update by the Independent Director

9.8.1 Report of the Management Audit & Review Committee (April 2019)

IND updated the Board on the latest meeting of the Management Audit & Review Committee. The Committee had provided feedback on a number of items including Safeguarding and Board Appointments. It was **resolved** that GOV undertake a review of the Appointment/Election Process for Board Members. It was **resolved** that, as part of the review, consideration be given to the appointment of a Board Member with responsibility for marketing.

Action: GOV

*The Chair left the meeting at the conclusion of this item. It was **resolved** that GOV take the Chair for the remainder of the meeting.*

9.8.2 Governance

IND updated the Board on a recent training session that had been held by the Sport & Recreation Alliance (SRA). It was **resolved** to investigate availability of SRA to undertake training with key Bowls England personnel on either Monday 23rd September or Wednesday 25th September 2019.

Action: CE/IND

9.9 Update by the Chief Executive on the Disciplinary Committee

9.9.1 Appeal Fee – County and Bowls England Hearings

It was noted that the Regulation 9 Working Group had not supported the Board's earlier decision to levy a fee of £100 for appeals. Following discussion, it was **resolved** not to include the fee within the revised Regulations.

Action: GOV/OSM

9.9.2 Lindfield BC, Sussex

The OSM provided an update on correspondence that had been received. It was **resolved** to note the actions taken to date and that any further communication would be reported to the Board.

Action: CE

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

All items had been covered under the respective Director.

11. Standing Items

11.1 Risk Register

The Board deliberated the content of the Risk Register and it was updated accordingly. It was **resolved** that further work be undertaken to mitigate those items identified as the highest risk to Bowls England, following which the Risk Register would be updated accordingly.

Action: CE/BSM/OSM

11.2 Strategic Plan

The Board considered an outline report that had been prepared and confirmed the priorities for Bowls England for the period 2019-2023 inclusive. It was **resolved** that DEV form a Marketing Working Group to consider the significant priorities identified with regard to image and communication. It was **resolved** that the Strategic Plan will be supplemented by an Operational Plan.

Action: Chair/DEV/CE/BSM/OSM

12. Next Meeting

The next meeting of the Bowls England Board will be held on Tuesday 24th September 2019 (9.30am) at The Angel Hotel, Royal Leamington Spa.

It was **resolved** that Tuesday 20th August 2019 (evening) be provisionally reserved should a Board Meeting be required during the National Championships.