



Minutes

TITLE OF MEETING: Board Meeting
DATE AND TIME: Friday 23rd November 2018 at 10.30am
LOCATION: The Angel Hotel, Royal Leamington Spa, CV32 4NZ

1. Welcome

The Chair welcomed all those present.

2. In attendance

Chair 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)
Independent Director: Dr Anna Molony (IND)
Chief Executive: Tony Allcock MBE (CE)
Business Services Manager: Penny Maguire (BSM)
PA to the Chief Executive: Helen Slimm (PA)
Bowls England 2018 President: Bill Smith (PRE)
Liza Ware: NSPCC (Agenda Item 9.2f only)
Richard Miller: Dafferns (Agenda Item 9.2g only)

3. Apologies

Alistair Hollis – Operational Services Manager

4. Obituaries

Thelma Barton	International 1976/77 and 1980-83, Surrey
John R. Ford DFC	Bedfordshire President 1988
Brian Matthews	Bedfordshire President 1991
Derek Bird	Bedfordshire President 2009
Peter Arnold	Honorary Member, EBA President 2007, Kent President 2001
Jayne Roylance	International 1986-1996, 2001-2008 and 2010, Norfolk
Tom Hall	Norfolk President 2006
Alan Turvey	Hampshire President 2007
John Hall	Honorary Member, EBA President 1990, Worcestershire President 1985

5. Declarations of Interest

None recorded

6. Minutes of the meeting held Monday 20th August 2018

It was **resolved** that the minutes of the meeting held on Monday 20th August 2018 be signed by the Chair as a true and correct record.

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

7.1 Task List

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

- a Commonwealth Games 2022
It was noted that the Chief Executive would make a statement at the Counties Meeting to inform those present that the National Championships in 2022 would be moved into September.
- b World Bowls England 1992
It was noted that the dormant company 'World Bowls 1992 Ltd' had now been closed and the action could be removed from the task list.
- c Discussion Paper on Coaching
It was **resolved** that Bowls England would investigate the need for an additional bursary for younger bowlers wishing to achieve Level 1 Coach Bowls qualifications. **OSM**
- d Strategic Plan – IT and Competitions Portal
The Chief Executive and Business Services Manager gave an update on the Bowls England Website and Competitions Portal in the absence of the Operational Services Manager. The Chief Executive assured the meeting that the Website and Competitions Portal would be a top priority on return of the OSM. **CE/
OSM**
- e Presidential Chain
The BSM presented pictures of a proposed new Presidential Chain. It was **resolved** that the budget would need to be increased to £10,000. It was further **resolved** that the proposed design to be circulated to the 2018 Presidential Team for comment. **BSM
BSM**
- f Umpiring Services
The Director of Competitive Events updated the meeting following discussions on umpiring services. Details were given in respect of the introduction of an incentive medallion presented to umpires at National Championship finals. The Chief Executive would further investigate the possibility of a bursary towards the purchase of an umpire's kit for newly qualified umpires. **CE**
- g Coach Bowls Ltd
It was noted that Coach Bowls Ltd (Bowls England and EIBA Ltd) is now registered at Companies House with the accounts to be registered in January 2019. It was **resolved** that trade mark applications would be filed for each of COACH BOWLS and the coach bowls logo. **BSM**
- h County Associations – Coaching Services
It was noted that the survey on coaching services had been approved and was to be circulated to all County Associations on the return of the OSM in January 2019.
- i Regional Meetings
All the dates for the regional meetings were presented. It was **resolved** that there would be no restrictions on the number of Directors attending **ALL**

at any given event. It was requested that all directors confirm their availability and any accommodation requirements asap to the OSM.

j Celebration Matches

It was noted that the qualification for Bowls England celebration matches had reverted to the previous criteria.

k Task List

It was **resolved** that the following items, be removed from the Task List: **PA**

9.3.3 – World Bowls England 1992 Ltd

9.1.2 – Personnel

9.4.2 – National Senior Fours Championships

9.4.3 – Rules and Regulations – Review

9.5.2 – Youth Academy

9.7.3 – Celebration Matches

8. Correspondence

a Letter from Warwick District Council – National Championships 2022

It was **resolved** that the Chief Executive would respond on behalf of the Board. **CE**

9. Reports

9.1 Update by the Chair of the Board

a Staff Interviews

The Chair updated the Board on the recent Staff Interviews.

b Staffing Structure

The Chair recommended a new staffing structure which the Board approved.

c High Performance Director

The Board Chair gave a resume of the role and informed the Board that the principle had already gained the support of all Bowls England Regional Selectors and Team Managers. This proposal would be presented at the Counties Meeting. **CE**

It was **resolved** that, if supported, the post would be advertised for a four year position on a one year rolling contract in January 2019. Interviews will be conducted by the Chair of Competitive Events, the Chief Executive and either the Chair of Coaching or the Independent Director. **COM**

The Director of Competitive Events was requested to form a Working Group in order to finalise the details of the position and in consideration of a new Honorary Sports Scientist. **COM**

The Director of Coaching suggested that there might be a sponsorship opportunity in respect to 'The road to the Commonwealth Games 2022'. He was asked to investigate this. **COA**

9.2 Update by the Chief Executive including the Business Services and Operational Services Managers reports (report circulated)

a Relocation Report

The Chief Executive and the Director of Finance presented an update to the Board on the relocation of the Bowls England Head Office, within the Royal Leamington Spa area.

- b Complaint
The Chief Executive informed the Board that there was a current complaint from a club in relation to a County Association and that he would keep the Board updated on its status.
- c Confirmation on Election of Directors for 2019:
Chair of Competitive Events – Margaret Docherty
Chair of Governance – David Tucker
Chair of Finance – Stephen Hemsley
- d Confirmation of Junior Vice President for 2019:
Terri Keen – Buckinghamshire
- e Result of Men’s Selector Ballot (South)
Kirk Smith, Buckinghamshire was successful.

The Board asked the Director of Governance to consider amending the appropriate regulation to prevent a County Association nominating more than one applicant.

GOV

- f NSPCC Presentation
The Board Chair introduced Liza Ware, Senior Consultant at the NSPCC, who gave a presentation entitled ‘Safeguarding Briefing for Board Members’.
- g Dafferns Presentation
The Board Chair introduced Richard Miller from Dafferns who gave a presentation on Bowls England’s Audited Accounts.

9.3 Update by the Director of Coaching

- a County Association Questionnaire
Covered in Task List 7.1h.
- b EBCS and Coach Bowls
The Director of Coaching updated the Board on recent meetings that had been held with the EBCS.
- c Coach Bowls Transition
An update was given to the Board on the transition of Coach Bowls from the BDA to Bowls England and the EIBA Ltd.
- d Message to County Associations regarding Coach Bowls
It was **resolved** that this be added the Counties Meeting Agenda.
- e Contact Database – County Managers – Coaches
The Director of Coaching outlined his plan to have a single coach database which covers all coaches. It was also recognised that there is a need for refresher courses and CPD for all registered coaches.

PA

9.4 Update by the Director of Competitive Events (report circulated)

- a 2019 Multi Nations Event

Following a discussion it was **resolved** that if Bowls Australia require an immediate answer, Bowls England would have to decline the invitation. Should Bowls England be able to secure sponsorship to fund the expense of the event then attendance would be possible. **COA**

9.5 Update by the Director of Development (report circulated)

- a Disability Bowls England
The Director of Development reported that he was in regular correspondence with the Chair of Disability Bowls England, Paul Brown.
- b Youth Development Policies
The Chair of Development recommended that an under 18 International Series replaced the current Under 18 Test Series. Following discussion it was **resolved** for Bowls England would raise this at both British Isles Bowls Council meetings. **COM**
- c Club of the Year
It was **resolved** that due to the decline in entries, there would be no future awards and alternative initiatives be investigated. **DEV**

9.6 Update by the Director of Governance

- a Regulation 9: Budget request
It was noted, that to date, there had been 97 amendments to Regulation 9. A Budget increase of £4,000 was requested to enable the print and postage of the Regulations to all affiliated clubs prior to the AGM. This was **resolved**. **OSM**
- b Greens Maintenance
The Director of Governance informed the meeting that the telephone helpline was still work in progress. The Director of Coaching suggested that Bowls England investigate collaboration with Bowls and local Golf Clubs. **GOV/COA**

9.7 Update by the Director of Finance (report circulated)

The current financial position of Bowls England was discussed in line with proposed budgets and forecasts. The Director of Finance requested proposals for legitimate sport development projects as an intelligent use of reserves. It was **resolved** to ask Regional Meetings to state their priority for development projects. **OSM**

9.8 Update by the Independent Director

- a Principles of Governance in respect of Bowls England
The Chief Executive confirmed Bowls England's current status. It was **resolved** that the Audit and Review Committee would investigate this in accordance with National Guidance prepared by Sport England and the Recreation Alliance. **IND**
- b Risk Register and Succession Planning
The Independent Director recommended that a succession plan be included within the Risk Register and it was **resolved** that the Audit and Review Committee would compile. **IND**

The Independent Director queried the current policy regard to IT backup. The Director of Finance confirmed the current processes and these would need to be reviewed following the Head Office relocation.

- c Financial Accounts
It was **resolved** that in future Directors will receive the accounts within 10 working days of the start of each month. In addition, Directors will be provided with a login to view the current status. **FIN**

The Board of Bowls England confirmed they were happy with the current work of the Audit and Review Committee and thanked the Independent Director for the input to date.

9.9 Update by the Chief Executive on the Disciplinary Committee

The Chief Executive recorded an increasing number of queries had been dealt with during the course of the past twelve months.

10 Arrangements for the Women’s Annual Dinner and Presentation of Prizes

The arrangements for the Women’s Annual Dinner and Presentation of Prizes were discussed and confirmed.

11 Arrangements for the 2018 Counties Meeting

The PA to the Chief Executive ran through the slide presentation for the Counties Meeting and incorporated changes as necessary.

12 Standing Items

12.1 Risk Register

It was **resolved** that the continued support and sponsorship received towards the National Competitions and Championship prize money should be added to the risk register. **CE**

12.2 Strategic Plan

13 Next Meeting

The next meeting of the Board of Bowls England will be held on Friday 23rd February 2019, 1pm at the Hilton Hotel, Coventry.

It was **resolved** that the scheduled August Board Meeting would only be held at the discretion of the Chair. It was further **resolved** that the September Board Meeting be reinstated and confirmed as Tuesday 24th September 2019. **PA**

Meeting Closed at 6.35pm

Signed.....

David Mitchell-Gears MBE

Board Chair