



MINUTES

TITLE OF MEETING: Board Meeting
DATE AND TIME: Tuesday 24th September 2019 at 9.30am
LOCATION: The Angel Hotel, 143 Regent Street,
Royal Leamington Spa, Warwickshire, CV32 4NZ

1. Welcome

The CE opened the meeting by informing the Board of his planned retirement. He read out a statement, which would be circulated later in the day.

In the absence of the Chair, it was **RESOLVED** that GOV be elected to Chair the meeting.

On behalf of the Board, GOV thanked CE for his notification of planned retirement and for his work on behalf of Bowls England since his appointment in 2003.

2. In Attendance

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)
Chief Executive: Tony Allcock OBE (CE)
Business Services Manager: Penny Maguire (BSM)
Operational Services Manager: Alistair Hollis (OSM)
Bowls England 2019 President: Hazel Marke (PRE)

3. Apologies

David Mitchell-Gears MBE

4. Obituaries

Norman Hendren	President Durham 1999
Bobby Robertson	International 1973-75, 1977-78; Commonwealth Games 1974 and 1978
Eileen Fletcher (nee King)	International 1974-86; World Championships 1981
Len Riley	President Dorset 2014
Pat Napier	President Yorkshire 2001
Gordon Stewart	President Durham 2001
Irene Molyneux	International 1975-84 and 92; World Championships 1981
Tony Taylor	President Cambridgeshire 2011
Eddie Rowe	President Hampshire 1994
Violet Hartshorne	President Surrey 1999
Gordon Hall	President Worcestershire 1995
Maureen Harden	President Isle of Wight 2006
Doug Buckman	President Worcestershire 1997

5. **Declarations of Interest**

None recorded

6. **Minutes of the meeting held on Wednesday 15th May 2019**

IND requested the following:

9.8.1 Amend to read:

'It was **RESOLVED** that GOV undertake a review of the Appointment/Election Process for Board Members and prepare version of the Safeguarding Policy for Clubs and County Associations, similar to the user guides being prepared for Regulation 9.'

9.8.2 Amend to read:

'It was **RESOLVED** to arrange for SRA to provide a Board and Director Effectiveness training seminar for the Board.'

It was **RESOLVED** to support the amendments and the Minutes be updated accordingly. Following amendment it was **RESOLVED** that the Minutes be signed as a true and correct record.

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

7.1 Review of Task List

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

8. **Correspondence**

8.1 Junior Vice President – Nominations

It was noted that nominations for JVP 2020 have to date been received from:

- Michael Morris (Oxfordshire)
- Deepak Tanna (Leicestershire)
- Stewart Wright (Berkshire)

8.2 Bowls Oxfordshire – Johns Trophy

It was **RESOLVED** that COM consider implications of the proposal from Bowls Oxfordshire, especially with regard to timing of previous propositions, before any response is sent.

8.3 Bowls Dorset – Inter County Events

It was **RESOLVED** that a representative of Bowls Dorset be asked to present the various proposals at the Counties Meeting in November 2019 for discussion among attendees.

8.4 Chief Executive - Resignation

The Chief Executive's formal letter of resignation was recorded.

8.5 Bowls England Regional Selector (West) – Men

It was noted that Pip Branfield (Somerset) had formally resigned as Regional Selector (West). The post would be advertised and elected in accordance with the Bowls England Regulations.

9. **Reports**

9.1 Update by the Chair of the Board

9.1.1 Personnel

Staff salary scales were discussed.

9.1.2 IT Update

The OSM provided an update on IT projects as below:

Website

The new website was launched in August. It was noted that the next phase of work will be to develop the e-newsletter and training is scheduled for staff in October.

Competitions Portal

Preliminary work on the new Competitions Portal is underway. Phase 1 will see the opening of online entry in October, with the full system launched ahead of the 2020 season.

Membership Register

All necessary development work has been completed. Work with identified pilot counties is planned during the winter period.

9.2 Update by the Chief Executive

9.2.1 Counties Meeting

The CE provided an update on plans for the Counties Meeting. It was **RESOLVED** that the following topics be considered for inclusion on the agenda and that guest speakers be sought as relevant:

Strategic Plan

- Key objectives
- Regional Meetings
- Office Accommodation

Events

- Birmingham 2022
- National Championships and National Competitions

Club and County Support

- Greens Maintenance
- Coaching Services
- Umpires Bursary
- Third Party Funding

9.2.2 Annual Dinners

It was noted that the Hilton Coventry would host all Annual Dinners up to and including the Men's Dinner in February 2021. Guest speakers had been secured for the forthcoming events.

9.2.3 Regional Meetings

Dates for 2020 had been agreed. It was **RESOLVED** that a discussion on the date and time of future meetings be added as an agenda item for the meetings in 2020.

9.2.4 Commonwealth Games 2022

The OSM updated on recent discussions with representatives of Birmingham 2022, Commonwealth Games England and Warwick District Council.

9.3 Update by the Director of Coaching

9.3.1 County Coaching Services

COA provided an update on the survey that had been circulated to County Associations. It was noted that further information had been requested from respondents.

It was **RESOLVED** to support the proposed vision for County Associations and to develop a pilot initiative in Gloucestershire and Warwickshire.

It was **RESOLVED** to consult with Coach Bowls and Safeguarding Bowls regarding DBS requirements for all coaches and update the Board accordingly.

9.4 Update by the Director of Competitive Events

9.4.1 National Championships Working Party

COM presented an update following the meeting of the Working Party on Monday 16th September. It was noted that Bowls England would liaise with local clubs with regard to availability of greens for 2020 and 2021 National Championships as a contingency measure should one or more greens at Victoria Park be unavailable as a result of the planned improvement work. It was **RESOLVED** to support the recommendations of the Working Group with regard to potential changes to the schedule in 2022 to accommodate the Commonwealth Games, and to seek the views of County Associations at the forthcoming Counties Meeting.

9.4.2 Championship/Competition Regulations - Revisions

It was **RESOLVED** to support the proposed amendments to the Championship/Competition Regulations.

9.4.3 International Events

COM provided an update on international events during the 2019 season. The Board acknowledged Essex County BC, Nuneaton BC and Kingscroft BC who had recently hosted events on behalf of Bowls England.

9.4.4 Team Manager – Appointment Process

Advertisements had been posted for all International Team Managers. It was noted that the closing date for applications is Monday 30th September. It was **RESOLVED** that the interview panel would be formed of COM/GOV and an external representative – date to be confirmed.

9.4.5 High Performance

COM provided an update on discussions with the High Performance Director. It was **RESOLVED** that the budget required further work and a meeting with the High Performance Director be arranged.

9.4.6 BIWBC

It was **RESOLVED** that Bowls England maintain secretarial support to the BIWBC in 2020 pending future review by the Board.

9.4.7 Bowler of the Year

It was **RESOLVED** to support the introduction of a ‘Senior Player of the Year’ award for each gender in conjunction with Bowls International. This would be organised in addition to the current two awards for each gender.

9.4.8 BIBC

COM provided an update following the recent BIBC Executive Meeting. It was **RESOLVED** that Bowls England's position with regard to the BIBC Presidential Team remains unchanged and would therefore not be nominating anyone for the role.

9.5 Update by the Director of Development

9.5.1 Development Report

DEV presented an update on the following:

Academy

It was noted that the Academy Selection Event had been held at Welford-on-Avon BC and thanks were expressed to the club. It was **RESOLVED** that Coach Bowls Level 3 coaches invited to support any international events be reimbursed in accordance with Bowls England's protocol for half-day/full-day attendance.

Story of the Year

DEV provided an update on entries received to date. It was **RESOLVED** that DEV form an Independent Panel to determine the winner.

9.6 Update by the Director of Finance

9.6.1 Office Accommodation – Update

FIN provided an update on progress following discussions with Warwick District Council. It was noted that the lease would be a 99-year lease with peppercorn rent.

9.6.2 Finance Strategy

FIN provided an update on the Finance Strategy. It was **RESOLVED** to approve the recommendations contained within the report.

9.6.3 Outturn and Forecast

FIN provided an update on the projected figures for 2018/19 and budget forecast for 2019/20.

9.6.4 Sponsorship Working Party

FIN provided an update on the work of the Sponsorship Working Party to date. It was **RESOLVED** that the terms of reference for the group was to provide greater access to third-party funding. It was **RESOLVED** that negotiations continue with potential title sponsor.

9.7 Update by the Director of Governance

9.7.1 Regulation 9

GOV presented the updated Regulation 9 to the Board. The input of the Working Party throughout the process, and in particular the Chair of the Disciplinary Committee, was acknowledged. It was **RESOLVED** to adopt the Regulations and the production of User Guides to assist Clubs and County Associations be supported. It was also **RESOLVED** that following issuing of the User Guides to Clubs and Counties the nature and number of Disciplinary matters received by Bowls England would be monitored to determine whether the reworded Regulation 9 and User Guides were having the desired effect of reducing the number of matters escalated to Bowls England. It was **RESOLVED** that if the numbers do not show improvement, further work on Regulation 9 and the User Guides be undertaken.

9.7.2 Greens Maintenance

GOV presented a proposal for a revised greens maintenance advisory service. It was **RESOLVED** to support the proposal for implementation from 1st December 2019, with a phasing out of the

current scheme as/when advisors retire. It was further **RESOLVED** to reduce the administration fee for club loans and greens loans from 1st October 2019. Greens loans would be repayable over a maximum of five years, with club loans repayable over a maximum of eight years. It was **RESOLVED** that any existing loans would benefit from the reduced fee for the outstanding proportion of their agreement.

9.7.3 Affiliation

GOV updated the Board on discussions at the Regional Meetings regarding the payment of affiliation fees for those who are members of more than one club. It was **RESOLVED**, as per discussions at the Regional Meetings, to retain the status quo until such time as the Membership Register is implemented.

9.7.4 Safeguarding

OSM provided an update on the work of the Safeguarding Bowls Panel. It was noted that all members of the Bowls England Case Management Group would be attending NSPCC training in December 2019.

It was **RESOLVED** to seek additional opportunities to consult more widely with young players and coaches in light of feedback received from NSPCC.

9.8 Update by the Independent Director

9.8.1 Board Training - Governance

It was **RESOLVED** that the Board Training Day be rearranged to 12th May or 14th May 2020, around the Board meeting on 13th May. It was **RESOLVED** that IND arrange this.

9.9 Update by the Chief Executive on the Disciplinary Committee

The CE provided an update on current cases that Bowls England is currently dealing with at national level.

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

10.1 Marketing Sub-Group

DEV provided an update on proposed membership of the Marketing Sub-Group. It was **RESOLVED** that DEV contact the proposed members to set up the Sub-Group and commence work.

11. Standing Items

11.1 Risk Register

It was **RESOLVED** that the top six risks be specifically included within the agenda at future meetings.

11.2 Strategic Plan

It was **RESOLVED** that CE/DEV/GOV and IND produce a strategy document outlining future services that Bowls England could offer in future to current and future members.

12. Next Meeting

The next meeting of the Bowls England Board will be held on Thursday 7th November 2019 (1.30pm) continuing on Friday 8th November 2019 (9.30am) at The Angel Hotel, Royal Leamington Spa.