



## MINUTES

**TITLE OF MEETING:** Board Meeting  
**DATE AND TIME:** Friday 21<sup>st</sup> February 2020 – 9.30am  
**LOCATION:** DoubleTree Hilton Hotel, Paradise Way, Coventry, CV2 2ST  
**OFFICER RESPONSIBLE:** Tony Allcock OBE (Chief Executive) tony@bowlsengland.com  
**EMERGENCY NUMBER:** 07768 164454

### 1. Welcome

The Chair welcomed all in attendance with special mention to GOV who was attending his first Board Meeting since his appointment.

### 2. In Attendance

Board Chair: David Tucker (Chair)  
Director of Competitive Events: Margaret Docherty (COM)  
Director of Development: Adam Tanner (DEV)  
Director of Governance: Foster Johnson (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)  
High Performance Director: John Mc Guinness (HP) – Item 9.4.1 only

### 3. Apologies

Director of Coaching: Mal Evans (COA)  
Independent Director (Marketing & Communications): Harry Nijjar (MAR)

### 4. Obituaries

Richard Clarke	President Middlesex
Mary Taylor	President Somerset 1998
Nancy Reid	President Somerset 2012
Tony Dodge	President Somerset 2005
Myrtle Parsons	President Somerset 2002
Harold Fry	President Somerset 1988
Valerie Jones	President Somerset 2006
Tony Jones	President Somerset 2001
Henry Franklin	President Oxfordshire 1982
Denzil Oates	President Cornwall 2004
Ann Sothcott	President English Women's Bowling Association 1996 Bowls England Honorary Member

**5. Declarations of Interest**

None recorded

**6. Minutes of the Meeting held on Friday 22<sup>nd</sup> November/Saturday 23<sup>rd</sup> November 2019 (Appendix A)**

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 (Appendix B)**

The Task List was reviewed and updated accordingly.

It was noted that the increase in affiliation payments to World Bowls had been agreed despite opposition from Bowls England and several other Member National Authorities.

It was **RESOLVED** to remove the proposed trustee guidance note from the Task List following receipt of advice from the Bowls England Lawyer.

**8. Correspondence**

**8.1 Bowls Dorset – Propositions for 2020 AGM**

It was noted that Bowls Dorset had formally withdrawn its propositions for the 2020 AGM.

**9. Reports**

**9.1 Update by the Chair of the Board**

**9.1.1 Director Appointments**

It was noted that the following had been appointed to the Board of Bowls England following advertisement and interviews:

Director of Governance: Foster Johnson  
Appointment to AGM 2022

Independent Director (Marketing & Communications): Harry Nijar  
Appointment to AGM 2023

It was **RESOLVED** that a full induction for the two new Directors be arranged.

**9.1.2 Management Audit and Review Committee**

It was **RESOLVED** to record the following appointment for a two-year term from the 2020 AGM:

South Region – Ken Woodcock (Sussex)

It was noted that following the recent Director appointments, a replacement for Foster Johnson as North Region representative will be required.

### 9.1.3 Disciplinary Committee - Appointments

It was **RESOLVED** to record the following appointments to the Disciplinary Committee for 2020:

John Durston (Somerset) – Chair  
Pauline Biddlecombe (Surrey)  
Francis Fletcher (Warwickshire)  
Annette Oliver (Leicestershire)  
Bill Smith (Devon)  
Chris Smith (Nottinghamshire)  
Keith Young (Warwickshire)

### 9.1.4 Personnel

BSM, OSM and PRE left the meeting.

#### **Appointment of Chief Executive**

It was recorded that Tony Allcock OBE will officially retire on 31<sup>st</sup> March 2020. Following advertisement and interviews, Jon Cockcroft has been appointed as Bowls England Chief Executive and will formally take up the position on 1<sup>st</sup> June 2020. It was **RESOLVED** that BSM and OSM deputise during the interim period with roles and responsibilities to be discussed with the Board Chair. It was further **RESOLVED** that Tony Allcock OBE be requested to work two additional days following his retirement when Jon Cockcroft joins Bowls England to assist with handover of duties.

#### **Membership Register Project Officer**

It was recorded that Jamie Chestney had joined Bowls England in the position of Membership Register Project Officer for an initial period of 12 months.

BSM, OSM and PRE re-joined the meeting.

#### **Work Requests**

It was **RESOLVED** that, in accordance with established protocol, work requests from Directors must be made via the CE, BSM or OSM as relevant and not directly to members of staff.

#### **Staff Training**

The Chair presented an update on the recent Staff Training Day that he had attended.

## 9.2 Update by the Chief Executive

### 9.2.1 Board

It was **RESOLVED** that the Board Meeting planned for Wednesday 13<sup>th</sup> May be cancelled and a date in June be arranged in conjunction with the new Chief Executive.

It was **RESOLVED** that, whenever possible, written Director reports should be forwarded to the Chief Executive not later than 10 working days in advance of the Board Meeting to enable circulation with the Agenda.

### 9.2.2 Arrangements for Annual General Meeting

#### 9.2.2.1 Appointment of the Auditor

It was **RESOLVED** to recommend at the AGM the re-appointment of Dafferns.

#### 9.2.2.2 Appointment of the Lawyer

It was **RESOLVED** to recommend at the AGM the re-appointment of Blythe Liggins

Following discussion, it was **RESOLVED** that as part of its commitment to good governance the Board would introduce a review system for the Company Accountant and Lawyer.

#### 9.2.3 Arrangements for Men's Annual Dinner and Presentation of Prizes

It was recorded that all necessary arrangements had been made. It was noted that the Editor of Bowls International had requested special permission to show a video about the World Bowls Team's Mental Health Challenge during her citation, and this had been approved.

#### 9.2.4 Bowls Development Alliance (BDA)

It was **RESOLVED** that, subject to confirmation of availability, IND attend the next BDA Board Meeting. CE to confirm date/venue.

#### 9.2.5 Regional Meetings

It was noted that Ladygate BC (Middlesex) was unavailable for the South Regional Meeting and that the venue will be Iver Heath BC (Buckinghamshire). It was **RESOLVED** to support suggested items for agenda.

#### 9.2.6 IT Update

##### Competitions Portal

It was noted that work on the Competitions Portal remains on target. It was **RESOLVED** to support request for additional budget of £10,000 in support of work on the Bowls England Competitions Portal.

##### Membership Register

A report had been prepared by the Membership Register Project Officer. It was **RESOLVED** that an update would be presented following the AGM.

### 9.3 Update by the Director of Coaching

COA had submitted his apologies. No report.

### 9.4 Update by the Director of Competitive Events

#### 9.4.1 High Performance Plan

HP joined the meeting and presented his updated Performance Plan. It was **RESOLVED** that Bowls England would underwrite the High Performance Plan to a maximum of £349,945 in order that HP could finalise details. It was noted that details on potential funding from Sport England for the Preparation Programme are awaited and commercial sponsorship would be sought.

#### 9.4.2 International Event Venues 2022

It was noted that Victoria Park, Royal Leamington Spa, will not be available to host international events in 2022 due to the Commonwealth Games. Several clubs had offered their facilities to host international events in 2022. It was **RESOLVED** that COM finalise arrangements.

#### 9.4.3 Commonwealth Games 2022

It was noted that several venues had registered an interest in hosting National Finals in 2022.

#### 9.4.4 International Team Managers/Regional Selectors

It was noted that Martyn Sekjer had recently resigned as Men's Junior International Team Manager and an advertisement had been circulated.

COM provided an update on discussions at the recent meeting with Team Managers/Regional Selectors. The following items were **RESOLVED**:

- Managers to be responsible for speaking with any current international players that are not selected for future Series;
- Regional Selector attendance at International Series to remain as per current protocol (two per International Series);
- Principle of arrival kit and blue trousers supported but will only be progressed if commercial sponsorship is secured;
- Senior International Trials for 2023 events will be held in May of same year due to Commonwealth Games and impact on timescales for 2022 National Championships

#### 9.4.5 British Isles Bowls Council (BIBC)

It was **RESOLVED** that Bowls England would not support any proposed increase to annual fees at the forthcoming BIBC AGM. It was **RESOLVED** that Bowls England would maintain its current stance on the BIBC Presidential Team, which it considers to be an excessive use of funds. It was **RESOLVED** that Bowls England would support any proposal to reduce the number of ends in BIBC Championship events.

#### 9.4.5 British Isles Women's Bowls Council (BIWBC)

It was **RESOLVED** that Bowls England would not continue to give secretarial support to the BIWBC from the start of the 2021 season. It was further **RESOLVED** to give notice to participating nations at the forthcoming BIWBC AGM.

#### 9.4.6 National Championships 2020

COM presented an update on the green improvement programme at Victoria Park, which appeared to have been hindered by the recent bad weather. It was **RESOLVED** that to mitigate the risk of one or more greens being unavailable during the National Championships, alternative venues within the vicinity of Royal Leamington Spa be approached regarding their potential availability. It was further **RESOLVED** to write to Warwick District Council to seek a formal update.

It was **RESOLVED** to support Disability Bowls England for a further three years by underwriting the cost of marquee at National Championships (currently £1,500 per year) together with annual contribution of £2,000 towards the charity.

#### 9.4.7 World Bowls – Champion of Champions

An invitation to tender to host the Champion of Champions in 2021 and 2022 had been received from World Bowls. It was **RESOLVED** that Bowls England would not put forward a bid.

#### 9.4.8 English Bowls Umpires Association (EBUA)

It was noted that county umpiring services had been included as an agenda item for discussion at the forthcoming Regional Meetings. It was **RESOLVED** that COM arrange a meeting with EBUA following the conclusion of the 2020 National Championships.

## **9.5 Update by the Director of Development**

### **9.5.1 Marketing Working Group**

DEV presented an update on the Marketing Working Group. It was noted that a series of Podcasts would shortly be recorded and broadcast. It was **RESOLVED** that the Independent Director (Marketing & Communications) would take over responsibility for the Working Group in future. DEV was thanked for his work in this area to date.

### **9.5.2 Academy Weekend**

It was **RESOLVED** that DEV co-ordinate the Academy Weekend in conjunction with the Junior International Team Managers. It was **RESOLVED** that feedback be provided to all attending players as part of their ongoing development.

## **9.6 Update by the Director of Finance**

### **9.6.1 Head Office**

FIN presented an update on the proposed Head Office adjacent to Victoria Park for which full planning consent has been granted. It was **RESOLVED** to instruct the architect to undertake a tender process for the work after discussion of the design with the new Chief Executive. It was **RESOLVED** that Helen Slimm and Matt Wordingham would be invited to participate in discussions regarding the internal fit-out as staff representatives.

### **9.6.2 Sponsorship**

It was **RESOLVED** that the portfolio for sponsorship will transfer to Jon Cockcroft following his appointment.

### **9.6.3 Investment Strategy**

FIN had circulated a proposed Investment Strategy for Bowls England to increase income from reserves and presented a verbal update. It was **RESOLVED** that FIN circulate a final proposal for Board approval once received.

## **9.7 Update by the Director of Governance**

### **9.7.1 Presidential Meeting**

It was noted that a meeting with the Presidential Team would be held in advance of the AGM.

### **9.7.2 Safeguarding**

A review of current training requirements for Board Members was undertaken. It was **RESOLVED** that IND, MAR and GOV attend 'Safeguarding Bowls – Time to Listen' training. It was **RESOLVED** that GOV attend Case Management Training in order to join the Bowls England Case Management Group. Team Managers and Regional Selectors would be required to undertake relevant safeguarding training as part of their role.

### **9.7.3 Greens Maintenance**

It was **RESOLVED** that responsibility for greens maintenance will transfer to Chair. It was noted that the new advice line service is operational and work on educational guides will be undertaken during the 2020 season.

## **9.8 Update by the Independent Director**

It was **RESOLVED** that the Governance Training Session would be held on Tuesday 12<sup>th</sup> May. BSM to seek venue in Royal Leamington Spa.

**9.9 Update by the Independent Director (Marketing and Communications)**

MAR had submitted his apologies. No report.

**9.10 Update by the Chief Executive on the Disciplinary Committee**

The number of cases and enquiries being dealt with by Bowls England continues to increase. It was **RESOLVED** that a formal review of Regulation 9 be undertaken, to include examination of the processes followed by other sporting governing bodies.

**10. Standing Items**

**10.1 Risk Register (Appendix C)**

A review of the Risk Register was undertaken. It was **RESOLVED**, given the controls in place, to downgrade the likelihood of fraud.

**10.2 Strategic Plan**

It was **RESOLVED** that Strategic Plan and Risk Register will move to the top of the agenda for future Board Meetings.

**12. Next Meeting**

It was **RESOLVED**:

- To postpone the Board Meeting planned for May 2020 and the Chair to agree a date in conjunction with Jon Cockcroft;
- That the Chair review the frequency and length of Board Meetings;
- That future meetings should commence at 2pm