



MINUTES

TITLE OF MEETING: Board Meeting
DATE AND TIME: Tuesday 8th December 2020 – 5pm
LOCATION: Virtual Meeting

Action Target

1. Welcome and apologies

The Chair welcomed all present to the meeting.

Board Chair: David Tucker (Chair)

Director of Competitive Events: Margaret Docherty (COM)

Director of Coaching: Mal Evans (COA)

Director of Development: Adam Tanner (DEV)

Director of Governance: Foster Johnson (GOV)

Director of Finance: Stephen Hemsley (FIN)

Independent Director: Dr Anna Molony (IND)

Independent Director – Marketing & Communications: Harry Nijjar (MAR)

Bowls England 2020 President – Paul Robson (PRE)

Chief Executive: Jon Cockcroft (CE)

Operational Services Manager: Alistair Hollis (OSM)

Business Services Manager: Penny Maguire (BSM)

Executive Assistant: Helen Slimm (EA)

2. Previous minutes – accuracy/matters arising

The minutes of the Board Meeting held on 19th September 2020 be signed as a true and correct record. There were no matters arising.

CHAIR 19.10.20

3. Declarations of Interest

None declared

4. Operational Update

The CE had circulated an operational update, in advance, to provide all board members with an overview of activity since the previous meeting in October. A summary of the update has been circulated within the accompanying synopsis. During the meeting, the following further discussions took place:

a) Member Services and Development

The Chair praised recent collaboration with Bowls Development Alliance and it was noted that the two organisations were working much more closely together, which would benefit the sport.

b) Commonwealth Games Places

Commonwealth Games England has advised that the total number of places to Team England is fewer than projected. The CE and OSM assured

the Board they would working with Commonwealth Games England to evidence the value of bowls and endeavour to avoid the sport being negatively affected.

c) The December Performance Weekend

The FIN welcomed the news that Rex Hazeldine was back working with the Performance squad and the COA, who had been involved in the weekend, reported that it went well.

d) Board Elections

Following an electronic ballot, Adam Tanner (Wiltshire) was re-elected as Development Director. The C and CE informed the Board that they had spoken to Steven Walker (Cumbria) to thank him for his application and for the important role he is already playing in supporting Bowls England's work. Mal Evans (Warwickshire) had all so returned to the Board unopposed as the Director of Coaching. Both positions are for a period of three years from February 2021.

e) Board Training

A training day, which will cover the following aspects of governance, evaluation and stakeholder management will be arranged for the full Board in 2021.

f) Counties Meeting

The C gave feedback on responses received from County Associations following the Counties Meeting and he thanked the CE and staff team for their involvement in making the event a success.

5. **November Management Accounts**

The CE presented a new format of Management Accounts, which following discussion and subject to a small amendment to the format, was adopted as the standard template going forward.

The CE confirmed to the Board that all senior members of staff would be presented with a budget to manage going forward.

The IND raised a concern from the MAR committee in relation to the number of amendments to the nominal codes towards the end of September. It was resolved that the IND, CE and BSM arrange a meeting outside the Board to look at the amendments and report back to the Board.

CE

6. **Year End Audit**

FIN presented the 2019/2020 Year Accounts and gave an update on a recent meeting with the auditors. Contained within the report were updates on three items contained within the letter of management representations:

a) Internal control and fraud

There was, and still is, nothing to declare

b) Development loans

As at 30th September 2020 there is a total value of £415,582 in loans, spread between 41 clubs. All loans are covered by Guarantors with the maximum owed by any single club at £22,872.

c) Legal claims

There was, and still is, no legal claims to disclose.

The accounts show a deficit of £595,576 for the year ended 30th September 2020. This is mainly due to the reimbursement of affiliation fees and the decision not to furlough staff, both intended to ensure clubs received as much support as possible given the challenges of Covid-19. BE has retained the majority of competition entries which rolled over to 2021.

BSM

The IND asked the BSM to provide the board with a status update on some outstanding financial actions, including target dates for any not yet completed.

CE

The C and COM asked for the letter of representation received from the auditors to be redrafted in a gender neutral tone and amend any references of Chairman to Chair.

The C acknowledged that this would be the last board meeting attended by BSM, and she would be returning in the new year on a part time basis. On behalf of the Board he thanked her for all the work she has done during her 15 years at EBA and Bowls England.

7. Risk Register

An updated and reformatted risk register was discussed by the Board and it was resolved that the following amendments should be actioned:

CE

1. An explanation of the level and impact scoring should be supplied within the document. This will enable all risks to be marked consistently with a clear of indication of what the scoring entails.
2. Risks should be grouped into business areas.
3. An addition should be made for reputational damage and inclusivity.
4. Loss of Sport England funding for development should be moved from IND to DEV.

The IND asked for a reason behind lower levels of risk having a higher bandwidth. This will be looked into and reported back prior to the next Board Meeting.

It was **resolved** the Risk Register be added to all agendas as a standing item, with a different business reviewed at each meeting.

8. Strategy and Resourcing

OSM, BSM and EA left the meeting and the C presented an update on the development of the strategy, and shared a proposed reorganisation of the BE staff team in order to deliver the strategy.

The proposed new structure was approved and it was **resolved** that the CE would begin consulting staff.

9. Any other notified business

With there being no other notified business, the C thanked everyone for their time and wished everyone a Merry Christmas.