

TITLE OF MEETING: Board Meeting
DATE AND TIME: Tuesday 2nd February – 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)
Head of Business Operations: Helen Slimm (HBO)
Head of Sport Development: Alistair Hollis (HSD) – Item 6 only

2. Previous minutes – accuracy/matters arising

The minutes of the Board Meeting held on 19th October 2020 were signed as a true and correct record.

Ref. Board Meeting 8 Dec 2020 – item 5 Management Accounts

FIN proposed that any matter of concern, such as that covered by this minute, of the Management and Audit Committee or any other Board Committee raised in the performance of their function, be raised, in the first instance with the Chief Executive, with a copy to the Chair and the appropriate Board Director to facilitate a timely consideration to the matter. Following no objection, it was resolved that this proposal be accepted by the Board.

3. Declarations of Interest

None declared

4. Operational Report

The CE had circulated an operational report, in advance, to provide all board members with an overview of activity since the previous meeting. A summary of the report, which was compiled by both board and staff members, has been circulated within the accompanying synopsis. During the meeting the following further discussions took place:

a) Member Services and Development

GOV asked for a timeline for the club guide for the National Open Weekend. CE advised the Board that club engagement would start in March.

IND and CE updated the Board on proposed changes to the Bowls Development Alliance Articles of Association. It was resolved that DV would have a meeting with the CE to look at the changes in more detail.

b) International Success

The CE informed that along with the HSD they would be visiting Warwick College in relation to a potential partnership and will report back at the next Board Meeting.

c) Coach Bowls

The CE and COA had been in discussions with the EBCS to hold a meeting during the start of 2021. It was noted that the EBCS had requested this meeting to remain in person, so will be delayed due to Covid.

d) Commercial and Finance

The C asked for an update on current discussions and proposals with Aceit. The CE confirmed that negotiations were in place for the evolution of the current contract. It was confirmed that the current ruling in regards to shorts, was that shorts worn in any of stage of the Bowls England events no longer require a Bowls England license but should comply with the dress regulations.

e) Brand and Communications

DEV gave an update on the Story of the Year award and future podcasts. IND, C and FIN questioned the frequency and the reach of the podcasts to date. CE confirmed that notifications should be sent out for each podcast via email, newsletter and all media channels.

f) Governance and overheads

The CE informed the Board that the BDA has drafted a new Transgender Policy with the aim of publishing in good time before the start of the new season. IND reiterated MAR's view that the Transgender Policy should be part of an updated Inclusion Policy. C explained the benefit of the BDA progressing this important area of work.

A discussion took place between FIN, IND and the C about the Disciplinary process and the challenges of implementing regulation 9. It was resolved that a review to take place on the regulation.

The C referred to the recent Sport England Strategy Launch, a discussion took place on how the strategic objectives complement the Bowls England strategy which is due to be launched shortly.

g) AGM preparations

Documentation will shortly be sent to all County Administrators inviting them to the Virtual AGM on Saturday 27th February. It was resolved that there will be a meeting held after the AGM, to discuss the Covid-19 Contingency Plan and National Open Weekend details.

The C informed the Board that the in remembrance section of the AGM had been replaced with a more personal section being added to the Annual Report.

5. Operational Plan and Budget

The CE had circulated the current status of the Operational Plan and Budget. It was noted the status had changed on both the British Isles Women's Bowls Council and the British Isles Bowls Council as they have cancelled all events for the 2021 season. A statement will be circulated at 10am on 11th February.

5. December Management Accounts

The CE and FIN presented the Management Accounts, the C was pleased to see the new financial templates applied.

6. Covid-19 Contingency

The CE had circulated a Covid-19 Contingency report, in advance, to provide all board members with an overview of the contingency measures that had been investigated for the 2021 Bowls season. The HSD joined the meeting at this stage. The C stressed the importance of the bottom line that the bottom line of the 2020/21 budget must not be exceeded.

It was resolved that the contingency plan be approved and presented to all County Authorised Representatives at the conclusion of the AGM on 27th February. For this stage of the meeting County Administrators who are not representatives will be invited to join the discussion.

CE 27/02/2021

7. Risk Register

The updated risk register was presented to the Board with the following amendments:

- The risks being split into business areas
- A separate tab including the risk definitions
- Two additional columns to show whether a risk has changed since the last meeting.

The risks that had changed in level were:

- Capabilities – Staff: The risk has reduced in this area due to the recent restructure and recruitment process.
- Team England Size: The risk has reduced following positive conversations with Team England.
- Global Pandemic: The risk has increased due to the current imminent effect on the 2021 Season. A contingency plan has been developed and will be implemented if needed.

The CE, FIN and IND discussed the amendments and the IND will send to the CE a definitions guide, following the conclusion of the meeting to help reduce some of the level of subjectivity.

7. Any Other Notified Business

It was resolved that a recommendations tracker prepared by the Management Audit and Review Committee to feature on the agenda for discussion at the next meeting.

It was noted that the next Board meeting scheduled for 16th March be held at virtually at 5pm, rather than in person.