



Board Minutes

Wednesday 12th January 2022
Virtual Meeting by Zoom

1. Welcome and Apologies

The Chair welcomed all present to the meeting.

Board Chair: David Tucker (Chair)
Director of Coaching: Mal Evans (Coa)
Director of Development: Adam Tanner (Dev)
Director of Governance: Foster Johnson (Gov)
Director of Finance: Stephen Hemsley (Fin) item 9 onwards
Independent Director: Dr Anna Molony (Ind)
Independent Director – Marketing and Communications: Harry Nijjar (Mar)
Chief Executive: Jon Cockcroft (CE)
Head of Business Operations: Helen Slimm (HBO)

Guest: Jo Doust (JD)

Apologies:
Director of Competitive Events: Margaret Docherty (Com)
President: Paul Robson

2. Previous minutes

The minutes of the meeting held on Tuesday 5th October were approved to be signed as a true and correct record. The C asked the Board to write to HBO if there were any discrepancies with the minutes of the meeting held on 26th November. There were no matters arising.

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 meeting synopsis. During the meeting the following further discussions took place.



Birmingham 2022 Initiatives

The CE gave a brief update on some of the key initiatives for 2022. The Pay and Play platform is currently in the final tender stages with a few questions to ask the short-listed companies in terms of due diligence. The IND offered to read the final tenders and give any feedback to the solutions offered. A kick off meeting has been held on Bowls' Big Weekend for 2022, and club engagement is now underway. Final ticket numbers have now been confirmed for the Commonwealth Games, so plans are being established in relation to ticket access and hospitality.

Member Services:

A discussion took place on the 2022 Celebration Match programme, which included fixtures and player selection. All clubs that registered for a fixture have been contacted with 24 committing to host a game. The scheduling of the fixtures is now taking place, with recruitment of players going out within the next few weeks. The discussion included widening the pool of players that could participate in matches, with Counties being encouraged to nominate county and academy players and reward more volunteers within their area. A meeting with the Presidential Team had been scheduled for the 13th January to run through arrangements for the Awards Night and 2022 season. The CE asked for the Board permission to absorb player costs associated with the Celebration matches, making each fixture free for the Bowls England players. This was approved on the provision that all of the clubs hosting would not expect payment for the game.

Competitions:

The CE updated the Board on the current level of income received from Competition entries, which was sitting at £75,000. Concern was expressed over the trend of declining entries in the women senior competitions.

National Finals:

The CE reported back on a positive meeting that had been held with The Friends of English Bowls. Discussion were held on whether a smaller more exclusive space could be found for them on site, which is being investigated.

International Success:

The Board were informed that there had been a delay in the internal announcement of the Commonwealth Games selections. The public announcement is scheduled for Friday 28th January.



A discussion took place on the arrangements for the 2022 BIWBC and BIBC Championships. The CE explained that the four nations have different perspectives on how we should move forward and that England is proposing an interim solution for 2022 to ensure the Championships take place and that our leading senior and junior bowlers enjoy competitive international action.

Governance and Overheads:

The CE gave an overview on current disciplinary cases. DEV updated the Board on the recruitment process and two introductory meetings of the Disciplinary Working Party. IND asked whether an outsourced service provider had been investigated for handling disciplinary enquires whilst the working party were conducting a review. The CE **resolved** to review and take as an action.

David King-Taylor had been elected unopposed as Junior Vice President. A discussion took place by all Board Members on Presidential Team and what Bowls England can put in place to ensure that nominations are received in future years. It was **resolved** that the Governance Working Party, be tasked to review the situation and report back.

The CE informed the Board that Riverside House had closed again during December so the staff team had returned to working from home.

5. Operational Plan and RAG Status

The CE presented a status update on the Operational Plan and RAG status. It was noted that a few of the objectives had fell slightly behind on schedule but were still on track, these included the Awards Evening, Celebration Match Programme, relationship with the EBCS and the Bowls England Audit.

6. Management Accounts

2020/21 Year End Management Accounts had been circulated prior to the meeting. The CE explained that with affiliation fees coming in over budget, and savings in overheads and international bowls, the final position was better than predicted.

Whilst affiliation fees surpassed a conservative Covid-influenced budget, there was a full Board discussion on the reduction in affiliation across the Board, which stressed the importance and the urgency of the participation growth campaigns. It was noted that the success of the Bowls' Big Weekend campaign would not be calculated in the affiliation numbers until 2022 because of the free year affiliation that was offered during the campaign.



Also discussed was the savings made to administration expenses during 2021, which was largely attributed to the reduction of meetings and travel whilst the team continued to work from home.

The annual audit took place on the 11th and 12th January, with the final documents to be approved by the Board on the 25th January. It was **resolved** that the HBO arrange a meeting of the full board week commencing 24th January for sign off prior to the AGM.

7. Risk management and internal control systems

The updated risk register was presented to the Board. CE and HBO gave a brief overview of the improvements that have been made to the Safeguarding processes over the last few months. The C asked the HBO to invite Duncan Webster, BDA Safeguarding Lead, to attend a future board meeting to give the Board a brief training on the current safeguarding work. Following discussion, the Board agreed the risks were being managed.

8. MAR – Terms of Reference

The Management Audit and Review Committee terms of reference had been circulated in advance of the meeting. It was noted that these were approved by Steven Walker as Chair of MAR, and since that date Steven had handed in his resignation from the Committee. The Board expressed their gratitude to Steven for the time he spent as Chair of the Committee. The remaining members of the MAR Committee are Kath Lloyd (Wiltshire) and Tony Ellis (Essex).

In line with the Sport England Code for Sports Governance, a discussion took place on the governance structure for the whole sport, including clubs and county associations. The Board **resolved** to recruit new members to fill the North and South vacancy of MAR, with the remit of working with the Counties to gain a better understanding of the current level of Governance at County Level. It was further **resolved** that the regulations be amended so that the IND facilitates the meeting, with no need for a Chair and that additional members can be co-opted to join the Committee.

9. UKAD Education Strategy

The Head of Sport Development had drafted an Education Strategy, which was a requirement by UKAD for all sports. In addition, to the strategy an assurance framework had been drafted and sent to UKAD. MAR, had previously represented the Board a UKAD strategy webinar and was pleased with the Strategy that had been drafted. JD questioned the clarity between recreational drugs and medical drugs, with particular reference to the context of the Bowls Community. COA stressed the need to link the strategy with the relevant Coach



Bowls modules. CE **resolved** to discuss with the HSD outside of the meeting and report back. The Board approved the paper in principle.

10. AGM and Awards Briefing

The HBO gave the Board an overview of the arrangements for both the AGM and the Awards Night. Three proposals have been received from Bowls Hampshire, it was **resolved** that the CE approach Bowls Hampshire and obtain the reasoning behind each proposal for the Board to prepare a response. Then the initial proposal, reasoning and the response can be circulated to delegates on the 3rd February with all the AGM paperwork. It was further **resolved** that the Governance Working Party be asked to review the process for AGM proposals going forward.

11. Any Other Business

The Chair thanked everyone for their contributions and closed the meeting at 7.25pm.

Current Actions

Date	Item No.	Action	Assigned	Deadline
27.07.21	4	Proposal to be compiled on Humberside BA	CE	31/3/22
27.07.21	4	Replacement Male selector to be sought for the south region	CE	Promoted to Counties
27.07.21	9	Review with other nations the format of the BIBC/BIWBC championships	CE	Ongoing
27.07.21	10	Board to impose sanctions as determined by the Safeguarding Bowls Case Management Panel	CE	Ongoing
27.07.21	12	Revised Governance Structure implementation to be carried out 2022/23. Arrange a GWP meeting.	GOV	Meeting scheduled
27.07.21	12	MAR to be re-established at the 2022 AGM	CE	Scope for approval
27.07.21	12	GWP to review with Sport England the need for a company secretary	HBO	
5.10.21	4	Develop a paper on the merits of changing the Bowls England financial year	Fin	31/12/21
5.10.21	4	Develop a statement around respectful social media use	CE	26.11.21
5.10.21	6	Investigate position around signing up to a credit ratings agency	CE	Initial investigation

12.01.22	4	HBO send IND the final P&P tenders for review	HBO	
12.01.22	4	Celebration matches to be made free for the Bowls England players on the provision that the clubs hosting would not expect payment for the game	CE	
12.01.22	4	CE to investigate and outsourced service provider for handling disciplinary enquires	CE	
12.01.22	4	GWP to investigate and review the process for application and election of the Presidential Team	GOV	
12.01.22	6	HBO to arrange a Board Meeting for w/c 24.01.22 for the review of the audited accounts	HBO	
12.01.22	8	To openly recruit new members to fill the North and South vacancy of MAR, with the remit of working with the Counties to gain a better understanding of the current level of Governance at County Level.	CE	
12.01.22	8	The regulations be amended so that the IND facilitates the MAR meetings, with no Chair and that additional members can be co-opted to join the Committee.	HBO	
12.01.22	9	CE resolved to discuss the UKAD Education Material, in relation to recreational and Medical drug use with the HSD and report back.	CE	
12.01.22	10	CE approach Bowls Hampshire and obtain the reasoning behind each proposal for the AGM. The Board to then prepare a response.	CE	



12.01.22	10	The Governance Working Party to review the process for AGM proposals going forward.	GOV	
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