



Board Minutes

Wednesday 13th July 2022
Ashorne Hill, Royal Leamington Spa

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 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 (SIND)
Independent Director: Jo Doust (IND)
Independent Director – Marketing and Communications: Harry Nijjar (MAR)
Chief Executive: Jon Cockcroft (CE)
Head of Business Operations: Helen Slimm (HBO)

Apologies

President Terri Keen sent her apologies for the meeting, as she was at a Bowls England Celebration Match.

2. Previous Minutes – accuracy/matters arising

The minutes of the meeting held on 18th May were approved to be signed as a true and correct record. There were no matters arising. DEV noted that the dates of the National Championships 2023 need to be amended.

For matters arising FIN had drafted a letter for the Board on the subject of changing the Companies financial year end, however after discussions with GOV it was resolved to remove letter as more thought was needed on the impact for all areas of the business.

3. Declaration of Interest

FIN declared an interest for agenda item 10 in respect of the rules and regulations. No other interests declared.

4. Operational Report and RAG Status

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.

The CE gave a verbal update on the step change of the preparation for games and the commitment of the performance squad. He noted that it was a challenging time to



deliver a home Commonwealth Games with the current resources but concluded that we were broadly in a good place. It was noted that the venue was starting to take shape and the scale of the event was becoming evident.

A presentation was given on Bowls Bash, and it was noted that the general details were now out in the public domain via activators with the brand starting to come to life. IND mentioned that there were concerns at club level with both the timescales for launch and rollout. The CE explained that clubs have to sign into the Bowls Bash contract, this covers a commitment to attend training sessions delivered by the BDA and register at least 18 sessions on the PlayBowls platform. This would enable the early adopters to have the training and get going around the Commonwealth Games. It was noted that the Sport England funded digital campaign will start on the 10th August. IND suggested that the Bowls Bash team look at secondary marketing to encourage club members to support Bowls Bash.

HBO gave the board an overview on the PlayBowls Platform. The overview included a demonstration of the system followed by a discussion on how clubs register, the terms of service, management of the system and an update on the number of clubs currently being engaged. HBO acknowledged the feedback from the PlayBowls Ambassadors forum and how this had been vital in launching the platform by providing feedback throughout.

The CE gave a brief updated on the purchase of the experiential activity that had been ordered for the Pump Room Gardens throughout the Commonwealth Games and a discussion took place on the stakeholder engagement plans for the event.

Member Services and Development

The CE circulated the updated Articles from Bowls Development Alliance to the Board for their thoughts and consideration. There was uncertainty as the term governing body did not appear in the Articles.

International Success

A discussion took place between all board members on the future of the BIBC, with the CE giving further updates on the discussions that had taken place with the other nations. The importance of a player pathway was stressed and consideration to whether players should receive a cap every time they represented England, not just at the British Isles events. IND drew comparisons to other sports, where player pathways were more developed. It was resolved that the CE invite the Performance Director to a future Board Meeting to when progress has been made on the Performance strategy.

Thanks were expressed to the DEV and COA for their work on the Talent ID day held at Victoria Park earlier in the season. DEV gave the board a background of the day, highlighting both player and parent feedback. It was noted that further work was needed to address what happens next for these players and it was agreed that the day should be integrated into wider plans for the Junior Player Pathway.

Coaching



COA informed the Board that Peter Thomson, EIBA Ltd and himself had recently met with members of the Coach Bowls team and an update was given on these meetings.

Commercial and Finance

The CE gave the Board an update on the current sponsorship meetings that had been taking place.

Communications

The Operational Report provided the Board with an overview on the performance of all social media channels. SIND requested that future stats could include LinkedIn.

Governance and Overheads

An update was provided by the HBO on the actions and updates in relation to the Disciplinary function. It was noted that a new system had been put in place for cases enabling Bowls England to track the cases more effectively. For the month of June, 28 new cases had been opened with Bowls England through 17 different counties.

The HBO updated the Board on the currently safeguarding updates, it was noted that during 2022 eight individuals had been barred from playing the sport over safeguarding concerns. A discussion took place between HBO and FIN relating to information disclosure.

5. Management Accounts and Year End

The Management Accounts and Year End Report was approved by the Board without comment.

Meeting broke at 3.30 p.m. and reconvened at 3.50 p.m.

6. Staff Survey

The CE gave the Board a preamble on the current staff situation before presenting the results of the anonymous Staff Survey. This included notifying the Board that the Marketing Officer and Head of Communications had both decided to leave the business.

The survey delivered positive results particularly in regards to staff understanding their contribution to the strategy, levels of engagement and line management. Reward and recognition, and training opportunities scored lower.

Overall the Board shared their satisfaction with the survey results and it was resolved to employ an agency and temporary staff over the nationals whilst starting the recruitment process. A discussion took place on the importance of development and training for the team with the SIND proposing a Board Mentorship scheme for the team.

A further discussion took place on hybrid working, and it was agreed to review our current position.

7. Directors Appraisal and Succession Plan

The Chair gave an update on the Director Appraisals. It was **resolved** that an external review of the Board take place during the winter season and that each Board Member complete the skills matrix returning it to HBO prior to the next Board Meeting for so that the results could be compiled.

8. Risk Register and ICC Yearly Review

The HBO had prepared a report on the current Risk Management and Internal Control Systems process for review by the Board with the aim of assess if the risks were properly aligned with the Strategic Objectives of Bowls England and were being developed, applied and maintained effectively. Following a review it was resolved that:

- A new column be added next to 'planned mitigation' entitled 'implemented mitigation'
- A new column be added entitled 'Current Risk/Future Risk'
- That subcategories be provided for the risks.
- Risks to be presented in 'Risk Level' order with the highest at the top, rather than in business area. With all risks in Red and Amber to be on the first tab and all risks in Green to be on the second tab.
- Umpires and Officiating be added to the Risk Register.

9. Stakeholder management action plan

Following the proposal at the last Board Meeting, which proposed a County Buddy System a report had been prepared. It was resolved that the CE would update the Counties on the next drop in session and that a briefing be sent to the Board which would include messaging. The SIND gave the Board an update on the visit of the Minister for sport who attended the Victoria Park Greens in early July.

Meeting closed at 5 p.m. and reconvened at 9 a.m. on 14th July 2022.

10. Rules and Regulations

The Board reviewed the amended Rules and Regulations, after a full review it was resolved that the following revisions be made. It was further resolved that once the regulations were finalised the amendments would then be highlighted to County Associations via the County drop-in session, and circulated to them prior to general publication.

Date	Reg.	Details
Jul-22		Brand Update
Jul-22		Contents added
Jul-22		Definitions added

Jul-22	1	Charts updated to reflect the correct structure and to include the Independent Directors.
Jul-22	2.5.1	Affiliation date amended.
Jul-22	2.5.2	Wording change to provide clarity, inclusion of the Safeguarding Case Management Panel and sanctions.
Jul-22	2.5.2b	Amendment to include UKAD Anti-Doping Rules, this is a requirement for all National Governing Bodies.
Jul-22	2.5.4	Alterations to membership and/or county boundary changes. Clubs must apply to the Board for ratification, both counties will then be consulted over the proposed change.
Jul-22	3.1	Amended to reflect the correct structure and to include the Independent Directors.
Jul-22	4	Updated to match current roles and job descriptions.
Jul-22	5	Addition of 'panels'. Removal of any reference to affiliated members as some appointments are skills based.
Jul-22	6.1	Amendment to the time of investiture.
Jul-22	6.2	Amendment to the nomination process for Junior Vice President, to provide clarity.
Jul-22	6.3	Removal of the Chair having casting vote, and instead the decision will be draw lots.
Jul-22	7	Amended Chief Executive references to Performance Director.
Jul-22	7.4	Amended so that only one applicant can be nominated per County.
Jul-22	7.9	Amendment to the terms of appointment for the Performance Director.
Jul-22	7.9.2	Amendment to the terms of appointment for the International Team Managers.
Jul-22	8	Amendment the Senior Independent Director is now the Chair and Facilitator.
Jul-22	8.4	Amendment to the remit of MAR
Jul-22	8.7	Amendment to contingencies should a vacancy occur or not be filled.



Jul-22	8.7.6	Amendment to provide the Board with the power to review the membership of the Committee at any time.
Jul-22	10.1	Amendment to include the late affiliation process in September.
Jul-22	10.3	Amendment from Counties Meeting to County Conference.
Jul-22	10.4	Amendment to the timing of Affiliation Fees.
Jul-22	12	Regulation 12: Clothing Protocol removed.
Jul-22	App A	Appendix A: Affiliation Removed
Jul-22		Revisions Table Added

11. Affiliation report and analysis

A report had been compiled by the CE providing information to the Board on the status of the affiliation numbers. The report included reference to the discussions that took place at the 2021 Counties Conference. Following a full board discussion it was resolved that a working party be established chaired by FIN to look at affiliation fees with an initial proposal to be discussed at the Counties Conference in November. The Working party would be tasked to look at affiliation in two different stages, the first would be the current fees and the second would be to review the whole affiliation model.

12. BBW review and recommendations

The Board received a report on the 2022 Bowls Big Weekend. The C indicated that he had visited eleven clubs in his area and whilst they thought it was a great initiative, the complexity of the sign-up process has been highlighted as an area for improvement.

The SIND feedback on the lack of signage at this year's event, whilst DEV and FIN highlighted that one condensed event by a club was more successful than those clubs that events on multiple days.

After a full discussion by the Board on the strategic aims of BBW it was **resolved** that the principles of the event are correct, it still adds great value to our clubs and that it should continue for 2023 with increased visibility.

13. Strategy status and 2022/23 operational planning and budget

The CE presented a paper, which outlined the progress made in year one of the Fit for the Future Strategy. A discussion took place on this in relation to the 2022/23 operational plan and budget.



The importance of Club Support and the Governance Working Party was stressed, along with new innovations such as a digital experience, the development of a T20 concept for the sport and increased stakeholder relations. The importance of rigorous financial analysis was highlighted to ensure sustainability. COA and SIND discussed the improvements that were needed with the Coaching Strategy and player pathways with the aim of empowering more women to enter the sport competitively. It was noted that 2022/23 operational plan must include the embedding of the new initiatives launched in 2022. It was also **resolved** to set up a Competition Working Party, chaired by COM, to review all Competitive events.

14. Future meeting dates

It was **resolved** that the Board Meetings for the 22/2023 operational year be held on:

- Wednesday 28th September 2022
- Friday 18th November 2022
- Wednesday 18th January 2023
- Wednesday 22nd and Thursday 23rd March 2023
- Wednesday 17th May
- Tuesday 18th July
- Tuesday 12th and Wednesday 13th September

With no other business the meeting was closed at 11:40 a.m.