



DEVELOPMENT GROUP

TERMS OF REFERENCE

1. Authority

1.1 The Development Group (DG) is authorised by the Board of Directors of BowlsWales to conduct its business in accordance with the Terms of Reference set out below.

2. Purpose of the DG

2.1 To lead and inspire the growth and development of bowls in Wales.

3. Key Objectives

3.1 Set the vision, mission and objectives for the development of bowls in Wales

3.2 Set Key Performance Indicators (KPI's) to monitor the Development Plan

3.3 Set the values and behaviours in line with BowlsWales Board of Directors that are to be associated with the BWDP and its activities

3.4 Oversee and monitor the delivery of the BWDP by the accountable person

3.5 Consider and approve where appropriate variations to the BWDP

3.6 Measure progress of the BWDP against agreed KPI's

3.7 Ensure the timely and accurate submission of reports and returns to the BowlsWales Board of Directors by the accountable person

3.8 Review the BWDP annually and approve the operational plan contained therein for the forthcoming year.

3.9 Agree and monitor the Annual Budget with the General Manager and Finance Director

3.10 Prepare a Risk Register relating to performance within the BWDP and ensure that these risks are effectively managed

3.11 Ensure that principles of good governance and management are applied to the business of the BWDP

3.12 Provide quarterly progress reports to the BowlsWales Board of Directors

4. Membership

4.1 DG Membership is as follows:

- Chair: Elected by the Group

- 6 representatives with relevant experience agreed by the BowlsWales Board of Directors
- Board of Directors representative(s)
- Co-opt members to the DG as required based on experience and skill set.

4.2 Role of Chair.

The Chair is accountable for:

- Leading the DG and liaising with the Director responsible for Development
- Demonstrating, through action and understanding, the values and behaviours of the BowlsWales Board of Directors
- Building an effective DG with complementary skills and annually evaluate the DG performance
- Managing the business of the DG to provide clear direction and focus
- Setting the agenda and style of DG discussions to enable effective decision making and challenging debate in DG meetings
- Ensuring the DG receives accurate and timely information on which to base decisions, consider risk and provide direction and advice
- Leading the DG in monitoring the delivery of the BWDP

4.3 Observer Status.

In addition to the Sport Wales Senior Officers and Staff Member(s), there may be occasions when others with specific skills and knowledge, are invited to attend the DG in a similar capacity.

Observer status shall be defined as:

- Attend DG meetings but not vote
- Receive the same papers as DG members in advance of meetings
- Participate in the debate when invited to do so by the Chair, but not seek to influence the outcome
- Distribute papers with the permission of the Chair
- Comply with the rules of the meetings and the expected behaviours of the DG members, including in respect of confidentiality
- Be eligible for co-option to assist the work of the DG where appropriate

5. Frequency of Meetings

5.1 Meetings will normally be held monthly but may be called as required in the event of the need to conduct exceptional business. A majority of DG members shall be able to invite the Chair to call a meeting at reasonable notice at any time if they believe there is a valid reason for doing so.

6. Conduct of Meetings

- 6.1 The agenda shall be agreed between the Chair of the DG and Sport Wales Senior Officers, sent out with any supporting papers, a minimum of 7 days in advance of the meeting.
- 6.2 A minimum of 4 of the voting members must be present for a meeting to take place.
- 6.3 Only in exceptional circumstances will a meeting be held when the Chair is unavailable. In such circumstances, the meeting will be chaired by.....(remains silent)
- 6.4 The record of the meeting will be taken by the.....(remains silent) or (nominated person) and circulated through the Chair within 7 days of the meeting
- 6.5 Dates will be set for the calendar year in the first instance. A longer-term timetable may be put in place with key milestones identified. This calendar to sit in accord with the BowlsWales Board of Directors Calendar
- 6.6 To ensure that all meetings are effective all members shall agree to abide by the following principles:
 - To work together in the spirit of collaboration to achieve the best outcome for the BWDP
 - To be committed to the BWDG and the pursuit of increased participation and development of bowls in Wales
 - That all partners' contributions will be of equal status
 - To make it a priority to attend meetings
 - To come to meetings prepared and having consulted as necessary
 - To show respect for differing views
 - Development decisions made at the meeting will be final and adhered to
 - Development decisions made will be communicated through the agreed channels and in a timely manner

7. Decision making

- 7.1 Decisions will be sought by consensus. Each DG member has one vote with the Chair holding the casting vote in the event of the consensus not being reached.