



PERFORMANCE GROUP

TERMS OF REFERENCE

1. Authority

1.1 The Performance Group (PG) 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 PG

2.1 Provide management and planning to the development and implementation of the BowlsWales Performance Programme (BWPP) to enable Welsh Bowlers to maximise their performance potential

3. Key Objectives

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

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

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

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

3.5 Consider and approve where appropriate variations to the BWPP

3.6 Measure progress of the BWPP against agreed KPI's

3.7 Ensure timely submission of reports, in particular pre-and post-event reports, are made no more than 2 months after the selection or the actual event date, to BowlsWales Board of Directors by the accountable person.

3.8 Review the BWPP annually and approve the 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 BWPP 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 BWPP

3.12 Provide quarterly progress reports to the BowlsWales Board of Directors

4. Membership

4.1 PG Membership is as follows:

- Chair: Elected by the Group and must be a person who does not hold a Team Manager role within a National Governing Body
- 6 other representatives with elite sport/Bowls experience agreed by the BowlsWales Board of Directors
- Board of Directors representative(s)
- Co-opt members to the PG as required based on performance, experience and skill set

4.2 Role of Chair.

The Chair is accountable for:

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

4.3 Observer Status.

In addition to the Sport Wales Performance Advisor and Staff Member(s) there may be occasions when others, with specific skills and knowledge, are invited to attend the PG in a similar capacity. Observer status shall be defined as:

- Attend PG meetings but not vote
- Receive the same papers as PG 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 PG members, including in respect of confidentiality
- Be eligible for co-option to assist the work of the PG 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 PG 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 PG and the Sport Wales Performance Advisor and sent out with any supporting papers, a minimum of 7 days in advance.
- 6.2 A minimum of 4 of the 7 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 more long-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 BWPP and those who are part of it
 - To be committed to the BWPP and the pursuit of performance excellence
 - 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
 - Performance decisions made at the meeting will be final and adhered to
 - Performance 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 PG member has one vote with the Chair holding the casting vote in the event of the consensus not being reached.