



## **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.

1.2 The National Governing Bodies control and administer the sport of bowls in Wales, they will manage all aspects of selection, preparation, performance and event attendance.

#### **2. Purpose of the PG**

2.1 To support National Governing Bodies in the implementation of a NGB Performance Programme (NGBPP) building an athlete-centred, coach-led approach programme, to ensure NGB high performance athletes receive the necessary high-quality services to support them in realising and achieving their potential.

#### **3. Key Objectives**

3.1 Set the vision, mission and objectives for the performance of bowls in Wales, using the Sport Wales Focus Tool

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 NGBPP and its activities

3.4 Support and monitor the delivery of the NGBPP by the Director responsible for performance

3.5 Consider and approve where appropriate variations to the NGBPP

3.6 Measure progress of the NGBPP against agreed KPI's

3.8 Review the NGBPP 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 NGBPP 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 NGBPP

3.12 Provide quarterly progress reports to the BowlsWales Board of Directors

#### **4. Membership**

4.1 Performance Group Membership is as follows:

- Independent Chair: Agreed by the Group
- Two representatives from each National Governing Body nominated by the Members
- Board of Directors representative(s)
- Co-opt members to the Performance Group as required based on performance, experience and skill set
- Sport Wales Performance Advisor

#### **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 Performance Group 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 NGBPP

#### **4.3 Observer Status.**

In addition to the Sport Wales Performance Advisor 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 the Performance Group 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 a nominated member of the group.

6.4 The record of the meeting will be taken by the General Manager 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 NGBPP and those who are part of it
- To be committed to the NGBPP and the pursuit of performance excellence
- That all group members' 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 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.