

Swim England South East
Regional Management Board

Minutes of Meeting held on Thursday 09 May 2019 at Surrey Sports Park

Present:	John Davies (JD)	Vice Chairman (Chair)
	George Adamson (GA)	Board Member
	Brian Deval (BD)	Board Member
	Carys Jones (CJ)	Board Member
	Mike Lambert (ML)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Office Manager
Jenny Gray (JG)	Regional President

58 Apologies

Apologies had been received from:
Roger Penfold
William Long
Ivan Horsfall Turner

59 Minutes of the Meetings held on 21 March 2019

The minutes of the meeting were agreed as an accurate record.

Action: BG

60 Matters Arising

Min 22 – Officials Data. RFP to action.

Min 27 – Regional Checklist. BG to circulate the link.

Min 29 – Volunteering Strategy. It was noted that Mailsports had not been asked to quote for the Event Maker shirts. It had previously been agreed by the Board that Mailsports should be asked to quote for all kit requirements. Discipline Managers had already been reminded of this agreement. It was also noted that there were some issues raised with the Officials Shirts. BD to investigate.

Min 44 - ACM Funding Workshop – BD has contacted Sport England but has had no response to date. BD to report back at next meeting.

Min 45 - Regional Operational Plan – BG to send reformatted version.

Min 46 - Trophies – RFP to write to Disciplines.

Min 47 - Category 1 Membership – Data has been received from membership services and is being analysed. RFP to report back at next meeting.

Min 53 – Senior Leadership Update. It was noted that the benefit of the programme with Disney was to draw more families and children into leisure centres and into learn to swim programmes subsequently creating a pathway into clubs. However some issues were identified with pathways being created between clubs and operators.

Landscape Sheet –

- 3. Volunteering Sub Group – Ongoing.
- 4. Club Insurance - to be followed up with Membership Services.
- 7. Employment Matters – Complete, to be removed.
- 9. Data Protection – training date to be rearranged for early June.
- 11. Regional Para Swimming Group - HM has not yet had a response from SB.
- 12. Inclusion Funding – Complete, will be published on the website shortly.
- 13. Schools Constitution – RGP to look at this. BG to send to RGP.
- 15. Finance - Ongoing
- 16. Finance – Application submitted to HSBC 25.03.19 no response to date.
- 18. Date of ACM 2020 – On agenda.
- 19. Regional Trophies – RFP to action.

61 Regional Funding Policies

RGP circulated a paper ahead of the meeting identifying that the Region's policy for funding coaches training had not been followed and that additional funding had been requested. The paper requested that the Board endorsed the policy. Following discussion it was proposed to add a caveat that any exceptions to this must be agreed in advance by the Board. Members voted 7 for, 3 against. This was agreed. The paper was endorsed by the Board with the caveat with 9 members voting in favour.

It was acknowledged that there may be a need for additional support, particularly in the minor disciplines. It was agreed that this subject should be discussed with the Discipline Managers at the November meeting.

Action: BG

62 Diving Talent Programme

Funding for the Diving Talent Programme had previously been agreed until 31 March 2019. It was proposed, in line with the agreed 2019/20 budget, to support the programme until 31 March 2020. This was agreed.

63 Date of ACM 2020

Following discussion, it was agreed to plan to hold the Annual Council Meeting in 2020 on either 18 or 19 April. This will be ahead of the Swim England ACM which will take place on 16 May 2020 and should allow time for the Annual Report and Accounts to be prepared following year end on 31 December 2019 (if agreed at the ACM in September 2019). It was also agreed to propose a rule change to allow a virtual Annual Council Meeting in future.

Action: BG

64 Channel Island Travel Support

It was confirmed that nominated chaperones should have DBS and Safeguarding. There is no requirement for parents to hold these. Coaches, Chaperones and Team Managers need to have DBS and Safeguarding. In addition, Team Managers need to have attended the Team Manager workshop.

65 Employment Matters

The role of Regional Office Manager will be changed to Regional Manager to better reflect the work being undertaken. A paper providing the Job Description had been reviewed and SR had found several minor issues with the wording. SR to send BG amended version.

Action: SR

66 Annual Report 2018/19

BD requires all content for the Annual Report by the end of May. BG to contact Discipline Managers to check and update their reports and request photos. Reports from the President, Chairman and Board Member Responsible for Finance will also be required. A list of athletes that have achieved international selection will also be included. The report should be circulated by the end of July.

Action: BG / BD

67 Finance 2018/19

A budget report showing the current position, a deficit of £1067.02, was circulated ahead of the meeting. It was noted that the membership income was £6k under budget.

An adjustment will be required for the card machines purchased from Worldpay which have not yet been invoiced. There may be club donations to be paid for assistance at the Championships, ML to send BG details. It was noted that one of the counties had noticed a reduction in their Membership received and a number of clubs had been missing. BG to check details sent by Membership Services.

Action: ML / BG

68 Category 1 Membership

This subject was discussed under Matters Arising and will be discussed at the next meeting.

69 Affiliations & Resignations

An affiliation application had been received from Ascot Royals (BSB). The club constitution has been sent across for checking.

It was noted that Stowe School (ONB) had now lapsed as they had not completed their membership renewal.

70 Correspondence

Loans from Regions – Brian Havill

Swim England currently have a loan with Lloyds bank however the proposal was that the Regions might lend Swim England this money instead and receive the same level of interest. This proposal was discussed at the Regional Chair's meeting on 08 May and it was noted that other Regions were largely in support.

The amount to be borrowed would depend how many other Regions were interested. The rate of interest would be base rate plus 1.4%, RGP had looked into business accounts however they do not offer this level of interest.

CL declared a possible conflict of interest on this matter as a member of the Commercial Committee however confirmed this had not been discussed by that group. Following discussion it was agreed that there was interest in principle, however more information would be required. It was noted that the Region had previously agreed a reserve level of £150k which would need to be maintained.

Action: RFP

71 Swim England Senior Leadership Update March

The Senior Leadership Update for March was noted. It was noted that in future the Annual Report will be published online along with good news stories. As with previous reports the point was raised that the focus remains on achievements with no information on any challenges or failures.

The Water Polo National Age Group Final Competition had to be abandoned due to a light exploding, this event has been rescheduled.

72 Swim England Board Meeting Minutes – 26 March

Minutes from the meeting were noted.

9.1 Stated that there were some issues within one of the disciplines with no further information. It is thought this could refer to Water Polo.

9.2 ARP – this acronym is not explained. This issue has previously been raised within minutes and reports.

73 Swim England Sports Operation Committee Minutes – 12 March

Minutes from the meeting were noted.

74 Swim England Regional Chairman's Meeting Minutes – 08 May

RFP had noted that the Regional Chairmen received a presentation from Jon Keating on Stronger Affiliation and what this would mean. This will now go to the Swim England Board. RFP has requested details of the numbers of clubs in the Region that do not currently hold SwimMark, which counties these are in and how many members they have to assess the impact this could have on the Region's resources.

Action: BG/ RFP

75 AOB

Photographic Background –

BD had received a request from the Masters Group for a photographic background to be used at events. This is something that could be used for all events, not just Masters. BD proposed a 2m x 1.5m background, two can then be placed together to give an area 2m x 3m. These are easily transportable and would allow constant reinforcement of the brand. This would not be tall enough for the majority of male swimmers or when swimmers are stood on a podium. It was agreed that in principle there was interest, BD to look into alternatives.

Action: BD

76 Date of Next Meeting

Wednesday 12 June 7pm, Surrey Sports Park

The meeting was closed at 20.58

Regional Management Board

A meeting of the Regional Management Board will be held on Thursday 09 May 2019 at Surrey Sports Park commencing at 1900

Agenda

- | | | |
|----|---|----------------------|
| 1. | Apologies & Welcome
<i>To receive any apologies from members unable to attend the meeting</i> | RFP 1900 |
| 2. | Minutes of the Meeting held on 21 March 2019
<i>To agree accuracy of minutes from the previous meeting</i> | RFP 1905
Enclosed |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP 1910
Enclosed |

Items for Decision

- | | | |
|----|--------------------------------------|----------|
| 4. | Regional Funding Policies | RGP 1920 |
| 5. | Diving Talent Programme | RFP 1930 |
| 6. | Date of ACM 2020 | RFP 1940 |
| 7. | Channel Island Travel Support | JD 1950 |

Items for Discussion / Information

- | | | |
|-----|--|----------------------|
| 8. | Employment Matters | RFP 1955 |
| 9. | Annual Report 2018/19 | RFP 2000 |
| 10. | Finance 2018/19 | RGP 2005
Enclosed |
| 11. | Category 1 Membership | RFP 2015 |
| 12. | Affiliations & Resignations | RFP 2020 |
| | 12.1 New Affiliations
None | |
| | 12.2 Resignations
None | |
| | 12.3 Enquiries
Ascot Royals | |
| | 12.4 Transfers
None | |
| | 12.5 Change of Name
None | |
| 13. | Correspondence
Loans from Regions | RFP 2025
Enclosed |
| 14. | Swim England Senior Leadership Update March | RFP 2030
Enclosed |
| 15. | Swim England Board Meeting Minutes
<i>To review the minutes of the Swim England Board Meeting on 26 March</i> | RFP 2035
Enclosed |
| 16. | Swim England Sports Operation Committee Minutes
<i>To review the minutes of the Swim England SOC Meeting on 12 March, if available</i> | RFP 2040
Enclosed |
| 17. | Swim England Chairmen's Meeting Minutes
<i>To review the minutes of the Swim England Chairmen's Meeting on 08 May</i> | RFP 2045 |

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|-----|--|----------|
| 18. | AOB
<i>24 hours notice required</i> | RFP 2050 |
| 19. | Date of Next Meeting
Wednesday 12 June, Surrey Sports Park | RFP 2055 |

Swim England South East
Regional Management Board

Minutes of Meeting held on Thursday 21 March 2019 at Surrey Sports Park

Present:	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	John Davies (JD)	Board Member
	Brian Deval (BD)	Board Member
	Mike Lambert (ML)	Board Member
	Chris Lee (CL) (electronic)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG) Regional Office Manager

39 Apologies

Apologies had been received from:

Jenny Gray
Ivan Horsfall Turner
Carys Jones
William Long
Terry Norris

40 Minutes of the Meetings held on 24 February 2019

The minutes of the meeting were agreed as an accurate record.

Action: BG

41 Matters Arising

Min 22 – ML confirmed that issues at Mountbatten had been correctly reported. Ahead of the Championships, emails have gone out to a full list of officials provided by Loughborough. However the data supplied is not reliable, as it includes officials who are unlicensed and also some who were suspended. Some email addresses are also incorrect. RFP to follow up with Jon Glenn.

Action: RFP

Min 27 - BG to circulate the updated Regional Checklist

Min 29 - Volunteering Strategy – BD confirmed that the shirts had been ordered. The structure and communications process is also in place. To date 3 applications for Event Makers had been received though the website. Any other feedback to go to BD.

Min 33 – Schools Constitution – An updated version needs to be addressed.

Landscape sheet –

2. 150th Anniversary – information on a Hall of Fame has been released today. BG to circulate. Information will go in the newsletter. Item to be removed.

9. Employment Matters – RFP to write to Freedom Leisure.

11. Conflict of interest – BG to follow up with CJ.

13. Inclusion funding – CL has made changes to the criteria. BG to action.

42 Budget & Finance Decisions 2019/20

Budget/Financial Outcome 2018-19

The current financial position is more positive than the last circulated budget report, currently +£685. There will be some costs to come out including from the Disability Gala, and Staffing and Accountancy Costs. However there will also be ¼ of the 2019 Membership Fees to be added in. Payment for the card machines purchased by Swimming will also come from the 2018/19 budget, these should be coming out by direct debit.

Recommendations

1. The proposed 2019/20 budget was agreed unanimously. The projected deficit is £14,775, although if the equipment required by the Synchronised Swimming Group was not delivered by 31 March, it would also need to be added to their 2019/20 budget.
2. The request for a debit card was amended to a credit card due to the increased protection that this would offer. This would be free in the first year but there would be a £32 per year charge annually from year 2. This was agreed unanimously.
3. It was agreed unanimously to obtain a deposit card for BG, as due to changes by HSBC, it is no longer possible to pay cash into their paying-in machines without a card.
4. It was agreed unanimously to present a motion to the 2019 Annual Council Meeting to change the Region's Financial Year, with effect from 01 January 2020. Accounts for the period 01 April 2019 to 31 December 2019 would be prepared and presented at the 2020 Annual Council Meeting.

Action: BG

43 Date of Annual Council Meeting 2020

Following the recommendation to change the financial year, consideration will need to be given to the date of the 2020 Annual Council Meeting, as the accounts being examined will be 9 months old if the ACM is held in September. Swim England will be running their ACM in May.

A date in April 2020 was suggested and, if agreed, a motion would be put to Council to move the ACM. Some issues were raised with this due to this being in the middle of the qualification period for the swimming national events, which opens on 13th March. This could make getting delegates to attend the meeting difficult. It was noted that the Swim England ACM is on the only free weekend in May. Moving the meeting to March could also create challenges with getting the accounts ready in time.

As members of the Swim England company are appointed at the Regional Council Meeting it is beneficial for this to be held prior to the Swim England meeting. Further options were discussed including running the meeting as a webinar, reducing the quorum, attaching the meeting to an RMB meeting or, possibly, running it at the Regional swimming Championships. Any changes would need to be put to Council and the constitution amended accordingly.

Consideration would also need to be given to the Awards. Currently these link into the Swim England awards with the Regional event being September and the National one in October. Changes to the Regional ACM will not fit with the timetable, unless Swim England amend this.

It was agreed that this item would be revisited at a future meeting.

Action: RFP

44 Regional Annual Council Meeting Workshops

Due to the availability at Holiday Inn, Guildford, it was agreed to move the date of the Annual Council Meeting to Sunday 15 September.

Following discussion it was agreed to proceed with the following workshops on the morning of the Annual Council Meeting;

Team Manager Forum – KJ to lead

Funding Workshop in conjunction with Sport England – BD to lead

Officials Training Updates for Course Leaders / Organisers – GA to lead

Action: BG / KJ / BD / GA

45 Regional Operational Plan

The Regional Operational Plan was adopted. BG to reformat.

Members were reminded to let BD know if there was anything they would like included in the Volunteer Strategy.

Action: BG

46 Regional Trophies

A report was circulated ahead of the meeting. Concerns had been raised previously relating to trophies and how they are being managed. BG has requested further information from all disciplines with mixed results.

Swim England and British Swimming no longer present the real trophies at the speed swimming national events. Instead winners are presented with a trophy for photos. These are not taken home by the winners. It was understood that that the South West Region may operate a similar process, whereby trophies are not routinely taken home by the winners. For swimming there are only trophies at the Winter Championships, but there are in the region of 80 trophies for that discipline alone. Questions were also raised about the storage of trophies, if these were no longer handed out, and if the Region should retain these trophies in this case.

Following discussion it was agreed to approach the disciplines with the proposal that trophies will no longer be handed out to winners for them to take home, unless the disciplines provide compelling reasons why this should continue. The Swimming Group will also follow this up with the Swimming Trophy Controller.

Action: RFP / BG

47 Category 1 Membership

Category 1 Membership had been discussed at the Chairmen's meeting minutes of which have been circulated. There is a suggested that the cost of category 1 membership could be the reason clubs are taking their teaching programmes out of Swim England Membership. The Chairmen had requested additional information on this subject. BG has requested details from Membership Services. This item will be added to the agenda of the next meeting.

Action: BG

48 Employment Matters

Appraisals for all Regional Staff will be completed over the next few working days.

49 Data Protection

A Data Protection training session will be run on 03 April.

50 **Suspended Clubs List**

The following clubs remain on the suspended clubs list;

- Ashford School (since the meeting took place this club has been removed)
- Stowe School

51 **Affiliations & Resignations**

There were no affiliations or resignations to report.

52 **Correspondence**

No items of correspondence were noted.

53 **Swim England Senior Leadership Update February**

The Senior Leadership Update for February was noted. The report remains positive focusing on achievements rather than highlighting any challenges.

It was unclear what the benefits were to the programme with Disney.

Information was included on the partnership with Everyone Active. It was unclear how this will link to clubs.

54 **Swim England Sports Operation Committee Meeting Minutes – 12 March**

Minutes from the meeting were not yet available.

55 **Swim England Chairman's Meeting Minutes – 06 March**

There were discussions at the meeting on the verification and assessment relating to SwimMark going forward. This is an expectation by Sport England and also Swim England to ensure that these procedures are in place at clubs.

56 **AOB**

Coaches Training Funding – Water Polo. An issue was raised with a claim that has been submitted for a Water Polo Coach. The Coach has received a Regional Bursary for 50% of the course cost and the Water Polo Group have agreed to pay the other 50%. As the policy states that the Region will fund 50%, it was questioned whether a discipline could or should top this up. The payment requested has not been made.

This subject was discussed but, as no notice was given of the item, no decision could be taken. It was agreed that there may be policy issues that should be addressed at the next meeting. CL to follow up with the Water Polo Group. Although disciplines manage their own budgets, there needed to be adherence to Regional Policies. It was confirmed that in the particular case, the club could apply for funding from Sussex County ASA, BD to send details to BG.

Action: BD / CL / BG

Open Water Conditions – It was noted that in 4.4 of the Championships' conditions there was a restriction to medals: this should be removed.

Action: BD

57 **Date of Next Meeting**

Thursday 09 May 7pm, Surrey Sports Park

The meeting was closed at 21.10

DRAFT

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 02 May 2019

	SUMMARY OF AGREED ACTIONS	MIN REF	ACTION	COMMENTS
1	List of Assets BG to compile a list of assets for Trustees	13.10.2015 Min 140.3	BG	<i>Ongoing</i>
2	Constitutions There are reps within the Region that check constitutions however it was noted that there is not one within ONB. RFP to approach ONB about finding a rep there.	10.10.17 Min 313	RFP / HM	<i>In Progress</i>
3	Volunteering Sub Group At the February meeting it was agreed that a sub-group would be formed to look at Volunteer recruitment and succession planning. It had been agreed that this group would comprise of WL, BD, HM, KJ, RG, SH and ML and that the discipline managers would also be involved. BD has been in contact with the Insight team regarding the Volunteer Survey timing. It was confirmed their survey will conclude at the end of March so the Regional Survey will go out around 4-6 weeks after this. BD is meeting with the Insight team to discuss what they would like us to gather and what information they already have that the Region can use.	18.02.18 Min 31	WL, BD, HM, KJ, RG, SH & ML	<i>In Progress</i>
4	Club Insurance Following some concerns raised by clubs it was agreed that RG would call Hiscox (Swim England's Insurance Provider) as it had been noted that their conditions state if a clubs payroll is greater than £50k they must notify the insurance company. It was agreed that RG would clarify, and if this is the case information would go in the next Regional newsletter to ensure clubs are aware. It was also queried if this would only apply to employees or would include those that are self-employed as well.	10.07.18 Min 105	RG	
5	Regional Operation Plans An email from Jon Keating and document template were circulated ahead of the meeting along with a plan by JD on who should deal with the different elements involved. The Development Group produced a strategy document last year which covers 2017-2021. The RCDOs have then liaised with the Disciplines to produce plans which follow on from the strategy document. The RCDOs propose to link this reporting template to the strategy document and the action plans. This will allow the Region to give Swim England a clear view of the work that is being done within the Region. This approach was agreed by the Board.	10.09.18 Min 127	HM / KJ	<i>Complete</i>
6	Regional Assets It was agreed that discipline groups should take responsibility for ensuring that trophies are returned. Each Discipline will be asked for assurance that they have robust procedures in place to ensure that they know where the	09.10.18 Min 151	BG	<i>In Progress</i>

	trophies are and processes in place to ensure that they are returned.			
7	Employment Matters To facilitate drafting of job descriptions for the RCDOs and a subsequent competency assessment to determine appropriate level of remuneration.	15.10.18 Min 158	RFP	<i>In Progress</i>
8	Employment Matters Formally thank Freedom Leisure Ltd for employing the Regional Club Development Officers on behalf of the Region, since 01 June 2010.	25.11.18 Min 160	RFP	<i>Complete</i>
9	Data Protection Over the next 12 months the focus will be on internal policies as a Region for employees. This will include an internal data privacy policy. We will need to risk assess internally what we are collecting and who this information is shared with to ensure we are reducing any risk. There is a requirement that the Region has a position on how long data is kept for. A policy will also need to be put in place to determine how we deal with individual requests. Training may be required for employees covering how this relates to their roles day to day and is something that the Region may also want to consider for Discipline Managers.	25.11.18 Min 166	Data Protection Sub Group	<i>In Progress – Training Postponed</i>
10	Conflict of Interest Forms As part of the updates a new Conflict of Interest form has been produced by Swim England. BG to amend and circulate to RMB members for completion.	25.11.18 Min 168	BG	<i>Complete</i>
11	Regional Para Swimming Group The Region would like to see SB have more support for Disability Swimming as the role currently being undertaken is too large a workload for one individual. It was discussed if a Disability Group could be formed to support SB which link in to the counties. It was also agreed that one of the RCDO's should be aligned to support Disability Swimming. HM to help support SB with setting up a Regional Disability Group.	24.02.19 Min 22	HM	<i>In progress</i>
12	Inclusion Funding Confirmation is required from CL/RGP if the inclusion funding information can now be published.	24.02.19 Min 22	CL/RGP	<i>In progress</i>
13	Schools Constitution Template used to Schools Constitutions needs to be reviewed and updated.	24.02.19 Min 33	RFP/BG	
14	Officials Data Ahead of the Championships emails have gone out to full list of officials however the data supplied seems to be incorrect with some officials who are unlicensed and also suspended being included on the list. There are also email addresses that do not work. RFP to follow up with Jon Glenn.	21.03.19 Min 41	RFP	
15	Finance The request for a debit card was amended to a credit card due to the	21.03.19 Min 42	BG	

	increased protection that this would offer. This would be free in the first year but there would be a £32 per year charge annually from year 2. This was agreed unanimously.			
16	Finance It was agreed unanimously to allow a deposit card to be issued to BG. Due to changes by HSBC it is no longer possible to pay cash into their paying in machines without a card.	21.03.19 Min 42	BG	<i>In progress – application submitted to HSBC 25.03.19</i>
17	Finance It was agreed unanimously to present a motion to the 2019 Annual Council Meeting to change the Region's Financial Year with effect from 01 January 2020. Accounts for the period 01 April 2019 to 31 December 2019 would be prepared and presented at the 2020 Annual Council Meeting.	21.03.19 Min 42	RGP/RFP	
18	Date of ACM 2020 Following the recommendation to change the financial year consideration will need to be given to the date of the 2020 Annual Council Meeting. A date in April 2020 was suggested and if agreed a motion would be put to Council to move the ACM. Some issues were raised with this due to this being in the middle of the qualification period which opens on 13th March this could make getting delegates to attend the meeting difficult. It was agreed that this item would be revisited at a future meeting.	21.03.19 Min 43	RFP	<i>On Agenda</i>
19	Regional Trophies Following discussion it was agreed to approach the disciplines with the proposal that trophies will no longer be handed out to winners for them to take home, unless the disciplines provide compelling reasons why this should continue. The Swimming Group will also follow this up with the Swimming Trophy Controller.	21.03.19 Min 46	RFP / BG	
20	Category 1 Membership Category 1 Membership had been discussed at the Chairman's meeting, minutes of this meeting have been circulated. There is a suggested that the cost of category 1 membership could be the reason clubs are taking their teaching programmes out of Swim England Membership. The Chairmen had requested additional information on this subject. BG has requested details from Membership Services. This item will be attended to the agenda of the next meeting.	21.03.19 Min 47	BG	<i>On Agenda</i>
21	Coaches Training Funding An issue was raised with a claim that has been submitted for a Water Polo Coach. The Coach has received a Regional Bursary for 50% of the course cost and the Water Polo Group have agreed to pay the other 50%. As the policy states that the Region will fund 50%, it was questioned whether a	21.03.19 Min 56	BG	<i>On Agenda</i>

discipline could or should top this up. The payment requested has not been made. This subject was discussed but, as no notice was given of the item, no decision could be taken. It was agreed that there may be policy issues that should be addressed at the next meeting. CL to follow up with the Water Polo Group.			
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Updated 02/05/2019 BG

Budget Report

From: Month 1, April 2018
To: Month 12, March 2019

Chart of Accounts:

ASA SE Region Management Accounts [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
INCOME								
Swim England Grants - Administratio	6,000.00	1.79	6,000.00	0.00	6,000.00	1.79	6,000.00	0.00
Membership Income	144,262.25	43.05	150,650.00	(6,387.75)	144,262.25	43.05	150,650.00	(6,387.75)
Sponsorship Income	5,750.00	1.72	5,750.00	0.00	5,750.00	1.72	5,750.00	0.00
Miscellaneous Income	11.01	0.00	0.00	11.01	11.01	0.00	0.00	11.01
Bank Interest	248.82	0.07	60.00	188.82	248.82	0.07	60.00	188.82
Income Licence Meet Fees	39,621.23	11.82	31,000.00	8,621.23	39,621.23	11.82	31,000.00	8,621.23
Income Swimming	74,719.70	22.30	64,500.00	10,219.70	74,719.70	22.30	64,500.00	10,219.70
Income Synchro	11,802.50	3.52	10,490.00	1,312.50	11,802.50	3.52	10,490.00	1,312.50
Income Diving	4,804.96	1.43	4,510.00	294.96	4,804.96	1.43	4,510.00	294.96
Income Water Polo	5,419.00	1.62	3,100.00	2,319.00	5,419.00	1.62	3,100.00	2,319.00
Income Masters	16,848.90	5.03	16,480.00	368.90	16,848.90	5.03	16,480.00	368.90
Income Open Water	4,010.70	1.20	3,800.00	210.70	4,010.70	1.20	3,800.00	210.70
Income Disability Events/P2P/Grants	1,709.50	0.51	600.00	1,109.50	1,709.50	0.51	600.00	1,109.50
Income Swim Development	7,454.00	2.22	6,800.00	654.00	7,454.00	2.22	6,800.00	654.00
Income Development	12,451.35	3.72	10,500.00	1,951.35	12,451.35	3.72	10,500.00	1,951.35
	335,113.92	100.00	314,240.00	20,873.92	335,113.92	100.00	314,240.00	20,873.92
DISCIPLINE EXPENDITURE								
Swimming Comp Expenditure	57,055.04	17.03	58,810.00	1,754.96	57,055.04	17.03	58,810.00	1,754.96
Swimming Group Meeting Expenses	819.05	0.24	1,800.00	980.95	819.05	0.24	1,800.00	980.95
Synchro Expenditure	24,055.74	7.18	28,530.00	4,474.26	24,055.74	7.18	28,530.00	4,474.26
Diving Expenditure	12,807.97	3.82	15,125.00	2,317.03	12,807.97	3.82	15,125.00	2,317.03
Water Polo Expenditure	16,848.00	5.03	20,710.00	3,862.00	16,848.00	5.03	20,710.00	3,862.00
Masters Comp Expenses	14,053.69	4.19	16,615.00	2,561.31	14,053.69	4.19	16,615.00	2,561.31
Masters Group Meetings & Training	1,301.48	0.39	2,005.00	703.52	1,301.48	0.39	2,005.00	703.52
Open Water Expenditure	5,621.00	1.68	5,300.00	(321.00)	5,621.00	1.68	5,300.00	(321.00)
Disability Expenditure	6,250.78	1.87	4,980.00	(1,270.78)	6,250.78	1.87	4,980.00	(1,270.78)
	138,812.75	41.42	153,875.00	15,062.25	138,812.75	41.42	153,875.00	15,062.25
CENTRAL DEVELOPMENT								
Teacher and Coaches Bursaries	35,497.59	10.59	48,500.00	13,002.41	35,497.59	10.59	48,500.00	13,002.41
CPD Regional Courses	14,451.04	4.31	8,000.00	(6,451.04)	14,451.04	4.31	8,000.00	(6,451.04)
Officials Licensing	2,150.00	0.64	1,000.00	(1,150.00)	2,150.00	0.64	1,000.00	(1,150.00)
SwimMark Networks	1,950.00	0.58	18,000.00	16,050.00	1,950.00	0.58	18,000.00	16,050.00
Support Long Distance Meets	400.00	0.12	1,000.00	600.00	400.00	0.12	1,000.00	600.00
SwimMark Panel Expenses	1,114.33	0.33	1,000.00	(114.33)	1,114.33	0.33	1,000.00	(114.33)
Athlete Bursaries: Exceptional Expen	265.41	0.08	1,000.00	734.59	265.41	0.08	1,000.00	734.59
Young Volunteers	6,009.62	1.79	6,000.00	(9.62)	6,009.62	1.79	6,000.00	(9.62)
Support Swim England Talent Camps	5,619.52	1.68	5,700.00	80.48	5,619.52	1.68	5,700.00	80.48
Offshore Camp	15,717.34	4.69	16,000.00	282.66	15,717.34	4.69	16,000.00	282.66
Other Swim Development	6,369.53	1.90	11,000.00	4,630.47	6,369.53	1.90	11,000.00	4,630.47
	89,544.38	26.72	117,200.00	27,655.62	89,544.38	26.72	117,200.00	27,655.62
Gross Profit/(Loss):	106,756.79	31.86	43,165.00	63,591.79	106,756.79	31.86	43,165.00	63,591.79
CENTRAL ESTABLISHMENT/GOVERNA								
RMB	4,314.45	1.29	4,800.00	485.55	4,314.45	1.29	4,800.00	485.55
Chairman/Presidents Expenses	2,239.76	0.67	1,500.00	(739.76)	2,239.76	0.67	1,500.00	(739.76)
Development Group	353.80	0.11	500.00	146.20	353.80	0.11	500.00	146.20
Finance Group	0.00	0.00	200.00	200.00	0.00	0.00	200.00	200.00
Regional Welfare Officer Expenses	187.90	0.06	250.00	62.10	187.90	0.06	250.00	62.10
ACM	3,766.09	1.12	3,500.00	(266.09)	3,766.09	1.12	3,500.00	(266.09)
Accountancy Fees	1,650.00	0.49	1,500.00	(150.00)	1,650.00	0.49	1,500.00	(150.00)
Swim England Council Expenses	830.80	0.25	1,200.00	369.20	830.80	0.25	1,200.00	369.20
Communication Expenses	3,027.01	0.90	1,000.00	(2,027.01)	3,027.01	0.90	1,000.00	(2,027.01)
Miscellaneous	3,542.65	1.06	500.00	(3,042.65)	3,542.65	1.06	500.00	(3,042.65)
Awards & Engravings	1,125.74	0.34	1,000.00	(125.74)	1,125.74	0.34	1,000.00	(125.74)
Payments to Swim England for Centr	29,175.45	8.71	29,000.00	(175.45)	29,175.45	8.71	29,000.00	(175.45)
RCDO Costs	55,854.98	16.67	47,000.00	(8,854.98)	55,854.98	16.67	47,000.00	(8,854.98)
Bank Charges	1,034.68	0.31	950.00	(84.68)	1,034.68	0.31	950.00	(84.68)
Youth Forum	0.00	0.00	465.00	465.00	0.00	0.00	465.00	465.00
	107,103.31	31.96	93,365.00	(13,738.31)	107,103.31	31.96	93,365.00	(13,738.31)
Net Profit/(Loss):	(346.52)	(0.10)	(50,200.00)	49,853.48	(346.52)	(0.10)	(50,200.00)	49,853.48

Bryony Gibbs

From: Regional Email Service <regional-email@swimmingresults.org>
Sent: 08 April 2019 12:33
To: bryony.gibbs@southeastswimming.org
Subject: Loans from regions
Attachments: image001.png; image002.gif; image003.gif; image004.gif

Follow Up Flag: Follow up
Flag Status: Flagged

Dear all

We have long wondered whether instead of borrowing money from Lloyds Bank we should borrow money from the Regions who at present have money on deposit earning very little interest. Well, here is a way to test the possibility on a relatively small scale.

Circa £300k of the £2,300k currently being borrowed from Lloyds is in effect used to fund an intercompany loan to Swimming Enterprises Limited - which owns the warehouse.

Enterprises could borrow money from Regions;
Enterprises could use the money received from Regions to repay the intercompany loan to new incorporated Swim England; and
New Swim England could make a lump sum payment to Lloyds Bank.

The intercompany loan was £325k at the beginning of 2018 and £309k at December 2018 (no repayment due until December 2019).

My thinking is the amount we would borrow from each region would depend on how many regions were interested. £38,625 if all eight regions were interested; £154,500 if two regions were interested.

We currently pay interest of base plus 1.4% and I would propose that we pay the same. Probably annually each December. Capital repayments would be up to Regions - I would obviously rather repay Lloyds than Regions.

So, what do you think? Is there any further information you require?

Kind regards

Brian

PS By all means forward this to others in your region.

Brian W Havill
Chief Financial Officer

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M 07870 269695

E brian.havill@swimming.org



Pavilion 3, SportPark, 3 Oakwood Drive,
Loughborough University, Leics LE11 3QF



The Amateur Swimming Association (Swim England) Limited. A company limited by guarantee with charitable status registered in England and Wales. Registered charity number 1175603. Registered company number 10931571.

Swim England Trading Limited registration number 3001915, Swim England Events and Sponsorship Limited registration number 11186835, Swimming Times Limited registration number 555913.

All companies registered in England and Wales at registered office: Pavilion 3, SportPark, 3 Oakwood Drive, Loughborough University, Loughborough, Leicestershire, LE11 3QF.

Swim England Senior Leadership Update March 2019

This is the penultimate SLT update in its current format. From next month, information will be published online as part of the new-look annual report. Throughout 2019 the report will be updated monthly and include stats and good news stories from our six strategic objectives. It will follow the template of the 2018 annual report which can be viewed here:

<https://www.swimming.org/swimengland/annual-report-2018/>.

If you have any questions, please email ian.whadcoat@swimming.org

Clubs

- SwimMark figures are as follows: 560 essential accreditations, 50 accredited Networks, 10 Performance Accreditations.
- SwimMark external verification was completed at the end of the month and we received an Amber rating. In order to improve this to Green we need to improve on standardisation and consistency across all regions.
- The Teaching & Coaching Register currently has over 5,000 entries.
- The latest easyfundraising campaign is now live, with a £100 voucher available to the winning club.

Commercial and Marketing

- Our journey towards **great digital content** continues; in the first three months of this year, we've uploaded 130 pieces of news and features content to swimming.org, generating over 65k unique page views on this new content.
- Swim England / **Disney** inspired Family Fun Swimming sessions are on track for roll-out in June to over 250 pools. Activator training will take place from 24 April.
- For **#LoveSwimming**, the Swim England led marketing campaign funded by our partners, we have created three inspiring films to showcase the stories of individuals who have experienced the positive impact of being 'prescribed' swimming to aid a range of medical conditions such as Type 2 Diabetes, Arthritis and chronic pain. This will launch on 2 April - social media and regional PR will be the key drivers of activity.
- For the first time the Swim England **Annual report** has been produced for April-December 2018 in a new, digital format.

England Talent

Synchronised Swimming

- The Senior team travelled to Como, Italy for a five day camp ahead of the FINA World Series in Paris.
- FINA World Series French Open was a great start to the season with the combination team event finishing with a silver medal, the first medal for Synchro at a World Competition.
- The solo and duet made an impressive start placing 4th and 5th in the free solo and technical duet events.
- Launch of Synchro City in Bristol was a huge success. It was a really positive evening with a great performance from the GB Duet, who were interviewed by Jack Buckner and are real ambassadors for the sport.

Water Polo

- EU Nations u17 girls competed in Brno Czech Republic, beating Denmark in the bronze medal match.
- EU Nations u17 boys squad have been selected. This mainly be composed of 2003 born players from the National Academy to give experience and a first taste of international polo.
- Dean Walker has been appointed as the u19 Men's coach, selecting 24 players from the last training camp. The squad will be publish on the web page.
- An advert has gone out for the Senior Women's coach following the resignation of the previous incumbent.
- The new agreement with Manchester City Council for facility usage has now begin and is ongoing to March 31 2020.

Facilities

- **Sandwell Aquatics Centre:** Floor plans should be frozen by early April which will allow Sandwell AC to proceed with contractor tendering. With our facilities expertise, we have now successfully saved the project just over £750k pre sub-contractor tendering, meaning it is now on budget.
- **Potential New Facilities:** these include Brighton, Bury St Edmonds, Wigan and Newark & Sherwood district (Ollerton) modular pool. This is due to open in March 2020 and, as the designs are completed, work will start on site late this year.
- **Workforce Update:** Dennis Freeman-Wright leaves full time employment on March 31 and Trainee Facilities Officer interviews will be held on April 3. Dennis retained will be retained on a short term consultancy basis during the initial training period.
- **Standards and Guidance Updates:** BSEN15288 finally published: Part 1 Design, Part 2 Operation of Commercial Pools. WG8 (BSI working group) are developing a number of new/amended standards, specifically moveable floors and bulkheads. PWTAG: STA have withdrawn from PWTAG and the successful first council meeting was held at Swim England.

Health and Wellbeing

- **Water Wellbeing:** We currently have 10 sites delivering and seven sites planned to start throughout April.
- **Aquatic Activity for Health training:** Training began for three new tutors to deliver the Aquatic Activity for Health course. This will increase the Institute of Swimming's capacity to accelerate the number of leisure professionals who can deliver aquatic exercise referral opportunities across England. Blackburn training was held 21-22 March with eight attendees and Barnsley Leisure have confirmed 19-20 June. The AAfH qualification has now trained 124 sport/fitness instructors who are involved in GP referrals.
- **London Marathon Charitable Trust project:** 20 applications have been received from Community Leisure UK members for the second phase of the LMCT project. Applications are currently being reviewed with a meeting on 11 April to complete the selection process. The aim is to confirm the successful sites by April.

Insight

- **Disney:** In advance of this summer's launch of the Disney Partnership programme we have been using our Swimming Tracker to ask questions to the general public. Results will be used by both Disney's and our own communications team to aid press releases for June. Our tracker will also be used from June to track awareness and perceptions of the campaign, including behaviour change. We have commissioned a Mystery Shopping agency to conduct mystery shops at a selection Disney swim sessions, as well as exit interviews across some sites. The feedback will help Swim England, Disney, and the pool operators to ensure we're maximising sessions' potential.
- **Value of Swimming research:** We have commissioned Jump Projects to conduct this research on behalf of Swim England, exploring both the market and non-market value of swimming. Jump's previous clients have included DCMS, Sport England, The FA, Sported, and the National Citizen Service. The outputs will be ready over the summer, and we will be

working with our communications team to ensure the publication of the insights will have maximum exposure and impact.

People Development

In March the People Development team:

- Recruited for 10 roles (employed and volunteer), processing 380 applications. Engaged 13 casual workers and sent out 23 Swim England contracts for services. We also issued 111 new contracts for services for the Institute of Swimming, for the next two year cycle.
- Launched the competency framework during the SLT briefing and issued everyone with letters confirming the outcome of the 2019 Pay Review.
- Continued the planning for the Team Conference and Awards in May 2019, facilitating the judging of the awards.
- Continued organising training activities for our people, including; a project for our field based teams, Team Leader digital apprenticeship for our line managers and further presentation skills training as part of the academy.

Strategic Partnerships

- **Greater Manchester Swim Summit:** on 13 March the GM summit provided a unique opportunity for key partners and stakeholders to develop an aquatics action plan supporting GM Moving and the GM ambition to help two million people be active by 2025. Steve Parry facilitated the day with a variety of speakers and attendees had the chance to share ideas, challenge and discuss. With Strategic Partnership leadership the event was a real success and around 50 stakeholders attended.
- **Community Leisure UK Partnership:** A Learn to Swim Conference came together on 8 March in Birmingham specifically designed with Community Leisure UK (the UK membership organisation for community leisure trusts) member trusts needs in mind. There was a combined effort by various teams, led by Strategic Partnerships, who all delivered content. Water safety and workforce provision considerations were key topics. There was an equal number of new and unfamiliar faces with 45 attendees from 20 different community trusts engaging with the day.
- **Disney Update:** 255 pools signed up for Disney across 60 partners. The team have been supporting the Institute of Swimming to urge partners to activate their company accounts on the new Institute of Swimming booking website. Pool activators can then be signed up to the Disney Activator CPDs which will take place over the next couple of months.

Swim England Educator Training

- Final placements for **Dubai trainees** started on Friday 29 March. This marks the end of a very successful 12 month programme which has seen eight new international tutors trained.
- **Disney presenters** have been selected and a very successful train the trainer day took place alongside Disney staff on Wednesday 20 March.
- **2019 licencing period** is now live with over 90 applications received to date.

Swim England Events

- **Synchronised Swimming** National Age Group Championships (2-3 March) were delivered at the Manchester Aquatics Centre. Entries for the National Championships (27-28 April) closed with a total of 97 entries received for all routines.
- **Water Polo** National Age Group Championships U17 & U19 qualification rounds are complete. Finals will take place 13-14 April.

Volunteering and Pathways

- The official Swim England Masters Facebook group is live and this is the forum which we will use to engage the Masters community on a wide range of subjects.
- The Water Polo NAGS continue. The pilot for the Level 3 Senior Coach has been approved and will commence at the end of the summer.
- The Volunteering Focus Areas of Empowerment, Recruitment, Training, Retention and Ownership have been presented to SOC.
- The launch of Synchro City South West was held at Hengrove to a wide ranging audience. The launch was well received with good media coverage.

Please contact sian.breen@swimming.org with any enquiries and for further details.

Amateur Swimming Association (Swim England) Limited Board Minutes

26 March 2019

SportPark, Loughborough

Present:

Mike Farrar (Chair)
Keith Ashton
Neil Booth
Ali Breadon
David Flack
Caroline Green

Sarah Gregory
Brian Havill
Ian Mackenzie
Jane Nickerson
Bernard Simkins
Sue Smith

Officers in attendance:

Richard Barnes - Director of Legal and Company Secretary
Siân Breen - Senior Administration Officer

Min
No:

1. **Welcome**
The Chair welcomed everyone to the meeting.
2. **Apologies**
None
3. **Declarations of interest**
None
4. **Minutes of the meeting of the Board of Amateur Swimming Association (Swim England) Limited held 30 January 2019**
The minutes were agreed as an accurate record of the meeting.
5. **Review of actions arising from the meeting held on 30 January 2019**
Min 9: JMN noted that George Wood (Sport Development Director) was involved in investigations into the possibility of a Water Polo Commonwealth Games (CMG) competition. Clarification was provided that Water Polo was not automatically included in the CMG and as such organisation of a competition would be outside the remit of the CMG committee.

Min 12: KA outlined that the Facilities Group had discussed areas of focus for the Board at their last meeting, with recognition that any propositions should be informed by the Board's strategy. There would be further work in the upcoming months to

establish whether initial suggestions would be the most suitable for the Board to focus on.

Action: Following further consideration by the Facilities Group, KA to present three areas of focus for the Board

It was noted that composition of the Group would be dependent on desired outcomes, with different individuals required as influencers compared to those who would undertake delivery actions.

6. **Confirmation of decisions made by email**

None

7. **Chair's report**

The Chairman noted that recent meetings with the Regional Chairs were generating honest and constructive conversations which would help inform future decisions.

In order to ensure the maximum effectiveness of the Board, the Chairman proposed the collation of comments from Directors' appraisals in order to determine whether the time and efforts if the Board is being focused in the best way. Consideration was also given to the need for a session to consider whether Directors' skillsets were being utilised in the most efficient manner.

Action: MF to set up session to ensure alignment of Directors' skillsets.

Following a discussion regarding membership fees (including for Cat One members) it was noted that a membership review is currently ongoing. As part of this an offer beyond club membership is being considered. The Chair requested an update on progress at the next meeting, recognising that work would still be taking place.

Action: George Wood and Emma Griffin to provide progress update on the membership review project.

8. **CEO's report**

There was discussion on the report format and the CEO agreed to include KPI updates that were particularly pertinent to the Board. Regular progress reports were also requested from Commercial and Marketing.

Action: JMN to update CEO report to include pertinent KPI and Commercial and Marketing updates.

Further discussion took place on the following points of the report:

- Swim Group: Legacy from Major events – it was noted that learning from London 2012 should be incorporated.
- Transgender: the issue of changing facilities were recognised as affecting all sports with direction and guidance consequently expected from Sport England. Once received this will be reviewed to ensure it is appropriate for Swim England to adopt.

Action: JMN to provide an update at next board meeting on any action taken following receipt of guidance from Sport England.

With regards to competitions, it was noted that the IOC have guidelines for sport organisations and Swim England has a trans competitor policy.

NB provided an update on the certificate of swimming disability which is being redrafted to cover medical and faith exemptions from the swimwear requirements.

9. **Committee/Working Group Reports**

9.1 **Sport Operations Committee**

NB outlined the key areas of discussion from the meeting:

- Research into the relationship between clubs and operators had identified some common themes which required attention.

- Plans to increase levels of club affiliation by making six elements of SwimMark compulsory was to be taken to the Regional chairs for consideration.
- The Synchro Management Group are considering the merits and timing of phasing in broader recognition of 'artistic', recognising the need to liaise with the other home countries and British Swimming. It was noted that Swim England Regulations include the word 'artistic'. Canada and Russia are understood to be the only countries that haven't currently adopted the name.
- It was noted that there are some issues within one of the disciplines. SOC and the executive are drawing up short and medium term plans to address these and an update will be provided at the May meeting.

9.2 **ARP**

AB informed the board that a change to the Group structure, with Swim England Events amalgamating into Swim England Trading Limited, had been supported by the committee. This was approved by the Board.

The levels of reserves were a key discussion point at the meeting and the liquidity of assets will be reviewed again at the August meeting. The CFO confirmed there is no current short term risk regarding satisfactory levels of liquid assets but work on a policy will be required.

AB noted the fantastic work of the finance team which produced clean audit reports.

The committee recognised that Board Directors should be completing fit and proper forms annually and as such these were distributed for sign off during the meeting.

The financial statements were approved and RB, MF and BWH were authorised to sign on behalf of the Board.

9.3 **Swim England Trading**

DF updated on the following points:

- February sales report showed like for like figures were ahead and the statutory accounts were approved.
- Graphics were viewed in an update on the development of the interactive app and it was agreed that further work is required around branding.
- Despite 3% price increases there had been no loss in custom.
- The warehouse has received the first of three waves of Disney stock, which includes water toys, signage and decoration.
- A business plan will be created for the next couple of years.

The board agreed that BS should be appointed to the Swim England Trading board.

The CEO asked the board to reflect on the relationship with British Swimming through the TYR deal. The impact of restrictions on merchandising as a result of the contract were raised and it was agreed that Swim England should be in a position to capitalise on opportunities. It was recognised that this would need to be considered in conjunction with the desire to encourage capital for all parties.

9.3 **Institute of Swimming**

IM provided updates on the following:

- Statutory accounts were approved and the 2019 accounts (including January and February) demonstrated a positive start to the year.
- 22 courses will be taking place to upskill teachers in relation to the Disney programme.

- There has been good progression with the development of qualifications and CPDs.
- Two new partnerships have been agreed.
- International business is increasing with work having been undertaken with Malta. It was noted that the greatest quantifiable impact would be seen in award sales.
- Blended learning is proving popular, especially with coaches – many of whom are volunteers who find these courses easier to integrate into their schedules.
- Development of a dashboard for volunteers to access all relevant areas from one screen is ongoing and work is required on integration with the current system.
- The new website is proving successful with 3500 transactions having already taken place.
- It is expected that profit margins for the teacher's recruitment academy will be built gradually, although knock on impacts such as the increase in Institute of Swimming members will be more immediate.

10. **CFO's Report**

The CFO explained that the profits shown in the accounts to December 2018 were a direct consequence of the change to the year end. Similar figures will therefore not be seen in the following year as expenditure will rise by one third.

Action: BWH to ensure the year-end issue is noted and recognised appropriately so that it is clear when the reverse consequences of the timing issue occur next year, this is also understood.

Action: BWH to investigate the potential of claiming research and development tax credits.

The one page summary on SEQ/STA was welcomed and it was agreed that equivalent reports would come to future Board meetings.

11. **Container Pools**

The CEO confirmed that partners have been sought for the running of container pools and there are currently three tenders. Success will be measured in the number of children taken through the programme that would otherwise miss the opportunity to learn to swim.

Action: confirmation on queries raised at previous meeting to be provided by JG/JMN.

12. **Any Other Business**

SS stated that there was no report from the strategic partnerships group as they are currently in the process of reviewing their terms of reference to determine their remit and focus.

Action: BWH to circulate finalised copy of the gender pay gap report to REMCOM.

It was noted that the #LoveSwimming campaign were finalists for a Sport and Business Awards, in the Best Sports Governing Body Initiative category, with the announcements of the winners in May.

All directors were encouraged to attend the Swim England Staff Awards in May.

13. **Dates of future meetings**

21 May – apologies from Ian Mackenzie and Ali Breadon.

Swim England Sport Operations Committee

Minutes of the meeting held 12 March 2019

SportPark, Loughborough

Draft minutes subject to approval at the next meeting

Present:	Neil Booth Ian Mackenzie Sue Smith Emma Griffin George Wood Damian Stevenson Jon Glenn John Hidle Pippa Jones	Chairman Board Director Board Director Operations Director Sports Development Director Insight and Partnerships Director Learn to Swim & Workforce Director Regional Chairs Representative Swim England Member
Staff:	Ali Sibcy-Allen Claire Coleman Jon Keating	Senior Administration Officer Head of Pathways and Volunteering, item 2.2 Club Development Director, from item 3.1

Min No:

1. Standing Items

1.1 Chairman's welcome

The Chairman welcomed the group.

1.2 Apologies

James Boucher – Swim England Member

Alex Harrison – Swim England Member

1.3 Declarations of Interest

Ian Mackenzie – National Swimming League, Institute of Swimming

2. Items for Decision

2.1 Policy Review – Appointment of the Jury of Appeal at Swim England events

The policy was accepted with recognition that much of the content is already being implemented by numerous counties and regions. It was discussed whether the panel members would be able to operate remotely, as they should not be watching the events to remain impartial. This concluded with the view that currently panel members need to be on site but it could be considered in the future.

Training for Jury members was discussed as there is currently a lack of training available with a request for this to be built into the programme.

It was agreed the implementation date for the policy would be no earlier than 1 September as juries are either planned or already in place for the summer

events. This would also enable training resources to be developed and communication to be distributed to the relevant individuals.

It was queried whether an EIA needed to be completed for the policy or whether an abridged version could be used instead. EG advised she would liaise with People Development and report back.

The discussion continued to consider whether it would be beneficial for SOC to review all policies that are applicable to the sport. It was agreed that policies with fundamental changes are submitted to SOC as procedure and other policies relating to the sport would also benefit from this review. EG agreed to distribute the schedule for policy updates to SOC.

2.2

Focus areas of volunteering

The Head of Volunteering and Pathways (HVP) joined the meeting for item 2.2.

The HVP presented an overview of the proposed Swim England volunteer approach, including the five focus areas:

- Empowerment
- Recruitment
- Training
- Retention
- Ownership

The HVP advised that the document will include a number of images and infographics with work being done to ensure that these are appropriate and reflective of the roles. Agreement was given that the document needs to be relatable for members to ensure it was usable. It was also advised that volunteer coordinators are going to be recruited to help embed the advice at all levels from club, county and region through to national. Recognition was provided that unless there is buy in at all levels it would be a huge challenge to deliver, and that the volunteer coordinators would be key in helping with this.

The HVP asked for SOC to provide feedback on the content and agreed to submit the designed document prior to implementation for final recommendations. The discussion continued to query the budget for the proposal with confirmation provided that the resource was going to be available electronically and that the Sport England funding would cover any costs.

Further information was provided relating to the future progress for the approach with confirmation that this resource was step one and plans are in place to build upon this. The support provided to volunteers was further deliberated with the HVP providing details of the plans in place and the considerations surrounding these.

3.

Items for Discussion

The Club Development Director joined for the remainder of the meeting.

3.1

Actions arising from previous meeting

3.1.1

Athlete voices: Advised that BS have a group to consult as necessary but no formal panel. Confirmation that SOC would like to have a formal panel to consult as this will help to build relationships with SE athletes. EG to scope TORs and investigate cross-discipline membership.

3.1.2

Discipline management groups: reminder about setting an annual plan for their meetings.

- 3.1.3 Discipline 'summit': Potential meeting dates to be circulated, including the night before the AGM.
- 3.1.4 Masters Membership Review: consideration to be given to the timing of the review.

3.2 **Local level customer satisfaction survey**

Further information was provided on the no cost pilot approach to the Net Promoter Score programme. The first element is due to be ran during a Regional Age Group Championships in May, followed by the second element being ran from September onwards in clubs.

The SOC members suggested that the questions need to be considered further to ensure they are suitable and phrased appropriately. DS confirmed that the questionnaire had developed since the briefing paper and advised a more current questionnaire will be circulated.

Advice was given that the results of the questionnaire need to influence local level delivery before influencing upwards. DS agreed that the full costs of the programme will be brought back to SOC at a later date once the programme roll out is better known.

3.3 **Relationship between clubs and operators**

Details on the progress so far was provided, highlighting that the initial idea to have both operators and clubs in the same room was not possible. Following the recruitment of an independent facilitator the format for the initial engagement with the parties changed to individual interviews, which have now been completed. GW and DS have met with the facilitator to discuss the outcome and confirmed that there is desire from both the operators and clubs for SE to intervene and a proposed timetable of activities and timelines have been suggested. Agreement was given to share these results with the operators and clubs who were involved.

It was queried whether the guidance framework should be developed as described. Confirmation was given that the document could be produced internally but that it would be beneficial to keep an external facilitator, as they are seen as independent of SE and impartial. The associated cost was considered and confirmed as being available from current budgets. A request for Local Authorities to be involved was tabled with this being fully accepted with the caveat that the most suitable people, who had a good understanding of sport and leisure and decision making capability, were spoken to.

It was suggested that when the advice is launched it could be beneficial to host seminars within the counties for clubs and operators, using the framework as a base to shape discussions. These would also provide an opportunity to show examples of both good and bad practice liaisons.

It was agreed that SOC are happy for the proposal to move forward on a stage by stage basis and that by the next meeting, stage one will be completed as a minimum.

SOC were asked to forward any thoughts on how to get the counties / regions involved to GW and DS.

3.4 **Club survey results**

The Club Development Director (CDD) presented the headlines of the club survey results, with guidance given that some of the results cannot be drilled

down and investigated further. Questions were raised as to whether the right people within the clubs were completing the survey and if they had all the information to be able to accurately respond.

The survey showed clubs engaged with SwimMark had a more favourable perception of Swim England and that responses correlated positively with current work programmes. It also identified that the potential challenges have not changed although the priority order of these may have done.

Moving forwards it was suggested that the overarching question needs to be fully confirmed and the supporting questions need to be asked consistently. It was also suggested that obtaining rolling feedback following engagement with a club may help to provide more accurate data, as the relevant people will be automatically contacted. Additionally, it was proposed that SE need to promote and celebrate what is being delivered to highlight what support is, and can be, provided so more club members are aware. Further, the reasoning behind areas of dissatisfaction need to be identified along with measures to rectify these.

3.5

Stronger affiliation

Currently, c. 55% of clubs have SwimMark and it is likely that Sport England will be encouraging NGBs to have affiliation requirements for all clubs. This will require 45% (approx. 45-50,000 members) of clubs to submit additional documentation annually.

The CDD presented the recommendation to remove the following six elements from SwimMark and make them compulsory for all affiliated clubs to complete:

- Club Constitution
- Risk Assessments
- Club Personnel Record
- Sample of Safeguarding Certificates
- Welfare Officer Statement
- Club Chair Statement

The resource required to make these items compulsory was discussed and confirmation provided that clubs will be able to upload using the SwimMark system and that support from the regional officers may be required.

SOC agreed with the proposal in principle but requested timescales and a strategy to engage with the clubs the proposal will impact upon. It was noted that many of these clubs could potentially cease and SE would need to ensure that displaced swimmers could be accommodated in affiliated clubs as there is a risk most swimmers in these clubs would be category one members who could just leave the sport.

The CDD advised that the next step for the proposal was to engage with the Regional Chairs at their next meeting.

4.

4.1

Items to note

Discipline representative updates

It was advised that progress is being made within all of the disciplines and that any issues have been raised with the relevant people.

- 4.2 **Update on management group Terms of Reference process**
The group were advised that a considerable amount of work is being completed to standardise the TORs across the Discipline Management Groups as well as ensuring they are fit for purpose.

Once the first draft has been finalised they will be circulated to both SOC and the Discipline Management Group Chairs. Further information pertaining to the constitution of the group and their name was provided along with advising the framework for member roles and terms of office.

- 4.3 **Minutes of the meeting held 15 January 2019**
The minutes were agreed as an accurate record of the meeting.

- 4.4 **Minutes of the Swim England Board Meeting held 30 January**
No matters on the minutes were raised.

5. Any Other Business

- 5.1 It was reported that the Synchro Management Group are considering the merits and timing of phasing in the name 'artistic'. SOC requested for a proposal paper to be submitted. Claire Coleman to liaise with the Synchro Management Group.

- 5.2 Hall of Fame panel: Two SOC members are required to sit on the panel, neither can be staff and one must be a Board representative. Pippa Jones agreed and either Neil Booth or Sue Smith will fill the second role.

- 5.3 GW advised that the Membership Project will be coming back to the next meeting, followed by the Commercial Committee before going to the Board meeting in May.

6. Future Meeting Dates

Tuesday 7 May 2019

Tuesday 9 July 2019

Tuesday 27 August 2019

Tuesday 26 November 2019