

Swim England South East
Regional Management Board

Minutes of Meeting held on Tuesday 07 April 2020 on GoToMeeting

| | | |
|-----------------|---------------------|--------------|
| Present: | Roger Penfold (RFP) | Chairman |
| | George Adamson (GA) | Board Member |
| | John Davies (JD) | 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 |
| | Sara Todd (ST) | Board Member |

Also in attendance (non-voting):

| | |
|-------------------|------------------|
| Bryony Gibbs (BG) | Regional Manager |
|-------------------|------------------|

44 Apologies

Apologies had been received from:

William Long
Shelley Robinson

45 Ray Hedger

The Board held a minute's silence in memory of Ray Hedger who passed away on 11 March 2020. Ray was, amongst many other roles, a founding member of the Region, a member of the RMB and a Past President of both the Region and ASA.

Donations of £50 each are in the process of being made for the charities chosen by the family, Mencap and the Henley Royal Regatta Charitable Trust. The donations were agreed by the Board.

Action: BG

46 Minutes of the Meeting held on 09 March 2020

The minutes of the meeting held on 09 March were agreed as an accurate record.

Action: BG

47 Matters Arising

26 DISE Proposal – Item is on the agenda.

28 Regional Swimming Championships – This has been overtaken by the cancellation of all events due to COVID-19.

28 Vice President – The position of Vice President remains vacant.

28 Regional Management Board Vacancy – Although interest was received in the role, no applications were received.

28 Officials' Data – RFP to raise with Jane Nickerson at next Chairs meeting.

29 Annual Report 2019 – The report is now available on the website.

Landscape sheet –

17 Loans from Regions – It was noted that the Region had not yet paid this money to Swim England.

23 Regional Volunteer Awards – It was noted at the meeting of Regional Finance Managers that it is likely Swim England will cancel their awards this year.

Action: BG

48 COVID-19

1. General Update

The RMB has been updated on the actions being taken through a series of updates from RFP. The events being run by the Region have been cancelled up until the end of May or moved online where possible, e.g. workshops. Some events taking place in June have also already been cancelled. The website and social media are being regularly updated by BD and the Regional Staff. A copy of the Swim England Sports Development Directive's Action Plan and Task Force arrangements had been circulated ahead of the meeting.

2. To review the response received from Clubs to the survey & feedback from the Chairs' Forum

A summary of the responses received to date had been circulated ahead of the meeting. To date there had been 63 responses which was roughly around 33% of competitive clubs - a representative sample. Just under 50% of the responses came from clubs with over 200 members. It was noted that the majority of the responses to the survey had been received before details of the Government support for the self-employed had been announced. Once the survey closes, BD will send details broken down by County to BG for circulation to County Associations.

It was found of the responses received that a high percentage of medium size clubs were asking for financial support, with larger clubs mainly asking for online resources for their members. Online resources for Teaching/Coaching have been made available on the website and a link provided to reputable sources. There are also resources for online training, wellbeing and club resources for funding support. A Facebook group has also been set up and has 180 members for conversation and idea sharing.

A series of Chairs' Forums have been run, with two more booked for later in the month. Coaches' Forums have also been arranged and begin later in the week. One concern that has come through the Chairs' forum was the loss of younger club members, including Divers and Water Polo players. BD is looking into resources that clubs could use with core messages for social media and club websites and possibly some short films from swimmers on why they enjoy swimming.

Chairs that have attended the forums have been contacted asking if they would share information on what they have done within their own clubs, in confidence, with BD/KJ/BM to help with putting together some case studies.

Following discussion it was agreed that the Region would continue to supply online resources for clubs and members and signpost to other online resources. There may also be a follow up survey to see if the needs of clubs have changed given the further information that has now become available.

3. To review the key work areas for the RCDOs and CDOs

It was felt that there was both sufficient and valuable work that could be completed by the Regional Staff in the next few months to support the Region's Clubs. There was, therefore, no reason to put any employees on furlough.

49 Finance

A report had been circulated ahead of the meeting which gave a projection of where the Region's budget may end up, given the events that had been cancelled. The end position is only slightly better than it would have been, had all events gone ahead. It assumes that events will go ahead from around September onwards.

The Finance Group felt that:

1. It was not practical for the Region to offer any financial assistance to clubs.
2. The Region could best assist the Clubs by providing as much advice and information as possible as to sources of assistance available to them and supporting them via the RCDOs and the Regional Manager.
3. The constant communication already started by Brian Deval should be sustained.
4. The Region should continue to plan activities, so that we can be up and running as soon as restrictions are lifted.
5. The current situation with Sponsorship was also discussed, and the Group felt that it would be inappropriate to seek payment presently.

The proposals of the Finance Sub Group were agreed unanimously by the Board.

Action: BG

50 Incorporation

The tender document was agreed. It was noted that a reference to the Regional staff should be added.

Action: RFP

51 Annual Council Meeting 2020

The decision taken by the Chairman to postpone the Regional Annual Council Meeting that would have been due to take place on 07 April was ratified by the Board.

52 Membership of Amateur Swimming Association (Swim England) Ltd

Following the passing of Ray Hedger, who was one of the members of the company, the Region should appoint a new member of the company. Usually this would be advertised. However, at the current time, it was felt unlikely that there would be any interest in the position. George Adamson has offered to undertake the role. It was agreed that George Adamson would be appointed as a member of the company.

It was understood that the only activity was likely to be a postal vote to postpone the Annual Council Meeting. It was agreed that RFP would get in touch with Janet Hedger ahead of this taking place, as she was also a member of the Company.

Action: RFP

53 Swim England Club Leadership Group

The Regional Chair has been asked to approve a representative to sit on the new Swim England Club Leadership Group. This replaces the old Swim21/SwimMark panel which John Davies has represented the Region on. John Davies and Alan Lewis both expressed interest in this position. RMB members will vote by e-mail to BG.

Action: All / BG

54 DiSE & Regional Talent Officer Proposal

Following the last RMB, meeting the Development Group had reviewed the proposal for the Regional Talent Officer which had been presented by Grant Robins and Mike Parker. The recommendation of the Development Group was that the Region does not contribute to the Regional Talent Officer role. Athletes who are on the DiSE programme would still be supported.

The proposal not to contribute financially to the proposed Regional Talent Officer role was agreed unanimously.

Action: RFP

55 Employment Matters

Appraisals should have been completed by 31 March, but information has still not been received from People Development. BG to follow up with People Development to obtain required information for the new appraisal system and how these meetings should now be completed.

CJ confirmed that Ben McDonald has successfully completed his probation period.

Action: BG

56 Affiliations & Resignations

New Affiliations

Oxford Brookes University SC (ONB)

Suspended Clubs (published list as of 23rd March)

Eastbourne College

Southampton University WPC

Sussex Seahawks Swim Team

It was noted that both Eastbourne College and Southampton University will now be physically closed as a result of the Covid-19 pandemic, so these suspensions are unlikely to be resolved until they reopen in September.

Action: BG

57 Swim England Regional Chairs' Meeting Minutes – 27 March

Official notes from Jane Nickerson and RFP's confidential notes had been circulated. It was noted that there is a lot of work going on nationally that the membership is unaware of, as it is not being communicated. RFP should soon receive a copy of the communications plan which will be circulated, when available. The next meeting of Regional Chairs will take place on Tuesday 14 April.

Action: RFP

58 Swim England Sports Operation Committee Minutes

Minutes from the meeting on 03 March were noted.

59 Correspondence

Brian Havill – The number of Members of the Members' Forum.

Brian Havill had presented at the Chairs meeting in early March a revision to the number of Members of the Company. It was noted that any system used would still result in the South East having the largest number of members and no objections were raised to the concept of the revised model.

60 AOB

None received.

61 Date of Next Meeting

Monday 11 May, GoToMeeting

The meeting was closed at 20.40

Regional Management Board

A meeting of the Regional Management Board will be held on Tuesday 07 April 2020 on GoToMeeting 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 09 March 2020 <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. | COVID-19 - General Update - To review the response received from Clubs to the survey & feedback from Chairs Forum - To review the key work areas for the RCDOs and CDOs | 1920 RFP (enc) BD JD (enc) |
| 5. | Finance - To review the anticipated financial impact of COVID-19 and possible relief for clubs | RGP 1945 To Follow |
| 6. | Incorporation - To agree the tender document for hiring consultants | RFP 1955 Enclosed |
| 7. | Annual Council Meeting 2020 - To ratify decision to cancel the Regional ACM | RFP 2000 |
| 8. | Membership of Amateur Swimming Association (Swim England) Ltd - Appointment of Regional Member | RFP 2005 |
| 9. | Swim England Club Leadership Group - To nominate a Regional Representative | RFP 2010 |
| 10. | DISE & Regional Talent Officer Proposal | JD 2015 Enclosed |

Items for Discussion / Information

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|-----|--|---------|
| 11. | Employment Matters | CJ 2020 |
| 12. | Affiliations & Resignations | 2025 |
| | 12.1 New Affiliations Oxford Brookes University SC (ONB) | |
| | 12.2 Resignations None | |
| | 12.3 Enquiries Ascot Royals (BSB) – Constitution being checked Chiltern Swimming League (ONB) - Charterhouse School (Surrey) Sunflower SC Oxford High School (ONB) Synchronised SC in Maidenhead (name TBC) (BSB) Tuff Fitty Triathlon Club (Sussex) iSWIM Brighton (Sussex) | |
| | 12.4 Transfers None | |
| | 12.5 Change of Name None | |

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|-----|--|----------------------|
| 13. | Swim England Regional Chairs Meeting The review the notes from the Regional Chairs meeting held on 27 March 2020. | RFP 2030 Enclosed |
| 14. | Swim England Sports Operations Committee Minutes The review the minutes of the Sports Operation Committee meeting held on 03 March 2020. | RFP 2035 Enclosed |
| 15. | Correspondence Brian Havill – The number of Members of the Members' Forum | RFP 2040 Enclosed |
| 16. | AOB <i>24 hours notice required</i> | RFP 2045 |
| 17. | Date of Next Meeting Monday 11 May, GoToMeeting | RFP 2050 |

Swim England South East
Regional Management Board

Minutes of Meeting held on Monday 09 March 2020 at Guildford Spectrum Leisure Centre

| | | |
|-----------------|--------------------------|--------------|
| Present: | Roger Penfold (RFP) | Chairman |
| | George Adamson (GA) | Board Member |
| | John Davies (JD) | Board Member |
| | Brian Deval (BD) | Board Member |
| | Alan Lewis (AL) | Board Member |
| | William Long (WL) online | 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 Manager |
| Kristie Jarrett (KJ) | Regional Club Development Officer |
| Ben McDonald (BM) | Regional Club Development Officer |
| Grant Robins | Head of Talent - Swimming |
| Mike Parker | National Talent Officer - Swimming |

25 Apologies

Apologies had been received from:

Carys Jones
Mike Lambert
Chris Lee
Terry Norris

26 DISE Proposal

Grant Robins talked through the DISE proposal and the additional areas of work that the proposed additional talent officer post might cover. The post would support 10-15 athletes on the DISE programme and could support additional areas of work. It was confirmed that there were currently 118 athletes on the DISE programme for speed swimming across the country: Grant Robins will confirm the number of athletes within the Region. It was confirmed that the proposal would only support speed swimming. Other disciplines participated in the DISE programme, with approximately 180 athletes across the country.

It was agreed that the Development Group would discuss the proposal and report back at the next meeting.

Grant Robins and Mike Parker were thanked for their attendance.

Action: Development Group

27 Minutes of the Meeting held on 06 February 2020

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

Action: BG

28 Matters Arising

3 Regional Swimming Championships – Since the meeting, a complaint had been sent to Swim England in regard to the decision for some sessions of the Regional Championships to be run on a school day. A reply had been sent to Tom Baster (Discipline Leadership Group) in line with the Board's decision and no further response had been received. This matter was also raised at the Regional Chairs' meeting, with a proposal from Barry Saunders, which a majority of regional chairs had supported, for future regional championships not to be held in normal school time: the Chairman reported that he had voted against it.

A paper had been circulated to Board Members from Mike Lambert, outlining options for the future, earlier in the day.

8 Appointment of Vice President – The position of Vice President remains vacant.

9 Regional Management Board Vacancy – Interest has been received in the vacancy, the closing date being 31 March.

12 Affiliation Criteria – It was noted that Swim England are reviewing this process.

14 Harold Fern & AH Turner Awards – A nomination had been submitted to Swim England.

17 Constitutions – RFP to pursue issue of template constitutions for leagues, schools and universities.

23 Officials Data – The issue regarding Officials Data had been raised at the Chairs' meeting and is being looked into by Jane Nickerson.

Landscape sheet –

17 Finance – Bank Accounts. It was agreed BG should proceed with the Nationwide 95 Day Business Saving Account.

Action: BG

18 Regional Trophies – CL has begun work on this.

29 Annual Report 2019

A copy of the report had been circulated by email. Any comments were requested by email by Thursday 12th March. It was noted that the Development report had been amended.

Action: BD

30 Finance

The draft accounts for the period ending 31 December were agreed subject to typing errors being corrected. BG to request updated version from Charterhouse.

Action: BG

31 Annual Council Meeting 2020

The Board approved and confirmed the actions of the Chairman, to appoint the Regional Manager as the person to receive notices of motion etc. for the ACM.

The motion regarding the timetable for Annual and Special Council Meetings was agreed as;

Notices of motion and nominations for office – by 28 days before the meeting;

Despatch of agenda – by 21 days before the meeting;

Receipt of amendments to motions – by 14 days before the meeting;

Despatch of list of amendments – by 7 days before the meeting.

It was also noted that article 9.1 of the constitution should also be amended as noted in the matters arising and discussed at the meeting on 08.10.2019.

Action: RFP/BG

32 Membership of Amateur Swimming Association (Swim England) Ltd

It was agreed to extend the office of the Members of Amateur Swimming Association (Swim England) Ltd to the Annual Council Meeting in 2021. It was noted that anyone who is unable to attend the Swim England ACM can send a substitute or vote by proxy.

Action: RFP

33 Regional President's Chain & Vice President's Badge

BD had made enquiries around updating the President's Chain and Vice President's badge. It was noted that the cost would be in excess of £1000. Two alternative suppliers (WH Derby & Thomas Fattorini Ltd) were suggested. It was agreed that BD would investigate further and report back at the next meeting.

Action: BD

34 Regional Volunteer Awards

It was confirmed that the National awards are planned to take place in November in Birmingham. In previous years the Regional awards ceremony has been run with the ACM however the change of ACM date means this will not be possible. It was agreed that BD and CL would look at the options available and report back.

Action: BD / CL

35 Coronavirus Mitigation

A paper had been circulated ahead of the meeting regarding the Regional Swimming Championships. It was noted that there are a number of other events within other disciplines taking place in the coming months.

Following discussion it was agreed that the Region would plan to go ahead with events unless the directive from Swim England or Government changed. Discipline managers/groups were authorised to cancel or postpone events, pending advice from the Government or the NGB. Information from Swim England and Government would continue to be reviewed regularly. It was agreed that BD would build a page on the website with all the latest information including event status for all Regional competitions. BG to send details of all events to BD.

Action: BD / BG

36 Employment Matters

No update was available. Appraisals for all staff will take place once further information has been received from People Development.

Action: BG / RFP

37 Affiliations & Resignations

Resignations

Abingdon Swimming Club
Didcot SC
Sevenoaks Tri Swim Club

Suspended Clubs

Eastbourne College
Petworth SC
Southampton University WPC

Sussex Seahawks Swim Team

38 Swim England Sports Operation Committee Minutes

Minutes from the meetings on 14 January and 03 March were unable to be located.

39 Regional Chairs' Meeting Minutes

The minutes of the meeting were noted.

4.11 Incorporation. It was noted that Regions are moving towards incorporation at various paces. London are going out to tender, RFP is waiting on further information.

10.3 Regional Swimming Championships being held on a school day was discussed under Matters Arising.

4.5 It was noted that the Swim England ACM will start at midday and the workshops following. Given the later start, it was agreed that there would be no need for delegates to stay on the Friday evening.

5 A presentation on Para Swimming was given which looked at the competition pathway. It was noted that a course had taken place for technical classifiers, in Dumfries with only 3 candidates, one of whom withdrew.

7.2 It was noted that a review of the Judicial system will take place, and regional chairs will be included in this process, once it commences.

RFP will circulate his notes from the meeting.

Action: RFP

40 Swim England Online Annual Report

The Swim England Online Annual Report was noted.

41 Correspondence

Coronavirus – Swim England

The communication from Swim England was noted.

Artistic Swimming – Swim England

The communication from Swim England was noted.

42 AOB

None received.

43 Date of Next Meeting

Tuesday 07 April, Annual Council Meeting & RMB Meeting, Holiday Inn Guildford

The meeting was closed at 21.02

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 01 April 2020

| | 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 | 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</i> |
| 4 | Schools Constitution Template used to Schools Constitutions needs to be reviewed and updated. | 24.02.19 Min 33 | RGP/BG | <i>In Progress</i> |
| 5 | 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 raise at Chairmen's meeting. A note will be included in the September newsletter encouraging people to ensure that their contact details are up to date. | 21.03.19 Min 41 | RFP / BD | |
| 6 | Finance 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. | 21.03.19 Min 42 | BG | <i>In progress</i> |
| 7 | 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. | 21.03.19 Min 46 | RFP / BG | <i>In Progress – working party in place.</i> |
| 8 | Regional Funding Policies It was acknowledged that there may be a need for additional support, particularly in the minor disciplines. It was agreed that this subject should | 09.05.19 Min 61 | BG | |

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|----|--|---------------------|----------------------------|--------------------------------|
| | be discussed with the Discipline Managers at the November meeting. | | | |
| 9 | <p>Date of ACM 2020 Following discussion it was agreed to hold the Annual Council Meeting in 2020 on either 18/19 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).</p> <p>It was also agreed to propose a rule change to allow a virtual meeting in future.</p> | 09.05.19 Min 63 | BG | <i>ACM Postponed.</i> |
| 10 | <p>Stronger Affiliation Discussion took place around Stronger Affiliation and the potential suspension of clubs for non-compliance. The need for a route of appeal was discussed. RFP will explore if the Region currently delegates the responsibility to revoke membership to Swim England or if it is the Region's responsibility and what the route of appeal is, or will be.</p> | 12.06.19 Min 97 | RFP | |
| 11 | <p>Para Swimming – START It was agreed that the Board would support the additional £1800 of funding requested to support the Para Swimming START programme. The Finance Group to decide if this should come from the Inclusion Funding or if the Budget for 2019/20 should be amended to include this.</p> | 09.07.19 Min 109 | RGP / Finance Sub Group | |
| 12 | <p>Vice President No nominations had been received for the role of Vice President. Council will be asked to authorise the Regional Management Board to arrange the appointment of the Vice President. BD to add information to the newsletter and social media after the ACM has taken place.</p> | 09.09.19 Min 118 | BD | <i>In Progress</i> |
| 13 | <p>Regional Constitution 9.1 Officers. This item should be amended at the April 2020 ACM.</p> | 08.10.19 Min 143 | RFP | <i>ACM Postponed</i> |
| 14 | <p>Crawley Facilities An issue was raised by BD regarding facility hire at K2 Crawley. There are issues with the standard hire agreement which mean that this does not comply with Wavepower. There are also issues surrounding the Operating Procedure which the centre is required to share with the hirer, however currently will not do so due to confidentiality. BD to send details on to BG so that the Discipline Managers can be made aware.</p> <p>As this issue is with Everyone Active, who is a preferred operator of Swim England these issues should be raised with Partnerships, Facilities and the Clubs Team to be addressed.</p> | 08.10.19 Min 146 | BD / BG | |
| 15 | <p>Finance - Bank Accounts</p> | 29.11.19 | RGP/Finance Sub | <i>Application in progress</i> |

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|----|--|---------------------|-----------------|--------------------|
| | The FSCS limit on protection of funding is £85k per bank. Due to this the Finance Sub Group recommended that the Region should open an additional account to ensure funds were protected. Due to the previous challenges with opening accounts it was proposed to open one building society account with £80k. This was agreed. | Min 164 | | 23.03.20 |
| 16 | Regional Trophies Following the Winter Swimming Championships the Swimming Trophies were in the process of going into a secure storage unit. They will be cleaned, photographed and any with hallmarks will also be weighed. It was noted the trophies currently stored in Bristol have insurance of £10k, ML has also put the same value in place for the Swimming Trophies. It was agreed that the Region would pay insurance for 6 months. A sub group would be formed consisting of CL, GA, ML, BD and one of the custodians to formulate a strategy on what the Region should do with the trophies going forward. | 29.11.19 Min 164 | CL, GA, ML & BD | <i>In Progress</i> |
| 17 | Loans from Regions The Finance Group recommended that the Region enters into an agreement with Swim England to make the loan, £40k was proposed. This was agreed unanimously. The option to lend more funds was discussed, to be checked with Brian Havill. It was agreed that the Region would lend Swim England up to £80k. | 29.11.19 Min 164 | RGP | |
| 18 | Volunteering BD will look to create a database of those interested in volunteering, it was noted it would be helpful if this could be used for all disciplines. The idea of a training session for volunteering was discussed. The need for succession planning was discussed. It was agreed BD would put together a paper for the next meeting. | 29.11.19 Min 167 | BD | |
| 19 | Athlete Contributions / Overseas Camps Agreed that the policy on athlete contributions would be reviewed. The need for a policy on overseas' camps will also be explored. | 06.02.20 Min 4 | | |
| 20 | Athlete Bursaries It was noted that in previous years only a small portion of the budget for supporting Channel Island Athletes to attend Regional Camps had been spent. However, there had been a large increase this year. This was due to athletes attending the Regional Water Polo Training. The criteria for this training will be discussed with Water Polo, in the first instance. | 06.02.20 Min 5 | RGP | |
| 21 | Constitutions RFP to pursue issue of template constitutions for leagues, schools and | 06.02.20 Min 17 | RFP | |

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|----|---|--------------------|-------|--|
| | universities. | | | |
| 22 | <p>Regional President's Chain & Vice President's Badge</p> <p>BD had made enquiries around updating the President's Chain and Vice President's badge. It was noted that the cost would be in excess of £1000. Two alternative suppliers (WH Derby & Thomas Fattorini Ltd) were suggested. It was agreed that BD would investigate further and report back at the next meeting.</p> | 09.03.20 Min 33 | BD | |
| 23 | <p>Regional Volunteer Awards</p> <p>It was confirmed that the National awards are planned to take place in November in Birmingham. In previous years the Regional awards ceremony has been run with the ACM however the change of ACM date means this will not be possible. It was agreed that BD and CL would look at the options available and report back.</p> | 09.03.20 Min 34 | BD/CL | |

Updated 01.04.2020 BG



Report on Development Activities planned for the next months

Purpose

To inform the RMB on the Development Work that has been carried out and is expected to be carried out over the next months.

Background

The Development Group meet six times a year. The RDOs and CDO provide a short report on the activities they have done and are planned to do during the next period. These activities are linked to the Regional Plan, which in turn links to the Regional Vision, Objectives, etc.

These reports, for the March Development Meeting are copied below. Activities that are shaded are not expected to be done in the next period.

Major Work during the next months

There is a lot of work to do during the 'shut-down'. It is seen as an opportunity to get the following done despite the lack of pools, no face-to-face meetings etc.

- Support to clubs: clubs are contacting the CDO and RDOs with issues, pointing to advice provided by Swim England.
- SwimMark: this is continuing. Around 24 clubs have a Health Check in June and another 24 September
- Stronger Affiliation: Swim England currently sticking to plan to complete by 31 December, (but see Ben's report below).
- On-line training for club coaches and volunteers: for example Safeguarding and Team Manager Training is being delivered on-line.

All activities will be using phone, email and Video Conferencing.

John Davies 1 April 2020

Kristie Jarrett - Regional Club Development Officer

Report March 2020

January 2020 – March 2020

Key Meetings/events/ Work areas

- SwimMark – Approving evidence, preparation and attendance at the regional panel meeting in March, 20 Health Checks and 5 new accreditations, taking us to 100 accredited clubs. No lapsed clubs.
- Recruitment of camp skills coaches for the Regional Pathway Camps and camp specialists.
- Administration work for the Swimming Off-Shore Camp to Luxembourg
- Coaches Forum attendance – paperwork – 27th February
- Attended Clubs Team Meeting – Loughborough – 5th March
- Supported Sussex with the arrangements for their development day workshops.
- Organisation of Club Safeguarding courses – 5 courses ran
- Organised the Time to Listen and regional safeguarding courses for the next 12 months.
- Ran a Stronger Affiliation Workshop for 10 clubs – January 29th

Key work areas for March – May

- Swim Mark – 28 Health checks, 2 full accreditations and 2 new clubs are working towards.
- Stronger Affiliation workshop – 8th April
- Attendance at the Regional age group champs and to run a parents talk – 9th May - cancelled
- Promote and run the regional pathway coaches conference 31st May – Leatherhead LC.- online 6th June
- Attend Surrey County meeting- 21st May
- Organise and attend the Coaches Forum – 12th May
- Selections for the pathway and open water camps 2020. – Open water camp cancelled – plan to run 2 of the 12 year old camps.
- Recruit TMs for all camps and more coaches for the open water camp – cancelled.
- Update the regional operational plan 2020.
- Contact clubs within Surrey and Hampshire regarding club constitutions – 29 clubs without up to date constitutions.
- Investigate the opportunity to send a regional OW team to the Midland Champs in July – Cancelled.
- Safeguarding courses – planning online training instead of face to face.
- Attendance at Chair and Coach forums to support and share best practice.

Ben McDonald - Regional Club Development Officer

Report March 2020

Most important meetings

- 13th January – SER induction meeting
- 20th January – Swim England Induction
- 21st January – SER Website training with Brian
- 22nd January – SwimMark Training
- 23rd January – SER Development meeting
- 29th January - Workshop on Stronger Affiliation
- 5th February – SER Masters meeting 1-2-1 with Glen
- 12th February – Para meeting with Martin Lee
- 25th February - SER Masters meeting 1-2-1 with Glen
- 26th February – SER Team meeting
- 26th February – SER Syncro meeting
- 29th February – SER Disability swimming meeting
- 5th March - National Development Meeting
- 8th March – SER Diving meeting

Main work areas

- Aquatic disciplines – Consistency
- Team manager course are booked up until May 2020
- Young volunteers Course
- Stronger Affiliation – I can give more up to date number at meeting

| | Clubs | Booked onto workshop (Wednesday 8th April 7-8pm) | No Reply to phone call or email | Positive contact or Submitted Constitution | Completed - Constitution |
|------|-------|--|---------------------------------------|--|---|
| Kent | 22 | 3 | 14 | 6 | 1 +(1 Not doing Stronger Affiliation) |
| ONB | 11 | 0 | 4 | 5 | 0 +(2 Not doing Stronger Affiliation) |

Key work areas for March – May

- Stronger Affiliation
- Develop a Young Volunteers programme to start September and further investigate the Youth Advisory Panel
- Ensure Diving/ Synchro/ Masters/ Para Swimming - are ready to restart when able to (with an up skilled workforce).

Rosa Gallop - Club Development Officer

Report February 2020 to May 2020

- Meetings/events/ Work areas

February 2020

- **Fairer Funding (London Mayor) – 3rd February 2020**
- Team meeting Loughborough – 5th February 2020
- Charterhouse School – Looking at setting up a Swimming Club – 6th February 2020
- Network meeting with Kent Synchro – 7th February 2020
- Meeting with proposed new Diving club – Medway Park – 11th February 2020
- Berks & South Bucks Executive meeting – Maidenhead – 12th February 2020
- Course Tutors planning next round of Coaching courses – 14th February 2020
- Meeting with proposed new synchro club in Maidenhead – 18th February 2020
- Meeting with RCDOs – Guildford – 26th February 2020
- Disability Forum – Guildford – 29th February 2020
- Organising Coach courses Level 1 and Level 2 – ongoing
- Work with Kristie on a plan to provide information to clubs on Stronger Affiliation
- Network Clubs – Swim Mark Accreditation. .

March 2020

- Safeguarding Course – Hart Centre – 1st March 2020
- Portsmouth Northsea – Mountbatten – 2nd March 2020
- Regional Panel – Guildford – 4th March 2020
- Team Meeting in Loughborough 5th March 2020
- Continue to work with Kristie and Ben on Stronger Affiliation- ongoing
- SEEDS Network Diving at Southampton with Alan Lewis and Ben – 8th March 2020
- Portsmouth University with Julie Bunn SW Workforce – Monday 9th March 2020
- Regional Development Committee – virtually – 12th March 2020
- Health & Welfare Swim England – 22nd January 2020
- Regional Club Development meeting – virtual – 12th March 2020
- Local Aquatic Network meeting – Portsmouth – 19th March 2020
- Disability Training Day – Cobham – 21st March 2020
- Regional Swimming Group – Guildford – 23rd March 2020
- SSK Network meeting – K2 -25th March 2020
- Thames Valley Network – Maidenhead – 30th March 2020

April 2020

- CDO Team meeting Loughborough – 1st April 2020
- Regional Water polo meeting – virtual – 6th April 2020
- Artistic 'Boys got Talent' Aldershot Garrison – 7th April 2020
- Regional ACM – Guildford – 7th April 2020
- Stronger Affiliation Workshop with Kristie – Virtual – 8th April 2020
- Tutor Coaches planning courses – Guildford – 9th April 2020
- Ali Noyce Swim England – Swim England Health & Wellbeing – Winchester – 20th April 2020

- Sport Directorate Day – Loughborough – 22 April 2020
- Berks & South Buck Committee – Maidenhead – 23rd April 2020
- Regionals K2 – 25 / 26th April 2020
- RCDO – Guildford – 29th April 2020

May 2020

- Youth Regional Championships – Wycombe - 1st May to 4th May 2020
- Team Meeting – Loughborough – 6th May 2020
- Regional Coach forum – Guildford – 12th May 2020
- Regional Development Group – 14th May 2020

During February and March 2020 I was on Annual leave due to me (19 days).

Club Leadership Group - Terms of Reference

Membership

- Chair
- 8 x Regional Representatives (not to include paid staff)
- 2 x Independent Members
- Sport Operations Committee Representative
- Internal Staff
 - Swim England Club Development Director (CDD)
 - Swim England Head of Volunteering & Pathways
 - Swim England Programme Manager

All members of the group are voting members.

Other roles can be proposed by the Chair (for consideration and approval by the Sport Operations Committee). Such roles will need to be defined and have role descriptions and will be subject to the same terms of service as set out in this document.

Specific Responsibilities

1. Contribute to the development of the annual Club Development implementation plan, which is written by the CDD and the Clubs Team in conjunction with the Club Leadership Chair.
2. The overarching responsibility of the Club Leadership Group is to ensure the plan is delivered and therefore regularly evaluate team progress against this plan.
3. On a needs basis, set out specific terms of reference for any sub-groups including role, requirements, membership recruitment process and terms of office (reflective of these Terms of Reference). This must be agreed by the Sport Operations Committee. Sub-groups that are not time bound must be annually reviewed.
4. Ensure a collaborative approach is adopted between the Leadership Group and the Swim England Regions to confirm national and regional work programmes
5. Use County, Regional and National insight to inform and develop plans in accordance with club needs. E.g. Club Survey, SwimMark information etc.
6. Provide final arbitration for the SwimMark programme and review any referrals received.
7. To discuss wider Club Development initiatives (across all regions) and raise any challenges and identify best practice

8. Make recommendations to the Sport Operations Committee in relation to required changes to club governance.
9. To discuss Swim England membership opportunities, specifically the Pathway of Learn to Swim participants into clubs, and club to club links. (Partnerships within the Sport)

Any implementation of decisions must respect the need to maintain the Swim England values and protect / enhance our reputation.

Budget

The annual implementation plan is a costed plan, the responsibility for which sits with the CDD.

The budget remains centrally controlled and is dependent on completion of activity. Any activity variation, which has budgetary implications, must be authorised by the Sports Development Director and Chair of the Sport Operations Committee.

Meetings

Meetings will be held four times per year i.e. March, June, September and December and will be subject to the following requirements:

- All meetings will be held face to face
- In September a dedicated implementation plan meeting must take place to fall in line with the Swim England planning calendar (and budgetary planning cycle)
- There is a requirement to attend a minimum of 75% of scheduled meetings.

Meeting dates shall be set by the group Chair and will be communicated prior to the start of each calendar year. Meetings will also be attended by the Club Development Administrator who will take minutes.

Reporting

The group reports to the Sport Operations Committee, via the SOC Liaison, who will highlight areas of progress and concern following each Club Leadership Group meeting.

Where the Leadership Group establishes a new sub group it is responsible for the ongoing monitoring and evaluation of the sub-groups activity.

Conflicts of Interest

The group must follow Swim England's Conflict of Interest policy at all times.

Completion of the Declarations of Interest must be completed by each member annually. The Club Development Administrator shall administer this process.

Resolutions and Voting

Meeting quorum is a minimum of 50% of the voting membership.

Decisions shall be taken by resolution and recorded in the minutes at which such a resolution is passed. Where a consensus cannot be agreed, the Chair must request a vote on a show of hands, determined by a simple majority. Each voting member shall have one vote.

Ordinarily the Chair will not have a vote, unless there is an even number of votes cast and a majority vote does not occur. In these instances, the Chair shall have a casting vote.

Confidentiality

The group members must not disclose non-public papers and discussions without prior consent of the Chair and the Chair of the Sport Operations Committee.

Members should not initiate media statements. If invited to comment the invitation should be referred to the Swim England communications team.

All members are required to complete the Swim England standard committee confidentiality agreement document and abide by its contents.

Papers

The meeting agenda, accreditation figures and any additional documentation will be circulated by email, to all group members, by the Swim England Club Development Administrator no later than five working days ahead of each meeting.

Hard copies shall be available on request.

A draft copy of the minutes will be approved by the Chair and circulated within seven days of a meeting to:

- Club Leadership Group
- Sport Operations Committee
- Regional Chairs
- SLT (and wider leadership team where appropriate)
- Chair of each Regional Club Development/SwimMark Group

Review of Terms of Reference

The group's terms of reference will be reviewed by the Sport Operations Committee at least annually.

Terms of Office

| Role | Maximum Term |
|---|--|
| Chair | 2 x four years |
| Regional Representation | 2 x four years |
| Independent Members | 2 x four years |
| Sport Operations Committee Representative | Whilst serving on the Sport Operations Committee |
| Club Development Director | Whilst in role |
| Head of Volunteering and Pathways | Whilst in role |
| Clubs Team Programme Manager | Whilst in role |

[Implantation guidance note: Where existing members have already served the maximum of eight years, a transition will be discussed].

Members can be removed by the Sport Operations Committee if they are not fulfilling the role satisfactorily.

Recruitment

All members of the group will be appointed through a Swim England led process.

The Sport Operations Committee will appoint the Chair and the SOC Liaison.

Regional representatives will be nominated by Regional Chairs and confirmed by the CLG Chair.

Independent Members will be recruited by the CLG Chair and Club Development Director subject to SOC approval.

An induction pack will be provided to each member. Signed receipt of this pack will be required, as will additional documentation listed below:

- Declarations of Interest
- Confidentially agreement
- Code of Conduct

Diploma in Sporting Excellence (DiSE) and Regional Talent Officers

Background

Swim England Talent are proposing that each Region has a Talent Officer who is half funded under the DiSE Scheme and half funded by the Region

Diploma in Sporting Excellence (DiSE) is a scheme for athletes at A-level age to achieve a qualification in sport management. For swimming, this has been running for several years, originally an apprentice scheme. For swimming athletes are chosen by Swim England from the Summer Nationals. They can be across all disciplines. The scheme provides funding for four full-time officers funded by the Department of Education to support the athletes in their home training environment and a training camp.

Swim England Talent is proposing that the number of officers is increased to eight so they can work one per Region and they do the work for DiSE and also work in the Region with clubs as a Regional Talent Officer. The Region would pay to cover half the cost of the officer, the rest would be from the Department of Education.

Grant Robins and Mike Parker attended the RMB on Monday 9 March to discuss the proposal and the Development Group were asked to consider it at their meeting on 12 March and propose a way forward. The DiSE scheme will continue whether the Region part funds the officer or not and athletes from the Region will still be invited to join the scheme.

Proposal

The Development group recommends that the Region does not fund the Regional Talent Officer role.

Discussion and Findings

The current work of RDOs and CDO is based on:

- Stronger Affiliation
- SwimMark
- Networks
- Working with clubs on Swim England Membership Projects
- Club Visits
- Swimming Conference
- Organisation of Coaches training workshops
- Liaison with Counties for Pathway Swimming Camps
- Regional Swimming Talent Camps organisation
- Regional Swimming Off-shore Camps organisation
- Liaison with County Chairmen and Committees
- Liaison with RMB and
- Support for Discipline Groups
- Support for Coaches Forum

In addition, the Region supports

- Coach mentoring for Swimming Coaches
- Safeguarding courses
- Bursaries for Coaches Training courses
- Bursaries for Channel Island athletes

Proposed work of Regional Talent Officer

Grant identified by the following:

- Swimming Conference
- Coaches training workshops
- Regional Swimming Talent Camps
- Regional Swimming Off-shore Camps
- Club Visits

Group Discussion

The first five areas covered by CDO/RDOs. They are directly supporting Swim England Clubs Group lead by Jon Keating. Grant suggested that the RTO could do club visits when they visited a DiSE athlete in their home pool, however, most of the DiSE athletes are in clubs that are already supported/ well capable – e.g. Will they have time to visit the smaller clubs too? Our experience is that where effort has been provided by Swim\ England has been with Wycombe, Guildford, Oxford, Thanet and there has been no real feedback to the Region on what has been achieved.

The areas identified by Grant are all currently done by the RDOs and CDO supported by the Region Manager. It was felt that if the RTO was involved, they would not want to do all the administration work needed and the RDOs and CDO would still be involved in the administration and their effort would not really be reduced.

There could be a benefit if the RTO was an active and experienced coach and act as the Regional Head Coach for all training camps at the Regional and County level and provide the mentoring. However, the Development Group feel the current arrangement of having different coaches (and advice from the Coaches Forum) allows for specialised coaches being used at the various camps. (and Grant ruled out using the RTO at County Camps.)

Stronger Affiliation is taking a lot of time for the RDOs and CDO. However it is variable from club to club and difficult to quantify what effort is really needed. For SwimMark clubs, checking workforce qualifications and safeguarding has taken a lot longer than expected. For non-SwimMark clubs, making contact with the clubs is proving difficult. Presentations, emails, phone-calls have all been used. Once clubs have been contacted then they can work on getting Constitutions checked. etc.

More effort is needed to achieve Stronger Affiliation in the proposed timescales. There is a contingency in the budget for extra effort and this should be considered head of providing funding for the RTO.

The Development Group recommends that the Region does not contribute to a Regional Talent Officer.

Swim England Sport Operations Committee

Minutes of the meeting held 3 March 2020

SportPark, Loughborough

Draft minutes subject to approval at the next meeting

| | | |
|-----------------|------------------|--|
| Present: | Neil Booth | Chairman |
| | Joan Wheeler | Board Director |
| | George Wood | Sports Development Director |
| | Damian Stevenson | Insight and Partnerships Director |
| | Jon Glenn | Learn to Swim & Workforce Director |
| | John Hidle | Regional Chairs Representative |
| | Ian Mackenzie | Swim England Member |
| | Alex Harrison | Swim England Member |
| | Pippa Jones | Swim England Member |
| Staff: | Josh Hardy | Head of Campaigns and eCRM (item 3.3 only) |
| | Ali Sibcy-Allen | Senior Administration Officer |

Min No:

1. Standing Items

1.1 Chairman's welcome

The Chairman welcomed the group, extending a welcome to Joan Wheeler the new SE Board representative.

1.2 Apologies

Emma Griffin – Marketing, Communications and Operations Director
Jim Boucher – Swim England Member.

1.3 Declarations of Interest

Ian Mackenzie – National Swimming League, Institute of Swimming.
Joan Wheeler – Provided one of the HF / AHT nominations.
Alex Harrison – Leisure Operator employee.

1.4 Actions arising from previous minutes

1.4.1 Overseas Membership: Following the meeting a pilot process is being progressed with Hamilton Aquatics in Dubai for both accreditation and affiliation. There is still a need to determine full requirements and what overseas clubs will receive from Swim England.

1.4.2 Webinars and Podcasts: Further investigations required into the possibility of hiring equipment.

Action: AS-A to continue looking into recording of seminars.

1.4.3 DiSE: Confirmation was given that Loughborough College will deliver the DiSE programme from September 2020 following an assessment of submissions from

five applicants. Next steps are to progress with the transition to the new programme. Discussions have taken place with the Regions and it is likely that some will invest in a joint role related to DiSE and improving talent pathways.

Sport England applications for DiSE places closes mid-March and these are being completed in conjunction with the Talent leads. It is noted that there is likely to be greater competition for places moving forwards across all sports and we will need to apply for these on an annual basis.

- 1.4.4 Volunteer Reward & Recognition: The Volunteer Awards date was confirmed to be Saturday 14 November 2020. Following revisions to the nomination process in 2019 there was a greater number of nominations received of a higher quality.

The meeting agreed that there should be an assessment of the different awards made by Swim England to ensure a joined-up approach (to include the Harold Fern and AH Turner awards).

Action: GW speak with Emma Griffin and Claire Coleman to progress this matter.

- 1.4.5 Discipline Rule Updates: Following the 2020 AGM, NB to liaise with Rules Committee to determine process for rule updates and incorporation into the handbook.

- 1.4.6 Discipline prompt cards: Identified as being linked to a number of items relating to safety and being positioned with the Health and Safety Forum. Part of ongoing work programme.

- 1.5 **Minutes of the meeting held 14 January 2020**
The minutes were agreed as correct.

2. Items for Decision

2.1 Harold Fern and AH Turner Award Winners

All received nominations were considered with winners determined.

Action: NB to advise the Board of the winners.

2.2 Judicial Complaint Fees

It was noted that the fee structure surrounding the judicial appeals system has not been reviewed for 17 years. Following considerable discussion, a majority recommendation was reached to propose to the Judicial Management Group (JMG) an increase in the fees in line with business costs and the rate of inflation.

The revised fees were increased to:

Regulations 110.1.2 – 110.1.4 to increase to £75.

Regulations 110.1.6 and 110.1.7 to increase to £200.

It was advised that a review of the judicial process is underway and an update on progress would be requested and circulated to SOC members.

As part of the recommendation it was suggested that the increase to the fees should be implemented from 1 January 2021, to enable the judicial process review to be completed before then.

It was proposed that moving forwards the Judicial Management Group should review the fees on an annual basis.

Action: NB to propose fee changes, with an implementation date of 1 January 2021, and identify and circulate the progress made with the review.

3. Items for Discussion

3.1 Leadership Group Updates

The SOC Liaisons for the Discipline Leadership Groups tabled their update reports with a short discussion on each discipline following.

It was agreed that further consultations were needed to consider the working feasibility of the TORs across the disciplines.

Action: NB to liaise with GW to discuss Discipline Leadership Groups.

As part of the Water Polo update it was requested that a dormant Water Polo trophy to be identified for the BWPL Champions Cup. It was agreed that this would support co-operation between BWPL and Swim England and that attempts to identify a trophy should be made.

Action: AS-A to investigate dormant Water Polo trophies.

An update on the Club Leadership Group was given, advising that the TORs have since been agreed and that Neil Booth would become the SOC liaison for this group. The role of the regional representative will be discussed at the next meeting following which an update will be distributed to the Regional Chairs, in addition to requesting their representatives.

3.2 Membership Update

The update provided by Gaby Hay (Head of Membership Development) was noted. Questions were raised regarding the individual membership with confirmation provided that this principle will sit separately from club membership.

There was agreement that consideration needs to be given to the benefits offered to both club and individual members and to maximise Cat 3 opportunities.

3.3 Tokyo Clubs Update

Josh Hardy (Head of Campaigns and eCRM) joined the meeting for this item.

JH presented an update on the Tokyo campaign and how key moments will be built upon to publicise the aquatic sports at both a local and National level. There are three key elements to supporting the campaign;

1. Club finder: being developed to ensure it fits requirements
2. Club toolkit
3. Sharing club stories (e.g. first coach, first club etc)

Confirmation was given that assets will be futureproofed to ensure usability moving forwards.

JH advised that the toolkit will be provided to clubs, counties and regions, and that the success of the campaign is dependent on their engagement.

A request was made to engage with clubs in advance to ensure they are prepared for the potential level of contact they may receive, and have the capacity to engage with new members.

4. Items to note

4.1 Masters Swimming Events

Following an allowance for Cat 1 members to compete at the Inter-County Championships, the Membership Department has compiled four years of data which is being passed on to the SLG for their consideration of how to manage masters competing as Cat 1 members in competitions requiring Cat 2 membership.

The number of individuals competing on a Cat 1 membership has reduced but it is still an issue, especially as this cannot be checked during entry.

The SLG will be asked to review the definition of 'low level competition' for Masters events to assist all concerned and provide or confirm clarity of the requirement.

Action: NB to liaise with SLG.

4.2 Improving Club and Leisure Operators, Council Relationships

A significant amount of progress has been made and the supplied paper outlined the chapters of the guidance which will be made available to SOC members in due course.

A commitment was made to provide a more rounded update at the May meeting and to circulate the draft guidance in advance.

Action: DS to provide update at May SOC meeting.

5. Any Other Business

5.1 Acknowledgement was provided that Swim England have circulated Coronavirus guidance to both clubs and events encouraging them to monitor Government public health information.

As Coronavirus is a known risk it sits outside of the insurance policy and so clubs and events are required to make their own arrangements as Swim England have no responsibility for incurred costs.

5.2 Water Polo Low Level Competitions: description did not match with intention and so members of WPLG have been contacted to confirm new description. Requested that approval for this is gained from SOC members via email.

Action: AS-A to circulate wording to SOC members for approval via email once received.

5.3 Coaching and Teaching Register: 9,300 individuals are now registered but a notable number still have DBS information missing or expired. On 10 February approximately 825 records did not have the necessary DBS information and they will be contacted to advise that they are not recognised to coach in a Swim England regulated environment (e.g. a club).

There are approximately 4,500 safeguarding records missing, work is being completed with the Regions as it is known some individuals have completed safeguarding training but it is not uploaded.

An update will be provided to the Swim England Board on 23 June 2020 at which point next steps will be agreed.

- 5.4 Sport Development Directorate Plan: An outline plan for the sport for 2021-25 is to be brought to the SOC meeting in May. It is intended that once this is agreed all disciplines and functional areas will develop sub-plans that connect to the overall plan, giving a clear direction for the sport over the next four years.

Action: GW to present plan at May SOC meeting.

6. Future Meeting Dates

Tuesday 5 May 2020

Tuesday 14 July 2020

Tuesday 8 September 2020

Tuesday 17 November 2020