

**Swim England South East**  
**Regional Management Board**

Minutes of Meeting held on Monday 18 October 2021 as an Online Meeting (Zoom)

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<b>Present:</b>	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	John Davies (JD)	Board Member
	Brian Deval (BD)	Board Member
	Rosa Gallop (RG)	Board Member
	Jenny Gray (JG)	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
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**105 Apologies**

Apologies had been received from:

Carys Jones  
Mike Lambert  
Shelley Robinson

**106 Minutes of the meeting held on 07 September 2021**

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

**Action: BG**

**107 Matters Arising**

87 / 72 – Concession Agreement – No response had been received yet: BG to chase.

87 / 75 – Water Polo Coaching Courses – The Water Polo coaching course was now underway. Due to this being a closed course, it was not possible for bursaries to be issued in the usual way through the issuing of a voucher. As a result, it was agreed that Clubs could claim the funding upon submission of the booking confirmation.

90 – Volunteer Expenses – The changes to the volunteer expenses' policy proposed by Swim England, and reported at the last meeting, had largely been rejected by the SE Board. The mileage rate will, therefore, remain at 45p. Due to this, the agenda item regarding this was no longer required.

93 – Winter Short Course Championships – It was confirmed that the event would be taking place in Winchester. An update from ML will be circulated.

92 – Terry Norris Memorial Trophy – It was understood that it had been agreed by the Swimming Group to go ahead but that the criteria for the award had not yet been set.

96 – Regional Volunteer Awards 2021 – It was confirmed that the Regional Award Winners were;

Engagement Innovation Award – Rushmoor Royals Club Captains – Zack Westhead, Ella Holdway, Jess Cross, Charlie Palmer, Matt Batchelor, Liv Price, Aidan Hill & Emily Buist

Inspirational Athlete Award – Katie Crowhurst (Wycombe District SC)

Inspirational Club Coach / Teacher Award – Keiron Piper (Sevenoaks SC)

Inspirational Volunteer Award – Lisa Mickel (Crawley SC)  
Inspirational Young Volunteer Award – Lewis Baybutt (Maxwell SC)  
Sport Innovation Award – Electric Eels of Windsor SC

Two of the Regional winners, Lewis Baybutt and Keiron Piper, had also gone on to win the National Award in their category.

**Action: BG**

### **Landscape Sheet**

7 – Finance - Deposit Account – Two deposit accounts are open, a third account is still required.

9 – Vice President – A suggestion had been made and the individual will be contacted.

**Action: BG**

### **108 Final Quarter Fees 2021**

The Board were asked to ratify the decision taken by email to charge Regional Fees at 50% for those joining from 01 October – 31 December 2021. This was agreed.

### **109 Volunteer Expenses**

This item was no longer required due to the actions taken at the Swim England Board to reverse a number of proposed changes to the expenses policy. It was noted that there may be a need to relax the expenses policy for the Winter Championships due to the high cost of hotel accommodation in Winchester. It was noted that, in line with the expenses' policy, the Discipline Manager is able to authorise expenses above the guideline price.

### **110 Swim England Data Sharing Agreement**

A copy of the updated agreement was circulated with the meeting papers. It was noted that this version reflected comments made by William Long when he was an RMB member. BD confirmed that there had been some amendments to Government guidance around information sharing relating to children and young people. BD to send details to BG.

It was agreed to endorse this agreement subject to any changes needed to reflect updated legislation.

**Action: BD / BG / RFP**

### **111 Youth Advisory Panel**

A proposal was circulated in advance of the meeting. It was noted that there may be a correction needed to point 4 under Appointments. The proposal was endorsed by the RMB subject to any corrections that may be required.

**Action: BG**

### **112 Regional Agreement**

RFP and ST attended a review meeting with Claire Coleman last week. It was noted that there are no major changes to the agreement proposed for 2022 with the 'paused' items remaining so. Progress was discussed and feedback was given on how the agreement has been working so far. It was understood that Claire Coleman will be looking to produce a more effective checklist to allow progress to be reviewed and reported more easily. As there had been no major changes to the agreement, the Board were asked to note the report given by RFP and ST.

**Action: BG**

### **113 Regional Strategy Update**

ST provided an update on the work of the Strategy Sub Group. Work has also now been completed on an updated budget template which should help to track the areas of spend in relation to the different strategic areas. This has been sent to the disciplines for their 2022 budget submissions.

The RMB were asked to consider the organisation proposal circulated. It was hoped that this proposal would aid communications with the disciplines by getting them involved within the Development Group. This would provide a communication channel to provide updates, feed into items and raise any concerns. This would also incorporate a representative from the Youth Advisory Panel. It was confirmed that within this proposal each discipline would continue to be responsible for their own development.

Following discussion, it was agreed to support the principle of the proposal subject to more detailed work, although concerns had been raised particularly on the size of the group. It was agreed that ST and JD would work together on the proposal.

**Action: ST/JD**

#### **114 Staffing Sub-Committee**

It was confirmed that the Staffing Sub Committee had agreed to award a 4% pay increase to the Region's Staff from 01 January 2022 in line with the increase being offered to Swim England's nationally employed staff. It was confirmed that there had been no increase since 01 April 2019 and both cost of living and pay trends have increased. The TORs of the Staffing Sub Committee allow such decision to be taken by the group subject to it being reported to the Board. This decision will impact the Region's budget for 2022.

#### **115 Affiliations & Resignations**

*New affiliations are now reviewed and approved by the Affiliation Sub-Group and are reported for information.*

##### **New Affiliations –**

Aquaoaks Artistic Swimming Club (Sevenoaks) (Kent)

##### **Affiliation Applications – Pending**

Kingsnorth SC (Kent)

##### **Enquiries –**

Henley Open Water Swimming Club (ONB)

Isle of Wight Triathlon Club (Hants)

**Action: BG**

#### **116 Swim England Regional Chairs Meeting**

A report of the meeting had been given at the last RMB meeting and notes had been circulated when they became available. These were noted.

**Membership Categories** - A query was raised about the changes to membership categories and any impact this may have. It was confirmed that, at this stage, the changes were only renaming of categories, and did not change the categories themselves.

**Role of the Counties** – There was discussion around this item. However, it was also understood that work relating to governance within in the counties was paused within the Regional Agreement.

#### **117 Correspondence**

Swim England Board – Item was circulated earlier in the day. Nominations are being sought for a Member Representative on the Swim England Board. The South East are one

of the Region able to nominate a candidate for this position. The Region is able to make one nomination. Details will be added to the website and any nominations are to be sent to BG by the end of the month.

**Action: BG**

**118 AOB**

**Winter SC Championships** – The event will take place on 6/7 November at Winchester Leisure Park. It was confirmed that the event will comply with Swim England guidelines and there will be no spectators. The event is predicted to make a loss of £2350. It was noted the event will be live streamed. BG to circulate report.

**Action: BG**

**119 Date of the Next Meeting**

Sunday 21 November, 10am – Holiday Inn Guildford.

The meeting was closed at 20.32

## Regional Management Board

A meeting of the Regional Management Board will be held on Monday 18 October 2021 as an Online Meeting commencing at 1900

### Agenda

- |   |  |                      |
|---|--|----------------------|
| 1.  | <b>Apologies</b><br><i>To receive any apologies from members unable to attend the meeting</i>  | RFP 1900             |
| 2.  | <b>Minutes of the Meeting held on 07 September 2021</b><br><i>To agree accuracy of minutes from the previous meeting</i>                                   | RFP 1905<br>Enclosed |
| 3.  | <b>Matters Arising</b><br><i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i>                            | RFP 1910<br>Enclosed |
| <b>Items for Decision</b>                 |  |                      |
| 4.  | <b>Regional Agreement</b>  | RFP 1920             |
| 5.  | <b>Regional Strategy Update</b>  | ST 1930<br>Enclosed  |
| 6.  | <b>Final Quarter Fees 2021</b><br><i>To ratify the decision to charge 50% fees from 01 October–31 December</i>   | RFP 1940             |
| 7.  | <b>Volunteer Expenses</b>  | RGP 1945             |
| 8.  | <b>Swim England Data Sharing Agreement</b>   | RFP 1955<br>Enclosed |
| 9.  | <b>Youth Advisory Panel</b>  | JD 2005<br>Enclosed  |
| <b>Items for Discussion / Information</b> |  |                      |
| 10.                                       | <b>Staffing Committee</b>  | RFP 2010             |
| 11.                                       | <b>Affiliations &amp; Resignations</b><br><i>New affiliations are now reviewed and approved by the Affiliation Sub-Group and are for information only.</i> | RFP 2015             |
|   | <b>11.1 New Affiliations – Approved</b><br>AquaOaks Artistic Swimming Club (Sevenoaks)   |                      |
|   | <b>11.2 Affiliation Applications – Pending</b><br>Kings North SC (Kent)  |                      |
|   | <b>11.3 Resignations</b><br>None   |                      |
|   | <b>11.4 Enquiries</b><br>Henley Open Water Swimming Club<br>Isle of Wight Triathlon Club   |                      |
|   | <b>11.5 Mergers</b><br>None  |                      |
|   | <b>11.6 Change of Name</b><br>None   |                      |
| 12.                                       | <b>Swim England Regional Chairs Meeting</b><br><i>To review the notes of the Regional Chairs meeting held on 06 September 2021.</i>                        | RFP 2020<br>Enclosed |
| 13.                                       | <b>Correspondence</b>  | RFP 2025             |

- |     |  |          |
|-----|--|----------|
| 14. | <b>AOB</b><br><i>24 hours notice required</i>  | RFP 2030 |
| 15. | <b>Date of Next Meeting</b><br>Sunday 21 November 2021, 10am – Holiday Inn Guildford | RFP 2035 |

**Swim England South East  
Regional Management Board**

Minutes of Meeting held on Tuesday 07 September 2021 as an Online Meeting (Zoom)

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<b>Present:</b>	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	Brian Deval (BD)	Board Member
	Rosa Gallop (RG)	Board Member
	Jenny Gray (JG)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member

**Also in attendance (non-voting):**

Bryony Gibbs (BG)	Regional Manager
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**85 Apologies**

Apologies had been received from:

John Davies  
Carys Jones  
Mike Lambert  
Sara Todd

**86 Minutes of the meeting held on 28 June 2021**

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

**Action: BG**

**87 Matters Arising**

70 - Marketing proposal – a costed proposal had been received from BD which had been agreed. BD confirmed that artwork had been received from Swim England which can be used. Stage 1 of the proposal will begin shortly. BM & KJ are identifying requirements for the videos and production will be in October/November. The collateral will be available in September.

71 – Regional Agreement – It was confirmed that a date for the review meeting had not yet been agreed.

72 – Affiliation Fees – Final 3 Months – following the Region's agreement to follow suit with Swim England in relation to fees charged for the final 3 months, communication had been received stating Swim England would be charging 100% fees for this period in 2021: at the time of the last meeting it had been understood that these would be 50%. BG to follow up.

72 – Concession Agreement – the offer of an extension to the agreement had been sent to Mailsports, but no response had been received yet.

74 – Affiliation Process – It was confirmed that the Affiliation Sub-Committee had delegated powers to determine applications for affiliation. This would allow for the Board to be the route of appeal in the case of any rejections.

75 – Water Polo Coaching Courses – It was noted that there had been progress made since the last meeting.

**Action: BG**

## Landscape Sheet

11 - Vice President – this remains in progress. A possible candidate had been approached but was not in a position to accept at this time. It was requested that any suggestions for Vice President be sent to RFP or BG.

**Action: BG**

### 88 Appointments

- The Board recorded their thanks to William Long for his service as a Member of the Regional Management Board since 2015.
- The appointment of Jenny Gray (JG) as a Member of the Regional Management Board for the remainder of the term, to the Annual Council Meeting in 2022, was confirmed.
- CL was appointed as the Masters' Liaison Member. As a result, RG was appointed as the Water Polo Liaison Member.
- It was agreed to appoint JG to serve on the Development Group.
- It was agreed to appoint Eileen Adams and Jane Davies as Custodians.

**Action: BG**

### 89 Meeting Dates 2021/22

It was confirmed that all evening meetings will continue online. It was proposed that weekend meetings be held as face-to-face meetings, should this be possible.

The meeting dates were agreed as:

Monday 18 October 2021

Sunday 21 November 2021 (RMB & Discipline Managers)

Monday 20 December 2021

Tuesday 18 January 2022

Wednesday 16 February 2022

Sunday 13 March 2022 (RMB & Discipline Managers)

Wednesday 13 April 2022 (ACM & RMB)

Monday 16 May 2022 (*this date may be subject to change once the date of the Swim England ACM is agreed*)

Tuesday 28 June 2022

Wednesday 7 September 2022

**Action: BG**

### 90 Finance

#### HSBC Banking –

HSBC is introducing new charges for the Region's bank account. This includes a £5 per month charge plus a small percentage fee for depositing cash and cheques. The Finance Group felt that this would not affect the Region significantly and recommended that the Region continue with HSBC for its main account. This was agreed.

#### Budget Preparation and timetable 2022 –

It was agreed that budget requests should be submitted by the end of October, with a view to the budget being approved at the November RMB meeting.

**Action: BG**

#### Request for a grant to purchase water polo goals for Winchester pool –

A request had been received. The Finance Group felt that this would set a dangerous precedent, as the RMB had earlier decided not to make grants for capital purchases. Furthermore, the Water Polo Sub Group did not support the application. The club could



apply for start-up funding under the scheme detailed on the website. The Finance Group recommended that the request was refused. Funding was not agreed.

**Action: BG**

#### **Winter Regional Swimming Championships -**

The Finance Group recommended that the Winter Swimming Championships go ahead, even at a loss. This item was also to be discussed later in the agenda.

#### **Live Streaming from Festival of Swimming –**

The live streaming that ran at the Festival of Swimming had been well received. The volunteers who ran the live streaming at the FOS are unable to help at the Winter Championships, but alternative volunteers have been found. It was agreed to run live streaming at the Winter Championships.

#### **Youth Advisory Group –**

BM had made some recommendations regarding setting up a Youth Advisory Group. The cost would be very little in the current year and he was invited to submit a budget for 2022, to be considered by the RMB.

#### **AOB – Volunteer Expenses –**

Swim England have put out a new volunteer expenses' policy. This will reduce mileage from 45p to 25p and there will also be a reduction in the rates for meal allowances. The Region may wish to consider their own expenses policy, so the subject will be added to the October agenda.

**Action: BG**

#### **91 The late Anne Clarke**

It had been suggested that the Region might make a donation in memory of the late Anne Clarke, who was a Past President of Swim England. Previously the Region has not made donations in memory of Swim England Past Presidents, except in the case of a Past President from the South East, Ray Hedger. It was noted that, if this was agreed, it would set a precedent and donations would have to be made in respect of all former Swim England Presidents who passed away. Due to this, it was agreed not to make a donation on this occasion.

#### **92 Terry Norris Memorial Trophy**

Following discussion, it was agreed that the RMB was supportive of the principle of a trophy in honour of the late Terry Norris. This would offer an opportunity to reward a team/club activity. It was agreed that the Swimming Group should give further thought on how this be taken forward and the parameters for the award.

**Action: Swimming Group**

#### **93 Winter Short Course Championships**

A report was circulated in advance of the meeting. The RMB was asked to agree that the Region should run the Short Course Championships on the days designated by Swim England, 6/7<sup>th</sup> November. The proposal was amended to approve a deficit of up to £10,350, rather than the £8,000 originally suggested. This was agreed by the Board.

**Action: Swimming Group**

#### **94 Incorporation**

All other Regions except London and the South West have now passed resolutions at their ACMs to incorporate. It was proposed to put this to the ACM in April 2022, with incorporation to follow as soon as practical. It was hoped to get all paperwork ready by January 2022 to allow 2-3 months for this information to be considered in advance of the

ACM. Other Regions have agreed to share template documents on the process they have undertaken. It was noted that there may be legal costs for which budgetary provision might be required.

**Action: RFP**

**95 Swim England Data Sharing Agreement**

A template data sharing agreement had been sent across by Swim England for comment. This was reviewed by WL and comments were sent back to Swim England. The agreement is going to be reissued incorporating the comments. It is hoped that the updated version will be available by the October meeting.

**Action: RFP**

**96 Regional Volunteer Awards 2021**

BD and CL provided an update on the Regional Volunteer Awards. The Regional nominations had been received from Swim England. Regional winners will be selected and details will be sent on to Swim England by the 15<sup>th</sup> September deadline.

**Action: BD/CL**

**97 Festival of Swimming Report**

A report was circulated in advance of the meeting. The Board recorded their thanks to Mike Lambert and to both Crawley Swimming Club and Wycombe District Swimming Club for their support for the Festival of Swimming.

**98 Affiliations and Resignations**

*New affiliations are now reviewed and approved by the Affiliation Sub-Group and are reported for information.*

**New Affiliations –**

Headington Phoenix Swim Club (ONB)

**Affiliation Applications – Pending**

Aquaoaks Artistic SC (Kent)

Kingsnorth SC (Kent)

**Change of Name –**

Reading Royals Artistic Swimming Club (BSB)

**Action: BG**

**99 Swim England Regional Chairs Meeting**

Minutes from the meeting on 21 June had been circulated. RFP provided an update from the meeting on 06 September. Notes of the meeting will be circulated when they are available. The following were noted;

- The new Chair of Swim England, Richard Hookway, attended the meeting.
- Jane Nickerson provided an update confirming that staff are now back on contracted hours, but they have not yet returned to SportPark.
- There was a great increase in interest in aquatics following the Olympics and Paralympics.
- The Judicial Review is currently underway, looking at processes and the structure. One of the aims was to reduce the volume of complaints going to the Judicial Office, with them being resolved at a local level. It was noted that the Region is not currently equipped to deal with these complaints.
- Finance – the current outlook is better than the best-case forecast. Institute of Swimming sales are doing very well with a large demand currently for Swimming Teacher courses.

- Membership Proposals – Gaby Hay had presented the membership proposals which included renaming the membership categories. Swim England are also looking to explore new areas of membership. An update had been held earlier in the evening for representatives from the Members’ Forum.
- There was discussion around the role of counties and what is expected of them.
- Expenses’ Policy – this was discussed earlier in the meeting.

**100 Swim England Sports Operations Committee Minutes**

The minutes of the Sports Operations Committee meeting that took place on 13 July were not yet available.

**101 Swim England Board Minutes**

The minutes of the Swim England Board meeting that took place on 24 June 2021 were noted.

**102 Correspondence**

None received.

**103 AOB**

None received.

**104 Date of the Next Meeting**

Monday 18 October 7pm - Online Meeting.

The meeting was closed at 20.52

**AGENDA ITEM 3**

**MATTERS ARISING FROM RMB MEETINGS**

Updated as at 12 October 2021

	<b>SUMMARY OF AGREED ACTIONS</b>	<b>MIN REF</b>	<b>ACTION</b>	<b>COMMENTS</b>
1	<b>List of Assets</b> BG to compile a list of assets for Trustees	13.10.2015 Min 140.3	BG	<i>Ongoing</i>
2	<b>Constitutions</b> 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	<i>In Progress</i>
3	<b>Regional Funding Policies</b> 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.	09.05.19 Min 61	BG	
4	<b>Regional Trophies</b> 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. <b>Update</b> – it was agreed that disciplines should decide how to deal with any inactive trophies. Speed Swimming trophies to be catalogued and custodians sought, any trophies that custodians could not be sought for will be disposed of.	29.11.19 Min 164 Updated 10.09.20 Min 123	CL, GA, ML & BD	<i>In Progress</i>
5	<b>Athlete Contributions / Overseas Camps</b> Agreed that the policy on athlete contributions would be reviewed. The need for a policy on overseas' camps will also be explored. <b>Update;</b> It was agreed this would be passed on to the Strategy Sub Group to consider.	06.02.20 Min 4 Updated 28.06.21 Min 68	Strategy Sub Group	
6	<b>Athlete Bursaries</b> 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. <b>Update;</b> It was agreed this would be passed on to the Strategy Sub Group to consider.	06.02.20 Min 5 Updated 28.06.21 Min 68	Strategy Sub Group	
7	<b>Finance – Deposit Accounts</b> The Finance Group recommends that the Board authorises the Regional Manager to investigate opening an account with another financial	17.06.20 Min 80 Updated	BG	<i>In Progress</i>

	<p>institution to have £80,000 transferred to. This was agreed.</p> <p><b>Update;</b> The Board agreed that the Regional Manager be authorised to try and open a deposit account with Redwood Bank to deposit £80k of the Region's reserves. It was agreed that Finance Sub Group be authorised to arrange another suitable account to deposit a further £80k with a suitable financial institution.</p>	08.02.21 Min 6		
8	<p><b>Regional Strategy &amp; Operational Plan – Review &amp; Strategy 2022-26</b></p> <p>It was agreed that an interim document would be produced to identify the priorities of the Region, perhaps under 4 or 5 key points. This would help to provide clarity and show members how the Region will support them during this period. It was agreed a sub group of ST, BD and ML would move this forward and would produce a draft for the November Meeting.</p> <p><b>Update;</b> The group recommended that a Strategy Group be formed to think through what the focus of the Region will be going forwards. It was agreed that a working group would be formed this group would be led by ST. ML, RG, BD and KJ were appointed to the working group.</p> <p><b>Update;</b> The Board endorsed the Strategy Sub Group's initial proposal and next steps</p>	Updated 08.02.21 Min 4	Strategy Sub Group	<i>In Progress</i>
9	<p><b>Vice President</b></p> <p>As no nominations had been received for the role of Vice President, Council had authorised the Regional Management Board to arrange the appointment. It was agreed that suggestions would be sought to fill the role of Vice President</p>	14.04.21 Min 33	BG	<i>In Progress</i>
10	<p><b>Incorporation</b></p> <p>All other Regions except London and the South West have now passed resolutions at their ACMs to incorporate. It was proposed to put this to the ACM in April 2022, with incorporation to follow as soon as practical. It was hoped to get all paperwork ready by January 2022 to allow 2-3 months for this information to be considered in advance of the ACM. Other Regions have agreed to share template documents on the process they have undertaken. It was noted that there may be legal costs which will need to be budgeted for.</p>	07.09.21 Min 94	RFP	

Updated 12.10.21 BG

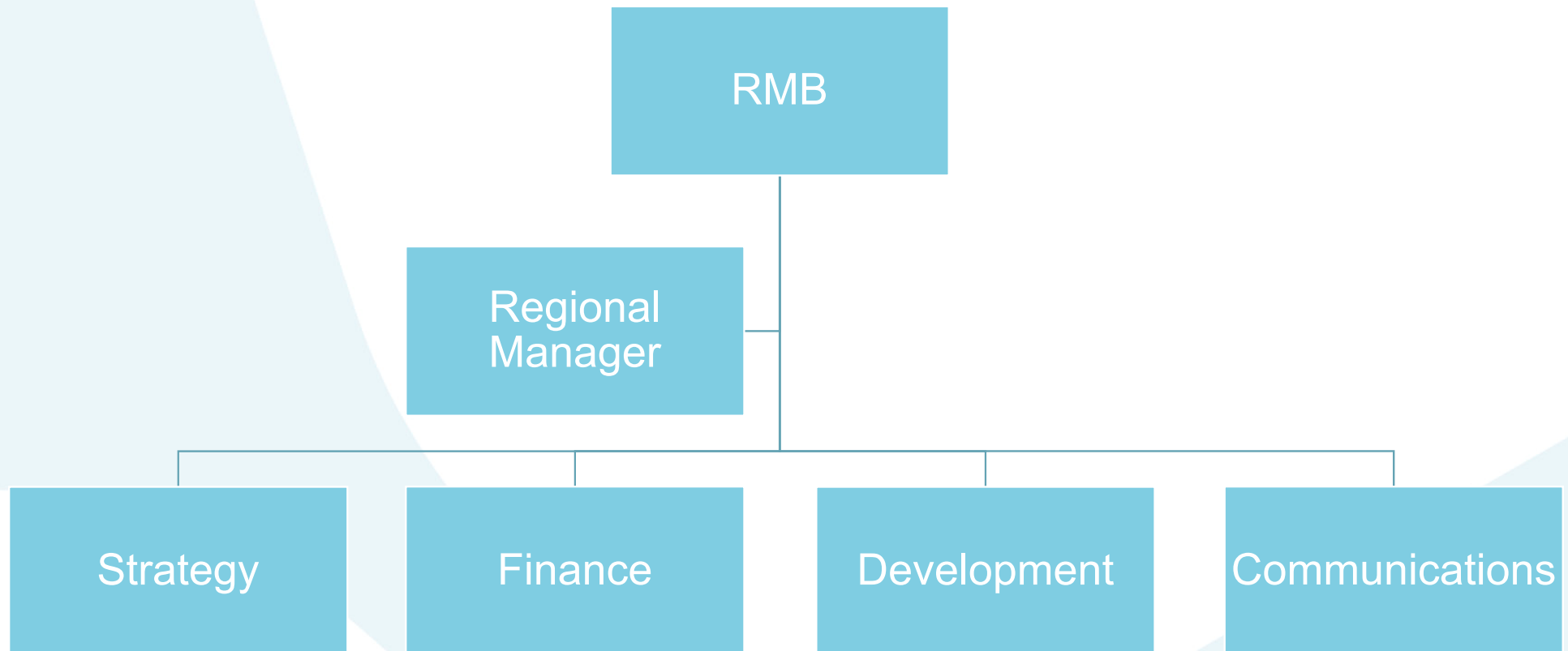
Swim England South East Region

Strategy 2022-25  
Organisation Proposal

# Background & Context

- **The Strategy for 2021-2025 has been approved by the RMB**
- **The Strategy sub-group are now focusing on reviewing the existing governance structures and processes to ensure the continuation of effective and efficient governance and financial management to advance the strategy.**
- **To this end the sub-group will focus on :-**
  - Ensuring the Regional Agreement is aligned to the aims of the Strategy , reflects the priorities of the South East Region and can be delivered with the available resources ( Employees, volunteers and financial)
  - Reviewing existing budgeting processes to demonstrate alignment with the core aims of the strategy
  - Reviewing current sub-group remits and delivering recommendations to ensure clarity and avoid duplication of activity
- **Progress to date :-**
  - The Regional Agreement is aligned with the aims and ambitions of the Strategy and has been agreed with Swim England.
    - Responsibilities for the specific objectives have been distributed across the Development officers and co-ordinated by the Regional Manager
    - Quarterly reviews are underway and any subsequent learning and potential amendments will be reviewed and brought to the RMB for agreement
  - The annual budget template required from the Discipline groups has been refined to capture spending in line with the strategic aims and distributed to support the 2022 budget process. Results will be reviewed following completion of the 2022 process
- **The next steps include :-**
  - A review of the current roles and responsibilities, sub-group remits.
  - A review of the Communications Strategy and approach

# SESER Governance Framework - Proposal





# Primary Roles & Responsibilities - Proposal

## Strategy

- Strategy Development
- Framework & Governance Model for delivery of Regional Strategy
- Ensures SE Regional Agreement is aligned with Strategy
- 

## Finance

- Overall financial stewardship
- Monitors expenditure
- Prepares and publishes annual accounts
- Recommendations for adhoc expenditure to RMB

## Development

- Supports the Development of Swimming in South East Region ( all aquatic disciplines)
- Overall responsibility to deliver the Regional Agreement
- Ensures Regional programme is appropriately funded
- Embraces all aspects of aquatic sport including Clubs, coaches, officials volunteers, Talent development etc

## Communications

- Prepares and delivers Communications Strategy to support the Regional Strategy
- Recommends appropriate Multi-channel approaches to support specific objectives
- Manages the SESER website

## DEVELOPMENT GROUP – more detail

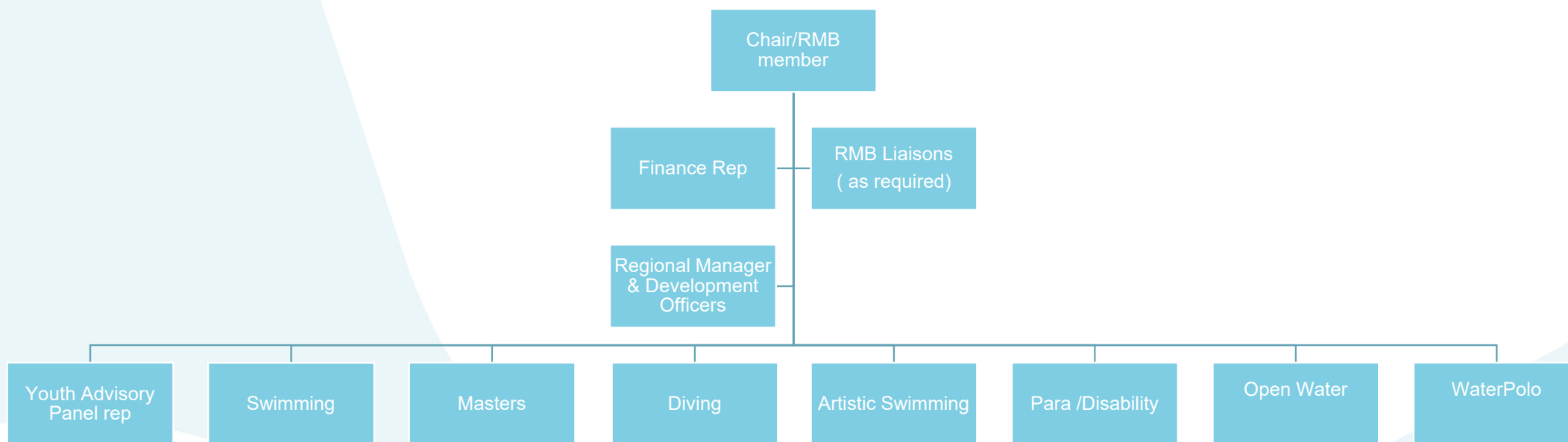
### Observations

- The current Development group is heavily focused on Club Development and various aspects of Speed swimming ( by far the predominant Discipline in the Region)
- There is a coaches forum to provide insights and support in relation to **speed swimming** and associated competitions
- There is a Swimming Group primarily focussed on delivering Regional Competitions, primarily [speed swimming](#)
- The remaining disciplines are supported via the Discipline Groups who set and deliver their own specific programmes
- All Discipline Groups are supported by an RMB liaison and a Regional Development Officer ( Ben McDonald) but routine progress reviews against annual objectives are limited
- Given the scarcity of resources, the overarching ambition of the Regional Strategy and the scope of the Regional Agreement ( all Disciplines) there is an opportunity to review this structure to provide more clarity and wider, more comprehensive, support across the region.

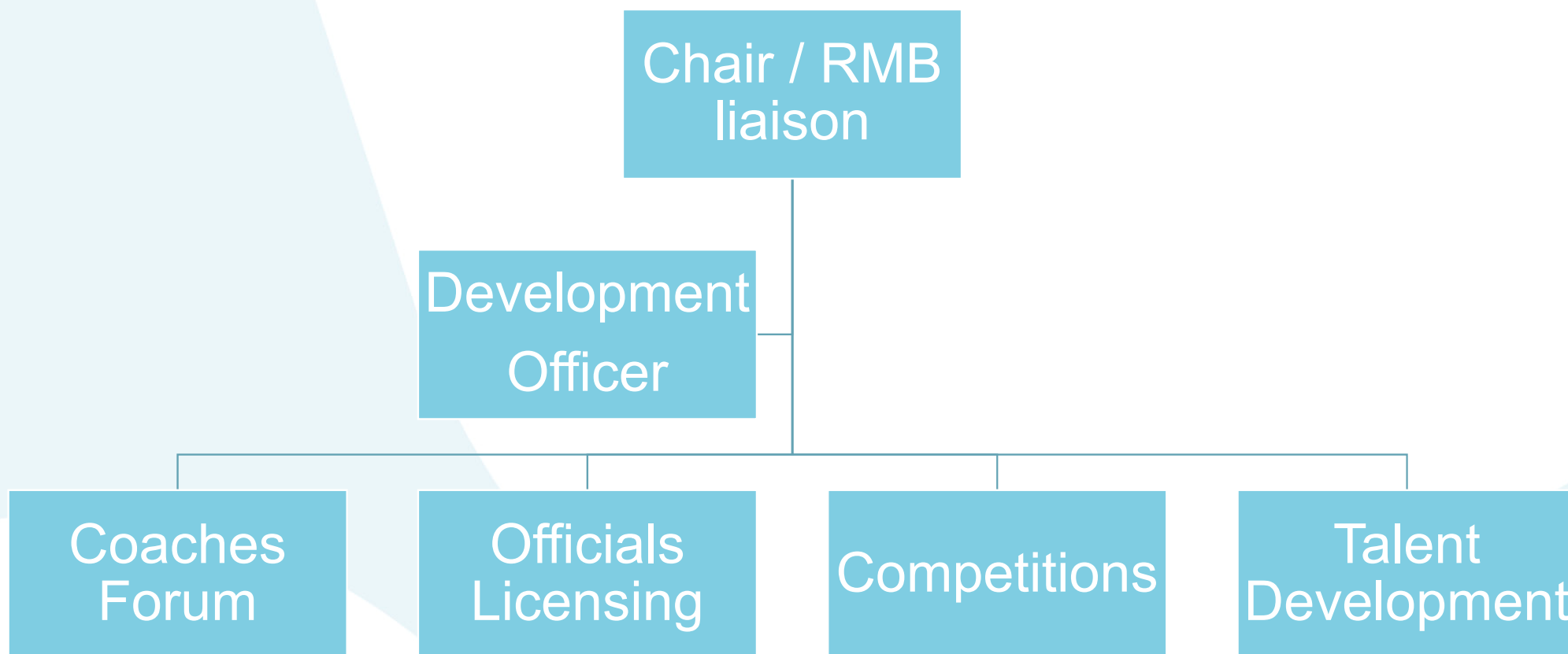
### Recommendation

- **Development Group to include representatives from the Discipline Committees and regular/routine insights from the RMB liaison**
  - Understand and deliver Swim England strategy as it relates to Clubs and Disciplines
  - Translate and deliver the South East Regional Agreement
  - Support Disciplines as required in relation to specific objectives (including funding)
  - Provide appropriate guidance and mentoring as to available resources
  - Club Development e.g SwimMark/ Affiliation
  - Facilities & Operator guidance
  - Informed by Youth Advisory Group
- **Each Discipline group to have common remit , with freedom to set own priorities and delivery , within the framework set by SE and in line with Regional Agreement**
  - Talent Development, Coaches, Volunteers , Officials licensing , Competition programme

# Development Group – Indicative Structure



# Swimming Group – Indicative Structure



# South East Regional Youth Advisory Group

## Objective

It is the objective of the South East Regional Youth Advisory Group (RYAG) to use the power of the youth voice to make aquatic sports in the South East Region better for all. The Group will cover all disciplines and activities across the South East Region enabling them to advise and get involved with relevant projects that support young people within the sport.

## Processes

1. The group will meet formally online 3 times a year (Suggested months are March, July and September). The group may decide to meet more often or as sub groups if required.
2. Additionally, the South East discipline groups and other groups will have the opportunity to invite the relevant Youth Advisor member to attend their meeting.
3. The Youth Advisory Panel chair will formally feed into the Development Group 3 times per year.

## Role

1. To give opportunities for young people to be engaged and for the youth voice to be heard within the South East Region thereby supporting the development of all areas of aquatic sports.
2. To offer advice and an insight as requested by relevant board members or sub groups on projects effecting young people within the sports. For Example but not limited to
  - a. Advices on communication methods to the younger audiences, including website and social media.
  - b. Advise on methods to increase volunteer engagement and involvement with other young volunteers and members.
  - c. Advice on ways to retention and attract young people across all disciplines.
3. Advise on the South East Young Volunteers programme and opportunities available for Young Volunteers in the region.
4. Identify barriers and challenges Young people have within aquatic sports and advises relevant sub group (s) on solutions
5. Advices on the South East strategy to insure it represent the views of the young people

## Composition

1. 12 appointed Young Volunteers through open recruitment (details can be found below):
  - a. Disciplines Role (Supported by the Discipline group)
    - i. Youth Advisor – Swimming (including Masters)
    - ii. Youth Advisor – Artistic Swimming
    - iii. Youth Advisor – Water Polo
    - iv. Youth Advisor – Diving
    - v. Youth Advisor – Para Swimming
    - vi. Youth Advisor – Open water Swimming
  - b. County Role – Not linked to the county but to insure fair representation across the Region.
    - i. Youth Advisor – Berkshire & South Buckinghamshire ASA
    - ii. Youth Advisor – Hampshire ASA
    - iii. Youth Advisor – Kent ASA
    - iv. Youth Advisor – Oxfordshire & North Buckinghamshire ASA
    - v. Youth Advisor – Surrey ASA
    - vi. Youth Advisor – Sussex ASA

- c. If a position cannot be filled another member of group can cover until a suitable member is recruited
2. In addition the following may attend:
  - a. Regional Club Development Officers (or equivalent posts).
  - b. Specialist Volunteer or Swim England employee regarding a certain topic being discussed.
  - c. Member from the Swim England's National Youth Advisory Panel to support the chair.
3. Meeting quorum is a minimum of six voting South East members

## Appointments

1. The Group will have up to 12 appointed Young Volunteers from the South East Region.
2. Appointment will be based on the best fit to the criteria in sections 3 and 4 below.
3. Young volunteer will meet the following:
  - a. Age – 16-21 years old
  - b. Must be Swim England South East Member.
  - c. Be active in the county or discipline which they will be representing.
4. In addition the Youth Advisory Panel as a whole will include more than three Young Volunteers per club.
5. The application process will be open for all and will include two steps: an online application form including a references and a video submission. Advice may also be taken from home club or relevant people.
6. Young Volunteer be appointed for a maximum of 2 terms of 2 years or until they are older than to top age group.
7. South East Youth Advisory Panel will be responsible for appointing a Chair and Vice-Chair(s) as a minimum. The group may however decide to appoint other roles if required.

# Swim England

## Notes of Regional Chairs Meeting

6 September 2021

Via Zoom

**Present:**

Richard Hookway	Swim England Chair
David Burgham	North West Chair
Chrissie Robinson	South West Chair
Alex Harrison	London Region Chair
David Watson	North East Chair
Joan Wheeler	East Region Chair
John Hidle	East Midland Region Chair
Mike Beard	substitute for West Midland Region Chair
Roger Penfold	South East Chair
Jane M Nickerson	Chief Executive Officer
Brian Havill	Chief Financial Officer
George Wood	Sport Development Director
Claire Coleman	Head of Development
Gaby Hay	Head of Membership Development (item 4)

**Apologies:** None

1.	<b>Welcome from the Chair</b> Richard welcomed the meeting attendees in his new role as Swim England Chair. He gave a summary of his previous career at BP and Centrica and his motivation for taking on the Swim England Chair role. He highlighted his twenty year connection with aquatics with all three of his children active in club swimming / water polo.
2.	<b>CEO Update inc. Judicial Update</b> Jane updated on positive progress with the improved financial situation meaning that Swim England was now recruiting to fill some key staff gaps. She confirmed that the sale of Floors 1 and 2 at SportPark would be finalised by April 2022 at the latest. There has been lots of activity, media had been very busy off the back of the Olympics and Paralympics, the new swimming confidence campaign has been well-received and the value of facilities report will be launched later in September.  Jane updated on the judicial review and highlighted that there had been some challenges. She outlined the headline concerns around: <ul style="list-style-type: none"><li>- Issues that should be dealt with locally being escalated nationally.</li><li>- The SE Safeguarding lead being the BS Deputy CEO and whether there was capacity to do both roles (and sometimes whether there was conflict of interest).</li><li>- The lack of clarity of definitions between safeguarding and welfare.</li><li>- Resourcing and structure of the team.</li><li>- The use of legalistic terminology when communicating with members.</li><li>- The lack of a right to appeal safeguarding decisions.</li><li>- The need for more frequent information to the Board.</li></ul>

	<p>John commented that it didn't appear that things had moved forward much in the last six years. This was noted and it was confirmed that there is a commitment to move this review on as swiftly as possible.</p>
3.	<p><b>CFO Update inc. data-sharing agreements</b>          Brian updated that Swim England is ahead of income targets for this year in almost all areas and that the Institute of Swimming is running at a higher level of income than 2019. He also highlighted that expenditure has been lower due to restrictions on budgets and the restructure. This meant that he did not have going concern issues and the financial picture is moving to healthy.</p> <p>Brian reminded Regions to respond regarding the data-sharing agreement information that had been shared. Roger Penfold highlighted that he had made comments on behalf of the South East and Brian confirmed that these had been welcomed. It was also mentioned that on occasions Swim England had not shared information with Regions on the basis that the agreement had not been completed which Brian acknowledged was incorrect.</p> <p><b>ACTION – Regions that have not already done so to respond to Brian regarding the data sharing agreement.</b></p>
4.	<p><b>Membership categories</b>          Gaby Hay, Head of Membership Development, joined the meeting. She gave a presentation on future developments within membership products. Gaby focused on the planned name change of Category 1, 2 and 3 membership to become 'Club Train', 'Club Compete' and 'Club Support' and asked for feedback. There were no stated objections to this change. A number of further comments were made:          Mike Beard asked about the Learn category and the need to be competitive on price with rival insurance packages.          Joan Wheeler asked whether a Parent category had been considered and Gaby agreed this would be worth researching.          David Watson gave an example of a local club not mentioning Swim England in their membership information and the clubs needing to see the value in communicating the name changes.</p> <p>Richard summarised the wider conversation:          -Need well communicated, easy to use membership          -Good points had been made regarding pricing          -It would be important to continue to communicate the benefits of membership</p> <p><b>ACTION – membership presentation to be circulated to Regional Chairs not to be shared more widely.</b></p>
5.	<p><b>Role of the Counties – initial discussion of issues</b>          The Regional Chairs raised the question as to what is the role of the counties? There ensued a discussion as to who regulates the counties and it was mentioned that they are not currently incorporated. It was highlighted that the counties vary enormously in their geography, demographics and activity. It was also mentioned that counties collect fees and a significant amount of money is held by the counties but it was questioned as to whether this is being reinvested in the sport.</p>



	<p>Examples were given as to where counties play an important geographical role. Questions were raised as to whether counties played a role outside of speed swimming and whether they should adhere to a level of governance standards.</p> <p>Jane gave some background as to the regionalisation process of 2005/06 and the role of counties as sub-regional bodies.</p> <p>Richard summarised saying this was a sensitive issue and clearly there is a need for good governance throughout the structure. He requested an outline framework and timeline for addressing the issue in time for the next Board meeting. <b>ACTION – Jane.</b></p>
6.	<p><b>Sport England Funding process</b></p> <p>George updated the meeting on the Sport England funding process which is quite different to previous ones. It consists of a diagnostic process in phase 1 and conversations with Sport England after which an indicative funding amount will be announced (likely late October). Following this, more detailed plans will need to be produced for phase 2 to clarify how the funding will be spent. George highlighted that the process is looking at up to five years of funding and it has been made clear that increases in funding from the 2021/22 amount are highly unlikely.</p> <p>George thanked those Regions that had returned written comments on the diagnostic – there were no further verbal comments from the Chairs.</p>
7.	<p><b>Managing employees in clubs</b></p> <p>John highlighted that there is a concern that clubs are ‘winging it’ in terms of employment of coaches and is concerned they are not following appropriate employment law. Mike reported a related concern from Simon Kirkland that many Head Coaches have limited management skills that can cause employment issues and that there should be something on this topic in the coach education content.</p> <p>It was agreed that the first step to addressing this issue is fact-finding around how many clubs could have exposure. This should also aim to understand more about the capability of coaches. <b>ACTION – Jane / George / Claire to come back with further information.</b></p>
8.	<p><b>Any Other Business</b></p> <p>Communication – John to send George an email highlighting some concerns. <b>ACTION – John</b></p> <p>A question was raised regarding expenses more widely given that the policy for volunteers at events had changes. Brian to put a paper to the Board meeting in October. <b>ACTION - Brian</b></p>
8.	<p><b>Date of next meeting</b></p> <p>15 November 1930 - 2100</p>