

Swim England South East
Regional Management Board

Minutes of Meeting held on Wednesday 15 February 2023 as an online meeting starting at 7.00pm

Present:	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	Brian Deval (BD)	Board Member
	Rosa Gallop (RG)	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
John Tripp (JT)	Regional President

17 Apologies

Carys Jones
Mike Lambert
Shelley Robinson

18 Minutes of the Meeting held on 17 January 2023

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

Action: BG

19 Matters Arising

3 – Welfare Officer – A reference has been obtained and DBS check was underway.
3 – Appointments – Regional Management Board Member – CL is waiting on the diversity action plan due to be released by Swim England.
4 – Incorporation – An application is in progress with HSBC for a new account in the name of the company.
5/6 - Appointment of Chair / Financial Director – draft role descriptions have been produced. This will be included on the March agenda.

Action: BG

7 - Concession Agreement 2024 – BD has contacted Everyone Active. It was understood that arrangements as were in place during 2022 should be acceptable, but an official response was awaited.

8 – Annual Council Meeting – The first communication has been drafted and will be sent out later in the month.

Action: RFP/BG

9 – Staffing Update – 9 applications had been received for the Regional Club Development Officer role and shortlisting was underway.

9 – Recognition of Volunteers – it was confirmed there had been no progress yet: this would be reviewed in due course.

14 – Correspondence – County Roadshow Meetings – Currently there are limited representatives booked to attend the County Roadshow meeting due to take place at Crawley on 12th March. If no more representatives do book onto this session, it may be cancelled. It was confirmed that there had been mixed attendance across the Regions.

Landscape sheet

None noted.

20 Finance

Financial Papers – draft financial papers for the year ending 31 December 2022, prepared by the Regional Manager, had been circulated in advance of the meeting. These show a reasonable surplus. All information had been submitted to the accountants and will be put forward for approval at the next RMB meeting.

Regional Expenses Policy (Subsistence) –

Due to increasing costs the Finance Group recommended the following amendments to the Regional Expenses Policy;

1. To increase the maximum payment per night for hotel accommodation from £80 to £110 for single occupancy and from £100 to £120 for double occupancy (both including breakfast);
2. To increase the maximum amount for an evening meal from £20 to £22.

The group felt that officials/volunteers should be reminded that requests for accommodation on Friday nights will not be considered unless the individual works on at least the Saturday morning and requests for Saturday/Sunday nights will not be considered unless the individual works at least both the session before and the session after the accommodation. It was confirmed that the policy does allow for Discipline Managers to authorise claims outside of the guide prices, if necessary.

These recommendations were **agreed** unanimously.

Action: BG

Regional Expenses Policy (Air Travel)

The Sub Group feels that we should proceed with the status quo but, after the Spring Swimming Championships, the claims paid should be reviewed and any necessary recommendations made. GA to share the Hampshire policy with RGP & BG when available.

Action: GA

The Sub Group, however, recommended that the Policy be amended to state that authorisation for air travel should be given by the Budget Holder for the given activity, rather than the Regional Chair. This recommendation was **agreed**.

Action: BG

The idea of an online expenses' system was discussed, it was agreed that this would be explored further.

Action: BD/BG

RFP left the meeting and CL took the Chair.

21 Incorporation

An overview was given of progress so far. It was expected that the bank account would be set up in the next few weeks.

Updated articles were circulated in advance of the meeting with amendments shown using track changes. The updated articles were approved.

Action: BG

22 Annual Report

Draft content for the Annual Report was circulated in advance of the meeting. Reports were not yet available for the Chair, President or Finance. These will be added in when they are available. A report for Strategy will be included for the first time.

A word version will be circulated to RMB members for any comments. The report will be approved at the March meeting.

Action: BG/BD

23 Harold Fern & AH Turner Awards

Nominations are now open for the Harold Fern & AH Turner Awards, the deadline for submissions being 2nd March. The Region's nomination will need to be sent to Swim England by 7th March. Details were included in the February newsletter and are on the website/social media. The nomination review panel was agreed as CL, SR and AL. BD will review the Region's nomination ahead of submission.

Action: BG

24 Vice President Appointment

Members were asked to consider any suitable candidates for Vice President in advance of the next RMB meeting: the candidate would be endorsed as President for 2023/24 at the ACM in April. If no appointment is made, the current President could be asked to continue for a further 1 year term. The names of any suggested candidates should be sent to BG.

Action: RMB Members

25 Annual Council Meeting 2023 – 19 April

It was agreed that a proposal from the Regional Management Board to transfer the assets and activities from the unincorporated association to the new company 'Swim England South East Limited', along with a proposal to dissolve the unincorporated association once this transfer was complete, would be included on the ACM agenda.

It was noted that Swim England had only recently wound up the unincorporated organisation.

Action: BG/RFP

26 Staffing Update

This item was discussed under matters arising earlier in the meeting.

27 Affiliations & Resignations

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

New Affiliations – Approved

None

Affiliation Applications – Pending

Tonbridge Sea Turtles (Kent)

Resignations

Crawley Flamingoes (Sussex)

Enquiries

None

Change of Name

None

Suspensions – Non Compliant Club Affiliation

None

28 Swim England Board Meeting

The minutes of the Swim England Board meeting held on 14 December were noted. The minutes of the meeting held on 01 February were not yet available.

6.2 Regulations' Review – it was noted that there was reference to the new club complaints' procedure which had recently been announced. This will be included on the March agenda.

6.3 Safeguarding and Welfare Update – It was noted that updates had been made to Wavepower and there had been changes to Safeguarding. Members expressed disappointment at recent press articles and that there had been no prior communication in place. RFP to raise concerns at the Chairs meeting.

Action: RFP/ BG

29 Sports' Operation Committee Minutes

The minutes of the Sports' Operation Committee meeting held on 22 November and 17 January were noted.

30 Correspondence

Swim England Data Sharing Agreement Update – the update to the agreement was noted.

Regional Water Polo – an email regarding Water Polo had been received, it was agreed that the Chair would respond.

Action: RFP/BG

31 AOB

None received.

32 Date of the Next Meeting

Thursday 16 March 2023, 7pm, Online

The meeting was closed at 20.18

Regional Management Board

A meeting of the Regional Management Board will be held on Wednesday 15th February as an Online Meeting commencing at 1900

Agenda

- | | | | |
|----|---------------------------------------------------------------------------------------------------------------------------------|-----------------|------|
| 1. | Apologies
<i>To receive any apologies from members unable to attend the meeting</i> | RFP | 1900 |
| 2. | Minutes of the Meeting held on 17 January 2023
<i>To agree accuracy of minutes from the previous meeting</i> | RFP
Enclosed | 1905 |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP
Enclosed | 1910 |

Items for Decision

- | | | | |
|----|---------------------------------------------------------------------------------|-----------------|------|
| 4. | Finance | RGP
Enclosed | 1920 |
| 5. | Incorporation | RFP
Enclosed | 1930 |
| 6. | Annual Report
To approve the draft content for the 2022 Annual Report | BD
Enclosed | 1935 |
| 7. | Harold Fern & AH Turner Awards
- Agree nominations review panel. | RFP | 1945 |
| 8. | Vice President Appointment | RFP | 1950 |
| 9. | Annual Council Meeting 2023 – 19 April | RFP | 2000 |

Items for Discussion / Information

- | | | | |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------|
| 10. | Staffing Update | RFP | 2010 |
| 11. | Affiliations & Resignations
<i>New affiliations are now reviewed and approved by the Affiliation Sub-Group and are for information only.</i>
11.1 New Affiliations – Approved
None
11.2 Affiliation Applications – Pending
None
11.3 Resignations
Crawley Flamingoes (Sussex)
11.4 Enquiries
None
11.5 Mergers
None
11.6 Change of Name
None
11.7 Suspensions – Non Compliant Club Affiliation
None | RFP | 2020 |
| 12. | Swim England Board Meeting
To review the minutes of the Swim England Board meeting held on 14 December 2022 and 01 February 2023, if available. | RFP
Enclosed | 2025 |
| 13. | Sports Operation Committee Minutes
To review the minutes of the Sports Operations Committee meeting held on 22 November 2022 and 17 January 2023. | RFP
Enclosed | 2035 |

- | | | |
|-----|--------------------------------------------------------------------------------------------|----------------------|
| 14. | Correspondence
Swim England Data Sharing Agreement Update
Regional Water Polo | RFP 2045
Enclosed |
| 15. | AOB
<i>24 hours notice required</i> | RFP 2055 |
| 16. | Date of Next Meeting
Thursday 16 March 2023, 7pm – Online Meeting | RFP 2100 |

Swim England South East
Regional Management Board

Minutes of Meeting held on Tuesday 17 January 2023 as an online meeting starting at 7.00pm

Present:	Roger Penfold (RFP)	Chairman
	Brian Deval (BD)	Board Member
	Jenny Gray (JG)	Board Member
	Carys Jones (CJ)	Board Member
	Mike Lambert (ML)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
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1 Apologies

George Adamson
Rosa Gallop

2 Minutes of the Meeting held on 20 November 2022

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

Action: BG

3 Matters Arising

130 – Welfare Officer – An expression of interest had been received for the role and a meeting had taken place with the applicant and SR. It was agreed to appoint the applicant subject to a reference being received. The applicant is a Swim England member but not currently a member of a club in the Region, so would also be encouraged to join a club in the South East. It was also felt that a DBS check should be undertaken for the role. Once appointed, BD will develop an email address for the role and will include details in the newsletter.

Action: BG

130 – Appointments – Regional Management Board Member - CL is working on skills' matrix, this will also cover inclusion and diversity. This is waiting on the diversity action plan due to be released by Swim England in early 2023.

Action: CL

Landscape sheet

- 3. Regional Trophies – ML confirmed that progress with this item was expected by the next meeting.
- 5. Incorporation – item to be removed.

4 Incorporation

The following decisions which were agreed by email were ratified by those present;

- CL, RGP, ST & RFP being the “founding” directors of the new Company
- The registered office being SportPark, Loughborough
- New accounts in the name of the Company being opened with HSBC Bank plc
- The unincorporated Region paying the bills, and collecting receipts, on behalf of the Company in the short term.

RFP confirmed that the company is now registered at Companies House with the 4 directors mentioned above. Thanks were given to CL for undertaking the registration process. It was also confirmed that Swim England were happy for the Region to use SportPark as their registered address. Attempts had been made to open an account with HSBC in the name of the new company, but so far this not been possible. However, the unincorporated association has agreed to cover finances for the new company in the interim. It was agreed that further directors would not be added until it had been possible to open a bank account, as this could create further difficulties due to challenges banks were experiencing with KYC requirements.

Action: BG

5 Appointment of Chairman (01 Jan 2024)

The terms of office for the Chairman and Finance Director come to an email on 31 December 2023. A timeline is needed for the appointment of a successor Chairman and Finance Director. A provisional timetable was discussed with a decision to be made by the end in September. This would allow for a handover period from October-December.

A working group of CL, ST and CJ was appointed to put together to look at the role descriptions and person specifications for both roles.

Action: CL/ST/CJ

6 Appointment of Financial Director (01 Jan 2024)

Agreed as above.

7 Concession Agreement 2024-

The current concession agreement runs until 31 December 2023. In order to provide sufficient time for preparation for any concession partner ahead of the 2024 events, a partner should be appointed and agreement for 2024 in place by October 2023. BD & BG to look at the timeline for this exercise.

Action: BD/BG

It was understood that Everyone Active may be looking to appoint a national concessionaire which could create an obstacle for any Regional Concession agreement. It was agreed BD would make enquiries about this.

Action: BD

8 Annual Council Meeting 2023 – 19 April

The Annual Council Meeting will take place as a virtual meeting on 19 April. It was noted that the Swim England ACM will take place on 22 May.

It was agreed that the date for submission of proposals to change Regional Rules would be 28 days before the meeting, i.e. 22 March. The same deadline will be in place for notice of motions and nominations for office.

It was confirmed that the terms of office for the following Board members will come to an end this year – Carys Jones, Sara Todd, Roger Prior and Alan Lewis.

An AGM for Swim England South East Limited would take place later in the year. This meeting would report that the company had been founded, confirm who the directors are and the way forward.

Action: BG

9 Staffing Update

Ben McDonald had now left his role as Regional Club Development Officer to join the ambulance service. The Board recorded their thanks to Ben for his contributions and support during his employment. It was noted that Ben would continue in his volunteer role as Water Polo Manager. Thanks will be passed on directly in the form of a letter from the President.

Action: RFP/BG

It was noted that an item would be added to the February newsletter about Ben's departure and include details of the RCDO vacancy. The job description for the role had recently been updated and RFP is due to speak with Swim England People Development.

Action: BD/RFP

Arising from the news about Ben, the recognition of volunteers was discussed and the idea mooted of looking at a scheme to reward volunteers for their contribution to the Region or sport. It was noted that Sussex County ASA give out pin badges for 5/10 years' service. It was noted that this would be a longer term exercise. It was agreed that a working group be formed consisting of BD, CL & ML to explore this.

Action: CL/BD/ML

10 Affiliations & Resignations

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

New Affiliations – Approved

Out to Swim Brighton and Hove (Sussex)

Affiliation Applications – Pending

Tonbridge Sea Turtles (Kent)

Resignations

City of Rochester Swimming & Lifeguard Club (Kent)

Guernsey Marlins Special SC (Hants)

Headington Phoenix Swim Club (ONB)

New Hemsted Benenden SC (Kent)

Enquiries

Kent Police Swim Team

Change of Name

Littlehampton SC changed to Arun Tridents SC (Sussex)

The membership statistical information from Jane Nickerson had been circulated by email and was noted. The figures are encouraging and, in many areas, appear to be nearing pre-Covid levels.

11 Swim England Regional Chairs Meeting

The minutes from the Regional Chairs' meeting on 28 November were noted. This was the first face to face meeting since March 2020.

4. Role of the Counties' Project – There will be 2 meetings County Roadshow meetings being held in the Region on 11/12 March. The project aims to ensure that counties are properly governed and to ensure consistency. The project is looking at a standard governance structure for counties with would be at Tier 2 of the UK Code for Sports Governance. In addition to this, it will be expected that Regions will comply with the relevant

parts of the Code for Sports Governance by 2025. It was also noted that RFP, along with Chairs from London and the East, will be meeting with Claire Coleman to discuss the issue of split counties.

12 Swim England Board Meeting

The minutes of the Swim England Board meeting held on 14 December were not yet available.

13 Sports Operation Committee Minutes

The minutes of the Sports Operation Committee meeting held on 22 November were not yet available.

14 Correspondence

County Roadshow Meetings – Meetings will take place on 11 March in Amersham and 12 March in Crawley. Regional representation is requested at these meetings, RFP will be attending Amersham. RMB members should confirm their attendance using the link circulated by email.

Action: RMB Members

The Late Margaret Tuppen – The Board were advised of the passing of Margaret Tuppen who had previously been a Custodian of the Region and was Sussex County Secretary for around 40 years. The funeral will take place on 26th January. BG to send details to the Region's President to see if they can attend to represent the Region. BD confirmed he will be attending.

Action: BG

15 AOB

None received.

16 Date of the Next Meeting

Wednesday 15th February, 7pm, Online

The meeting was closed at 20.08

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 09 February 2023

	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	<i>In Progress</i>
3	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. Update – 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>
4	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. Update; 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	
5	Overseas Training Camps/Competitions The Finance group felt that, in due course, the Board should discuss the acceptable level of subsidy for these activities and the appropriate contributions for the athletes, which have not been increased for some time. This should be coordinated with the Development Group in consultation with the Discipline Groups to bring to the Board for recommendation.	21.11.21 Min 123	Development Group	<i>To be reviewed following 2023 offshore swimming camp</i>
6	Regional Expenses Policy Expenses' Policy – It was agreed that the Finance Sub Group would review the expenses' policy.	20.11.22 Min 134	Finance Sub Group	<i>On agenda</i>
7	Appointment of Chairman & Financial Director (01 Jan 2024) The terms of office for the Chairman and Finance Director come to an email on 31 December 2023. A timeline is needed for the appointment of a successor Chairman and Finance Director. A provisional timetable was discussed with a decision to be made by the end in September. This	17.01.23 Min 5/6	CL/ST/CJ	<i>In Progress</i>

	<p>would allow for a handover period from October-December.</p> <p>A working group of CL, ST and CJ was appointed to put together to look at the role descriptions and person specifications for both roles.</p>			
8	<p>Concession Agreement 2024</p> <p>The current concession agreement runs until 31 December 2023. In order to provide sufficient time for preparation for any concession partner ahead of the 2024 events, a partner should be appointed and agreement for 2024 in place by October 2023. BD & BG to look at the timeline for this exercise.</p> <p>It was understood that Everyone Active may be looking to appoint a national concessionaire which could create an obstacle for any Regional Concession agreement. It was agreed BD would make enquiries about this.</p>	17.01.23 Min 7	BD/BG	<i>In Progress</i>

Updated 09.02.23 BG

Swim England South East Region Report
Income and Expenditure Account for the period-ended 31/12/2022

	<u>Notes:</u>	<u>31/12/2021</u>	<u>31/12/2022</u>	<u>Variance to</u> <u>31/12/2021</u>
		£	£	£
Income				
Affiliation fees		(147,914.00)	(165,066.50)	(17,152.50)
Licensed meet fees		-	(35,414.48)	(35,414.48)
Bank interest (net)		(809.00)	(2,688.59)	(1,879.59)
Sponsorship		-	(5,750.00)	(5,750.00)
Miscellaneous		-	(0.01)	(0.01)
		<u>(148,723.00)</u>	<u>(208,919.58)</u>	<u>(60,196.58)</u>
Expenditure				
Cost of Democracy				
Regional council meeting		-	-	-
Swim England council		-	-	-
Regional management board		739.00	568.65	(170.35)
President's expenses		325.00	218.25	(106.75)
Welfare officer's expenses		-	-	-
Finance group costs		-	-	-
Accountancy fees		2,250.00	2,340.00	90.00
Bank charges		458.00	804.62	346.62
		<u>3,771.00</u>	<u>3,931.52</u>	<u>159.52</u>
Disciplines				
Diving (net)		2,372.00	11,121.89	8,749.89
Disability (net)		1,139.00	1,551.18	412.18
Masters (net)		522.00	184.41	(337.59)
Open water (net)		-	6,183.54	6,183.54
Swimming (net)		12,913.00	26,593.04	13,680.04
Artistic swimming (net)		(1,588.00)	1,683.85	3,271.85
Water polo (net)		4,657.00	15,803.81	11,146.81
Medals		983.00	211.56	(771.44)
		<u>20,998.00</u>	<u>63,333.28</u>	<u>42,335.28</u>
Development plan				
Development group costs		-	-	-
Course subsidies		18,710.00	27,046.84	8,336.84
SwimMark		-	-	-
Volunteer training		7,056.00	7,737.04	681.04
Athlete Support		361.00	1,042.14	681.14
Youth Forum		-	-	-
		<u>26,127.00</u>	<u>35,826.02</u>	<u>9,699.02</u>
Staffing				
Staffing Costs		80,255.00	89,685.12	9,430.12
Central establishment costs		4,872.00	7,086.72	2,214.72
		<u>85,127.00</u>	<u>96,771.84</u>	<u>11,644.84</u>
		<u>136,023.00</u>	<u>199,862.66</u>	<u>63,838.66</u>
(Surplus) / Deficit	5	<u>(12,700.00)</u>	<u>(9,056.92)</u>	<u>3,642.08</u>

Swim England South East Region Report
Balance Sheet as at 31/12/2022

	<u>Notes:</u>	<u>31/12/2021</u>	<u>31/12/2022</u>	<u>Variance to</u> <u>31/12/2021</u>
		£	£	£
Current Assets				
Debtors	2	9,641.00	17,458.79	7,817.79
Cash at Bank	3	362,846.00	383,493.10	20,647.10
		<u>372,487.00</u>	<u>400,951.89</u>	<u>28,464.89</u>
Less: Current liabilities				
Creditors	4	(43,540.00)	(55,355.49)	(11,815.49)
Total Assets Less Current Liabilities		<u>328,947.00</u>	<u>345,596.40</u>	<u>16,649.40</u>
Accumulated Surplus	5	(328,947.00)	(345,596.40)	(16,649.40)
		<u>(329,847.00)</u>	<u>(345,596.40)</u>	<u>(16,649.40)</u>

Notes to the Financial Statements for the period-ended 31/12/2022

1 Accounting policies

The financial statements have been prepared under the historical cost convention.

2 Debtors

	<u>31/12/2021</u>	<u>31/12/2022</u>	<u>Variance to</u> <u>31/12/2021</u>
	£	£	£
Debtors	-	-	-
Prepayments and accrued income	9,641.00	17,458.79	7,817.79
	<u>9,641.00</u>	<u>17,458.79</u>	<u>7,817.79</u>

3 Cash at bank

	<u>31/12/2021</u>	<u>31/12/2022</u>	<u>Variance to</u> <u>31/12/2021</u>
	£	£	£
Cash at Bank - General Purposes	326,046.00	383,493.10	57,447.10
Cash at Bank - Restricted Cash	36,800.00	-	(36,800.00)
	<u>362,846.00</u>	<u>383,493.10</u>	<u>20,647.10</u>

Included within Cash at Bank on the balance sheet 2021 was £36800 of Restricted Cash which relates to monies r the Amateur Swimming Association specifically to cover expenditure in the Disability Swimming discipline. It was that these funds be released for general purposes. The balance of these funds when they were released was £36.

4 Creditors

	<u>31/12/2021</u>	<u>31/12/2022</u>	<u>Variance to</u> <u>31/12/2021</u>
	£	£	£
Amounts falling due within one year:			
Trade Creditors	(10,222.00)	(21,181.69)	(10,959.69)
Accruals and deferred income	(33,318.00)	(34,173.80)	(855.80)
	<u>(43,540.00)</u>	<u>(55,355.49)</u>	<u>(11,815.49)</u>

Swim England South East Region Report
Notes to the Financial Statements for the period-ended 31/12/2022 (Continued)

5 Accumulated Surplus

	<u>31/12/2021</u>	<u>31/12/2022</u>	<u>Variance to</u> <u>31/12/2021</u>
	£	£	£
General Fund:			
Balance brought forward at 1 January	(313,087.00)	(328,946.98)	(15,859.98)
(Surplus) / deficit for the year	(12,700.00)	(9,056.92)	3,643.08
Released liabilities	(3,160.00)	(7,592.50)	(4,432.50)
Balance carried forward at end of period	<u>(328,947.00)</u>	<u>(345,596.40)</u>	<u>(16,649.40)</u>

6 Related Party Transactions

The Region is controlled by the Regional Management Board on behalf of the members.

Artistic swimming

Overview

In the first half of the year, we delivered six regional training days comprising both land and pool based training sessions.

The focus of all sessions was to improve technical skills, speed swimming technique, stamina and times. Land training focussed on strength and conditioning, flexibility, team building and preparing for the land routine portion of competitions. These sessions occasionally led by external specialist coaches with skills in speed swimming and gymnastics.

For one of these training days, where club coaches from across the region were invited to attend, we were fortunately able to have GB Artistic Swimming Coach Paola Basso from the World Class Performance (WCP) team leading training and provide expertise to both coaches and athletes.

Paola Basso also led a session for eight athletes (top six 13–15-year-old athletes from the competitive squad based on National Age Group figure results from March and two 16-year-olds identified as having potential to attend GB Youth trials) and lead coaches from the region.

To widen access to contemporary training techniques we gave access to a package of 6 webinars, led by WCP team, for coaches and athletes to attend.

We did try to source a sports psychologist to provide education and tools to aid competition day preparations. Unfortunately, we were not able to do this but will try again for next season.

However, we were very lucky to have been joined by a gymnastics coach and a speed coach to help athlete development which proved positive for our squads.

Talent development and competitions

Development Squad

The new South East Regional Development Squad started working together in 2022. This followed a period of change since COVID as to how the squad would be selected, train and compete. The purposes of this squad was to train together and enter the inaugural Regional Games taking place in Bristol in May. Selection to the Squad is also seen as a pathway into future National Squads (GB Senior, Junior & England Youth).

All six regions competed at Regional Games in May giving GB staff an opportunity to see the talent coming through the system.

South East Region results at the Regional Games were:

Figures - 2nd

Land routine - 5th

Speed relay event - 2nd

Competitive Squad

Our Competitive squad, made up of 15 athletes between 13-15 years, were selected to represent the Region at the Regional Games in June with all six regions competing.

South East Region results at the Games were:

Figures - 2nd overall. (NB South East Region had the highest ranked “top 8” athletes out of all regions).

Land routine – 5th

Speed relay race - 2nd

Overall – 3rd

Development group report

The focus of the Development Group during the year has been around education, specifically with our very successful bursary schemes that supports clubs. As we return to what we look on as normal we have been focussing on whole sport opportunities to benefit our athletes, teachers, coaches and volunteers.

Talent development

During the year we ran two development camps for the selected 12-year-olds from across the region that included 36 athletes from 24 different clubs.

Para Swimming camps

Three training days were delivered with up to 16 athletes taking part in each camp.

Open Water Camp

Details have been included in the open water report.

Sport and Workforce Development

The region currently has 102 SwimMark clubs. This is a positive position as it represents a small increase on the total number of clubs over the year.

We were able to deliver a range of courses and workshops through the year as set out in the table below.

Name of course / workshop	Number of course delivered	Total of people attending
Team Manager 1	14	262
Team Manager 2	4	72
Team Manager Presenter Training course		5
Young Volunteers 2021-22		96
Young Volunteers 2022-23	Programme went live in October	Recruiting
Time to Listen Courses	5	44 Welfare Officers
Coach Development Programme South East continued to match fund this training with Swim England.		8 swimming coaches

Regional Coaches' Forum – This group continues to meet 5/6 times per year online and has significant influence the structure of our swimmer development programmes and competitions.

Alan Lewis

Development Manager

Disability

It has taken a little time to get competitions going again following the lockdown they are beginning to be scheduled and our athletes are starting to travel.

On 25th September we were able to co-host a competition with the South West region. Twelve of our swimmers travelled to Bristol for the event.

At the Regional Summer and Winter Championships at High Wycombe, Crawley and Winchester, multi classification (MC) swimmers were welcomed onto the start lists.

Organised by Down Syndrome Swimming Great Britain the inaugural British Down Syndrome Swimming Championships took place last month in an action-packed weekend at the K2 in Crawley over the weekend of 19th & 20th November with plenty of swimmers from the south east taking part.

Athletes from across the region also competed at the British Para-Swimming Winter National meet at the Tollcross International Swimming Centre across Saturday 26th and Sunday 27th November. This prestige event provides valuable Winter competition opportunities for Para-Swimming athletes.

Sue Barker

Disability Swimming Manager

Diving

The South East diving development programs are ongoing and very successful. This is a proven programme which is again producing results to match. This is particularly the case with smaller clubs doing well at National events. Given where we have come from at the beginning of the year this is very satisfying and a testament to all the hard work by the divers, coaches and volunteers.

Although there has been a continuous improvement in numbers and participation in events we are still not yet back to pre-pandemic. With constraints being reported on all budgets, particularly facility hire fees, we are fortunate not to have experienced any real impact.

The Success of the Commonwealth Games in the diving pool has had a positive impact on the number of new divers joining club learn to dive programmes.

There is still a shortage of tutors with only 3 or 4 available nationally to run Level 1 or Level 2 courses. Courses for officials are now nationally co-ordinated and making significant progress to provide material that is consistent and available to all. The on-line methodology seems to be working well with positive feedback from most candidates.

Volunteers from Albatross Diving, based in Reading, have been particularly supportive of national events with members of their workforce team attending Senior Nationals, Junior Elites, National Age Groups and National Skills competitions. Elsewhere, two coaches have completed their L1 diving qualification.

Missing from the workforce development offer from Swim England is a Rigging Course. This needs to be specifically for diving as we require rigs over trampolines, dry boards and over boards in the pool. As best we can tell there is only one person qualified Nationally to take this course and they based in Sheffield.

Andy Hewitt
Diving Manager

Masters

Master's events continue to be very popular, with each event run by the Region reaching capacity before the closing date.

In 2022 our competitions programme included:

- Long Course Championship in January.
 - This is a two-day event and was again at capacity.
 - 7 World Records, 8 European records, and 17 British records set.
 - 51 Event Best Performances.
- 1500m & 800m competition in March
 - This is a single-session event with a capacity of 48 swimmers which was reached in 4hrs.
- Short Course Championships in September
 - This event moved to the K2 in 2021.
 - 1 World Record, 2 European Records, and 9 British Records.
 - 55 Meet Best Performances.
- Club Relay Championships in September
 - Instigated as a test event.
 - 126 teams
 - 3 British records set.
 - 10 Event Best Performances.
 - 18 Event Best Performances established

This success of all these events is very closely linked to our policy to priorities entries from swimmers in the region before allowing external entries. We have also received very positive feedback from swimmers and coaches alike for all events we have delivered.

In addition, the Masters' operational group, made up of representatives from each 'home county' with essential support from technical experts, continues to dedicate significant time to ensuring the smooth delivery of our events programme.

We held our first coaching forum in March with 8 coaches contributing.

Glen Isaacs
Masters Manager

Strategy Group Report

This is the first opportunity that the Strategy Group has been able to report to the region and provide a summary of its work and objectives.

Throughout 2022 our emphasis has been on establishing the new working model; essentially operationalising the redefined Development Group and the Swimming Group. In addition, progressing the Regional Agreement and associated objectives.

Both sub-groups have adopted new Terms of Reference; those for the Development Group have been posted on the regional website. The Development Group is now fully focused on coordinating support across all the region's aquatic disciplines. This is achieved through liaison with the Regional Club Development Officers (RCDO) who are able to drive the activities contained in the Regional Agreement.

The Regional Agreement

The Regional Agreement is a consistent framework used across the country with the intention to guide delivery of our Regional Strategy in alignment with the strategy and objectives of Swim England.

The content for 2022 was developed and aligned towards the end of 2021 and focuses on the strategic pillars (Sport Development, Talent Development, Workforce Development and Club & Membership Development) across all relevant disciplines. The original intention was to conduct a quarterly review with Swim England, but this has not continued beyond Q1. Nevertheless, the Regional Manager and Regional Club Development Officers have continued to progress, guided by the Development Group.

Additionally, revised budgeting templates, geared towards the strategic pillars, have supported enhanced financial analysis. This will be further refined but, as an example, it is now possible to demonstrate spend/ investment in each area and by discipline if required. The table below is indicative of one possible retrospective analysis, providing information useful to support future planning. Further refinement could more actively attribute investment and budget applications to regional planning activities.

Strategic Pillar	% Planned Total Budget (rounded)	Forecast Year End % (Indicative only/ tbc)	Comments
Sport Development	31	6.2	Income from competitions has exceeded expectations
Talent Development	36	16	
Workforce Development	32	22	
Club & Membership	1	0.3	Does not include associated staffing costs

Sarah Todd

Strategy lead

Water Polo

The focus for 2022 was to build a stronger and qualified workforce. That would support the development of the sport and ensure that club had structured continuity.

We have been able to arrange multiple coaching courses and all clubs should now have, or will soon have, a qualified coach on poolside for all sessions. Several clubs still have unqualified coaches' coaching, but this should continue to improve as more courses are delivered.

During the year we successfully delivered:

- Swim England Assistant Water Polo Coach course
- Swim England Water Polo Coach course
- Table Officials course
- Club Level Referees courses
- Regional Level Referees courses

The South East is not unique but there remains a great shortage of volunteers willing to step forward and fill empty positions. This includes official's secretary and competition organiser. Without these positions being filled no further officials' course or South East Water Polo competitions can be organised.

Water Polo Regional training has continued with limited official guidance's from Swim England on what is expected. It's become clear Swim England don't know what regional training is taking place across the county but there is an expectation that they will roll out a new, national programme for the England training squad. What the impact of this will be on our regional training is unknown.

Significant South East Region team results in 2022

Champions - Girls Water Polo under 14 (2009 & younger) Inter-Regional Championships

7th - Under 16 Boys Inter Regional Championships 2022

3rd - Under 18 Boys Inter Regional Championships 2022

5th - Under 18 Girls Inter Regional Championships 2022

Ben McDonald
Water Polo Manager

Meeting of the Board of the Amateur Swimming Association (Swim England) Limited

14 December 2022, 10am

Zoom

Present:

Richard Hookway – RH (Chair)	Aysha Kidwai – AK
Barry Saunders - BSa	Raj Kumar – RK <i>(until Item 10)</i>
Brian Havill - BH	Jane Nickerson – JMN
Joan Wheeler – JW	Bernard Simkins – BSi
Katie Walcott - KW	Caroline Green – CG
Ali Breadon – AB <i>(until Item 6)</i>	Neil Booth - NB
Lois Jarvis - LJ	

Officers in attendance:

Clare McAuslane (CMc) – Judicial Commissioner (Item 6 only)
George Wood (GW) – Sport Development Director (Item 10 only)
Emma Griffin (EG) – Marketing, Communications and Operations Director (Item 10 only)
Rob Henderson (RMH) – Senior Administration Officer

1. **Welcome and apologies**
 - 1.1 RH welcomed all to the meeting and outlined the Agenda.
 - 1.2 RH welcomed KW to the Board, giving a brief introduction and biography.
2. **Declarations of interest**
 - 2.1 BSa and BSi continue to be Regional Directors and may have conflict with regards to any business related to the Regions.
 - 2.2 With regards to item 6.2.1, BSi declared a working relationship with one individual named in the paper. RH decided there was no conflict of interest.
 - 2.3 There were no further declarations.
3. **Minutes of the board meeting of ASA (Swim England) Ltd – 14 September 2022**
 - 3.1 Approved as a true and accurate record.
4. **Actions arising from previous meetings – to note progress**
 - 4.1 Actions 1, 3, 4, 57, 61, 63, 65, 66 and 68 are now complete.
 - 4.2 Action 69 regarding Induction Meetings for KW is almost complete, with one meeting remaining.

4.3 Action 70 regarding the Committee schedule for 2023 continues to be worked on.

5. **Confirmation of decisions made by e-mail**

5.1 **Decision: The appointment of Katie Walcott as an Independent Director was confirmed by the Board. Unanimous decision.**

6. **Legal Update**

6.1 **Judicial Commissioner's Report**

6.1.1 CMc joined the meeting. LJ gave a brief introduction and established that CMc is an independent qualified solicitor who undertakes the role of Judicial Commissioner for Swim England and has attended to deliver her annual report.

6.1.2 The report was taken as read.

6.1.3 CMc clarified that there are now 29 complaints, up from 28. This is still lower than numbers in the pre-pandemic era. Cases in pre-determination have reduced from 4 to 3.

6.1.4 This year's position is much more positive than last year. The Office of Judicial Administration was effectively shut down for 8 months over COVID, which affected the number of cases being delayed into 2021.

6.1.5 It is noted that there was a notable increase in Water Polo complaints this year, predominantly relating to referee disrespect and inappropriate behaviour towards others underwater.

6.1.6 The Judicial Management Group (JMG) meeting held in October was unanimous that in-person mediation is better. This is the case for some arbitrations too, particularly where mediation has not yet occurred.

6.1.7 CMc would like more "Swim England Friends" recruited as it is a crucial part of in the process if we wish to avoid a formal complaint.

6.1.8 CMc stated that if a complaint overlaps with a Child Protection issue, it would be resolved by the Independent Child Safeguarding Officer (ICSO) before the Judicial Commissioner is involved.

6.1.9 It was confirmed that Swim England now have an appropriate amount of staff resource to deal with complaints to a good standard.

6.1.10 There was a request for the next report, that complaints be categorised based on exhibited behaviours and graphs provided. CMc confirmed that this was possible.

6.1.11 A comment was made regarding the perceived over-formality of the communication from the Judicial Commissioner to Clubs. It still seems quite formal.

6.1.12 CMc agreed the need to be clear whilst still quoting the rules, although sometimes legal language is unavoidable.

6.1.13 LJ commented that there will be a rollout of new training for panel members, Club Committees and Swim England Friends when the new regulations are approved.

6.1.14 A question was posed as to the outcome if somebody ignored the internal dispute process. On occasion, the internal dispute process is bypassed and progressed to a complaint. It was clarified that CMc will always look to resolve matters at the

Club level, although this is sometimes difficult due to the voluntary nature of Committees.

- 6.1.15 It was agreed to provide further categorisation based on lessons to be learned from different types of complaint.
- 6.1.16 RH stated an openness to any further observations and feedback from CMC regarding the process and regulations.
- 6.1.17 RH gave thanks on behalf of the Board for the Judicial Commissioner's efforts.

6.2 **Regulations Review**

- 6.2.1 The Board were in agreement that the proposed regulations were not as easy to understand as they perhaps could be. A Board member commented that more plain English would be useful in the Regulations, to encourage those with complaints to bring them forward.
 - 6.2.2 LJ clarified that a user guide will be issued alongside the document in order to help with visual representation and that a flowchart was appended to the regulations in order to help make the process easier to understand in outline.
 - 6.2.3 The Judicial Regulations Review is the culmination of a number of years of work. External lawyers have been consulted on the content and these are a more accessible set of regulations than previously. A mandatory timescale is now included, as is the requirement for an internal disputes process initially.
 - 6.2.4 The Judicial Management group have approved the new Regulations, LJ requested the Board to approve them.
 - 6.2.5 Most other NGB's tend not to offer a member complaints function. If they do, then it can come at a cost to members. Swim England is a different NGB as it has individuals as members; in other sports, people are members of clubs, clubs are members of counties, counties are members of regions and regions are members of the NGB. The function is a great benefit to our members.
 - 6.2.6 It was noted that the new Regulations will require Regions to play an active part in the process, owing to an inconsistent approach previously. The key thing is to get the child happy and back in the water as soon as possible.
 - 6.2.7 RH suggested for the Board to take a vote on the Regulations as drafted, with a commitment from LJ to review the wording throughout 2023 as a part of continuous improvement.
 - 6.2.8 **Decision: The new Judicial Regulations were approved by the Board. Unanimous decision.**
 - 6.2.9 **Decision: The Board approved the ancillary changes to the Handbook that refer to the Judicial Regulations. Unanimous decision.**
- ## 6.3 **Safeguarding and Welfare update**
- 6.3.1 RH introduced the item. Safeguarding and welfare has been high profile in many sports in recent years. This has highlighted a number of sports with very significant deficiencies of policy, process, culture and capability.
 - 6.3.2 Standards of behaviour and what is deemed acceptable evolves; what was appropriate ten or twenty years ago may not be acceptable now.

- 6.3.3 Swim England has had some serious cases and incidences, some ongoing and some where the outcome is challenged.
- 6.3.4 Sport England, had decided it was appropriate to review the handling of three cases in particular. The point is to look at the application of our policies and processes to ensure they were upheld to the proper standard.
- 6.3.5 The report was circulated by JMN. Sport England commissioned the report from Sport Resolutions, who appointed a qualified lawyer to review the aforementioned cases.
- 6.3.6 Sport England have acknowledged that the report was prior to the implementation of our staffing and procedural changes in this area, and that these have been necessary and positive. Notwithstanding these changes, there is more to do.
- 6.3.7 The Sport England Board have informed us that after reviewing the report, that they are deferring a funding decision until their March meeting. They will look at our response to the report in making their decision, including our plan of action moving forwards.
- 6.3.8 Sport England would wish to see evidence of real change and assurance that we will address the issues contained within the report.
- 6.3.9 JMN and RH have issued a response to the Sport England Board, stating that we are aware of the issues and wish to improve in this area. The Board accepts Sport England's position and noted that it is important that we are, and are seen to be, open, responsive and engaged
- 6.3.10 It is highly likely the report will become public, so the Board will need to understand how this may affect staff and key stakeholders. It was also noted that disclosure to our insurers is required.
- 6.3.11 We are clear that in our response to the report we will set a plan for the next three years, with some very specific actions in the first twelve months.
- 6.3.12 AB left the meeting.
- 6.3.13 Board members strongly recommended taking specialist external advice.
- 6.3.14 Thanks were given to the new Safeguarding and Welfare team for making significant improvements in a number of areas; their efforts and energy are welcomed.
- 6.3.15 RH gave further thanks to the Board, being encouraged by the insight and comments. RH offered the Board's counsel where necessary to the Executive Team of Swim England as our formal response to the report is drafted and plans developed.
- 6.3.16 **Decision: The Board approved the new Safeguarding & Welfare regulations. Unanimous decision.**
- 6.3.17 JMN updated that the Child Protection in Sport Unit (CPSU) audit has now been received. The outcome was "Conditionally Met", acknowledging the great improvements made since the previous audit, and wishing to work with us over the coming 6 months to see them embedded into the organisation.

7. Chair's report

7.1 RH gave a verbal report.

7.2 RH attended a number of Swimming meetings recently – in particular a Chairs' meeting including Karen Webb Moss. British Swimming's future strategic priorities were discussed. Karen is keen to understand the value of the shared brand and brand equity.

7.3 The British Swimming CEO search continues, they hope to have an appointment by the end of January.

8. CEO's report

8.1 The report was taken as read and is provided for information only. JMN welcomed questions from the Board.

8.2 The Governance Code for Counties, is being developed. The Board requested to see it prior to publication and Claire Coleman / Helen Weeks will be made aware of the request.

8.3 Commercially, there are now five warm leads with involvement from a number of Board members. We may know the outcome of the two smaller ones in the near future, two more are tied in with British Swimming and are thus more complex, one is a larger piece of work.

9. CFO's report

9.0.1 The report was taken as read.

9.0.2 The accounts are in a very good financial position. Losses were suffered due to COVID in 2020, but there was a period of time in 2021 where income returned and expenditure didn't. As a result, a significant profit was made.

9.0.3 Swim England's income has stayed broadly flat over the past few years. With inflation now at 10%, this is a more significant issue than previously, BWH emphasised that 2024 was a potential concern.

9.1 Statutory accounts for old unincorporated ASA

9.1.1 Half of the old unincorporated ASA's asset (SportPark) has been sold to Swim England, half the asset has been sold to the University. The final step required is to close down the old incorporated ASA entity.

9.1.2 **Decision: The Board approved the formal closing of the old unincorporated ASA. Unanimous decision.**

9.2 September Management Accounts

9.2.1 Swim England had a very strong first six months of the year, having benefitted from a COVID catch up period. This has levelled off since.

9.3 2022 full year forecast

9.3.1 In 2022 the reserves position has changed as a profit will be made. The fixed assets have gone down by £2m but cash is up by £2m. Free reserves are therefore higher. Going into 2023, the reserves are in a far better position than in the past.

9.4 2023 budget

9.4.1 Our income is not budgeted to increase in line with inflation so will go down in real terms. A small loss is projected for the 2023 year. This assumes Sport England grant at current levels which is not certain.

9.4.2 It also does not account for any increase in expenditure in order to implement the new Strategy. There will be a need to either cut expenditure elsewhere or to increase the loss.

9.4.3 It was agreed by the Board that reserve funding may be utilised to enable the critical work in the area of Safeguarding and Welfare.

9.4.4 The board also noted the need for a clear Commercial Strategy to help to underpin and diversify income. Jon Glenn and Becky Cox are scoping this, with work due to commence after the Christmas break.

9.4.5 Overall the budget is judged to be well balanced.

9.4.6 RH summarised that given the uncertainty in the current financial environment that the budget be approved, but to recognise it as a living budget, so Swim England can be flexible to the needs of our organisation and its members.

9.4.7 RH thanked BWH for his work.

9.4.8 **Decision: The Board approved the 2023 budget. Unanimous decision.**

9.5 **Date of AGM**

9.5.1 The date for the Swim England AGM was confirmed as Monday 15 May 2023, 7.30pm.

10. **Swim England Strategy Review**

10.1 GW and EG joined the meeting.

10.2 **Action: RM to circulate the presentation given alongside the Minutes.**

10.3 The presentation set out what had happened since the Board last reviewed the Strategy. The vision and mission have been updated.

10.4 The Strategic priorities remain the same. Under “Capability” there is a stronger focus on EDI work. Under “People”, safeguarding and welfare has been prioritised. “Water” now focuses on two priorities.

10.5 The intention is to work across the first 1,000 days to bring the Strategy to life. This will be at a National and Local level, with different plans for each. It will include lobbying and influencing.

10.6 The focus in the first year for each area is as follows:

- Capability; continue [England] Swims and further develop.
- Water; establish / start influencing local networks regarding facilities.
- Governance; implementing the Safeguarding and Welfare action plan.

10.7 With regards to [England] Swims, there will be a national second stage piece of research on how we co-create with diverse ethnic communities.

10.8 Resource will be focused on where it is needed most; mapping the most impact but also looking to work with specific groups.

10.9 A graph was shared concerning where Swim England staff resource is focused with regards to each pillar of the new strategy.

- 10.10 The next steps will be to prioritise what we will stop doing and how Business as Usual (BAU) fits; to develop the Commercial Strategy; considering how we evolve staff focus; and cross-organisational planning and budget allocation.
- 10.11 It was agreed to align the mission and vision to both refer to the sport as “Aquatics”. This is partly for consistency, partly in light of FINA changing its name to World Aquatics.
- 10.12 JMN gave thanks to GW and EG for their work – in particular, Sport England like how aligned the Swim England Strategy will be with theirs. RH echoed these sentiments.
- 10.13 RK left the meeting.
- 10.14 **Decision: The Board approved the new 2023 – 2033 Strategy. Unanimous decision.**
- 10.15 **Action: Board members to help with the Strategy rollout among key stakeholders, including attending meetings where necessary, to advocate for the new Strategy.**
11. **Transgender Policy**
- 11.1 JMN clarified that this item refers to the Transgender and non-binary competition policy.
- 11.2 Swim England has taken a lot of consultation on this area of work, inside and outside the sport. The policy has been written and is circulated to the board with some guidance notes.
- 11.3 It was noted that Swim Scotland and Swim Wales are considering following the same or very similar policy. British Swimming have already followed FINA – which currently does not include an “open” category.
- 11.4 It was requested that the section applying to Rankings in the policy also applies to Records, this was agreed.
- 11.5 It was clarified that the definition of Masters Swimming is 25 years old plus.
- 11.6 In terms of Swim England’s internal systems, a member’s birth sex will be unchangeable but their gender can be changed in accordance with the policy. All competitors will still need to comply with anti-doping requirements, so an athlete will need to be fully aware of any medication used as part of a transition process.
- 11.7 **Decision: The Board endorsed the Transgender and non-binary competition policy. Unanimous decision**
- 11.8 **Action: JMN to send the Transgender and Non-Binary Competition policy to key stakeholders with an implementation plan.**
12. **Committee Roles**
- 12.1 The paper was taken as read.
- 12.2 It was clarified that the Board Champion for EDI will be AK.
- 12.3 The Board discussed establishing a Safeguarding and Welfare Committee, in order to have oversight of the implementation and action plan. The Committee would further act as an independent source of advice and counsel to SLT in this

area. The Audit, Probity & Risk Committee is also keen to see the Safeguarding and Welfare Committee established.

12.4 **Decision: The Board approved the distribution of Board members across the Standing Committees. Unanimous decision**

12.5 **Decision: The Board sanctioned the establishment of a Safeguarding and Welfare Committee pending Terms of Reference. Unanimous decision.**

12.6 **Action: NB to draft the Terms of Reference for the Safeguarding and Welfare Committee.**

13. **Committee / Working Group reports – meetings held since last meeting**

13.1 **Regional Chairs' Meeting held 26 September and 28 November 2022**

13.1.1 RH gave an update.

13.1.2 The main content for both meetings was review of the new Strategy.

13.2 **Sports Operations Committee held 11 October and 22 November 2022**

13.2.1 The Minutes were taken as read. There were no questions.

13.2.2 Minimum depths have been decided upon. Communications are now public and there will be some mitigations on the policy until late 2023.

13.3 **Swim England Qualifications Board held 25 October 2022**

13.3.1 The Minutes were taken as read.

13.3.2 The Institute of Swimming received a sanction, they are working together with Swim England Qualifications to remedy. The IoS may appeal against the level of the sanction but not against the decision itself.

13.4 **Institute of Swimming Board held 29 November 2022**

13.4.1 The Minutes were taken as read. There were no questions.

13.4.2 Much of the IoS Board's time was spent debating the sanction from SEQ, and the appropriateness of an appeal. The issue was therefore brought to the attention of the Audit, Probity & Risk Committee.

13.5 **Trading Board held 6 December 2022**

13.5.1 The Minutes were taken as read. There were no questions.

13.6 **Audit, Risk & Probity Committee (held 9 December 2022)**

13.6.1 The Minutes were taken as read. There were no questions.

13.6.2 The ARP was made aware of SEQ's sanction to the IoS.

13.6.3 There will be four meetings next year, one of which will be held in SportPark.

14. **Board EDI Training Journey**

14.1 The paper was taken as read and the Board were happy to proceed as proposed. An in-person Board meeting will be held in February in order to facilitate the training.

14.2 There is also an online training platform that Board members can use to start their learning in this area.

14.3 **Action: JMN to send link to EDI training platform to Board members.**

15. **Dates for next meetings**

Wednesday 1 February 2023 – 11am (In person)

Wednesday 15 March 2023 – 1pm (Zoom)

AGM – Monday 15 May 2023 – 7.30pm (Zoom)

Wednesday 17 May 2023 – 11am (In person)

Wednesday 12 July 2023 – 1pm (Zoom)

Wednesday 13 September 2023 – 11am (In person)

Wednesday 13 December 2023 – 1pm (Zoom)

16. **Any other business**

None.

Summary of Decisions made

Minute	Item	Decision
5.1	Confirmation of decisions made by e-mail	The appointment of Katie Walcott as an Independent Director was confirmed by the Board. Unanimous decision.
6.2.8	Regulations Review	The new Judicial Regulations were approved by the Board. Unanimous decision.
6.2.9	Regulations Review	The Board approved the ancillary changes to the Handbook that refer to the Judicial Regulations. Unanimous decision
6.3.16	Safeguarding and Welfare update	The Board approved the new Safeguarding & Welfare regulations. Unanimous decision.
9.1.2	Statutory accounts for old unincorporated ASA	The Board approved the formal closing of the old unincorporated ASA. Unanimous decision.
9.4.8	2023 budget	The Board approved the 2023 budget. Unanimous decision.
10.14	Swim England Strategy Review	The Board approved the new 2023 – 2033 Strategy. Unanimous decision.
11.7	Transgender policy	The Board endorsed the Transgender and non-binary competition policy. Unanimous decision
12.4	Committee Roles	The Board approved the distribution of Board members across the Standing Committees. Unanimous decision
12.5	Committee Roles	The Board sanctioned the establishment of a Safeguarding and Welfare Committee pending Terms of Reference. Unanimous decision.

Swim England Sport Operations Committee

Minutes of the meeting held 17 January 2023

Draft minutes subject to approval at the next meeting

Present:	Joan Wheeler (JW)	Swim England Board Member (Chair)
	Neil Booth (NB)	Swim England Board Member
	Amy Bryant	Swim England Member
	Alex Harrison (AH)	Swim England Member
	Ian Mackenzie (IM)	Swim England Member
	Keith Munday (KM)	Swim England Member
	Ellie Conway (EC)	Youth Advisory Panel
	John Hidle (JHi)	Regional Chairs Representative
	George Wood (GW)	Sport Development Director
	Jon Glenn (JG)	Learn to Swim and Workforce Director
	Rebecca Cox (RC)	Swim England Business Engagement Director & Institute of Swimming Managing Director

Staff:	Ali Sibcy-Allen (AS-A)	Operations Administration Manager
	Claire Coleman (CC)	Head of Development
	Kerry Watkiss (KW)	Head of Insight
	Ekaterina Boyd (EB)	Head of Events

Min No:

1. Standing Items

1.1 Chairperson's welcome

JW welcomed everyone to the first face-to-face since 2020, with AH online, AB was welcomed to her first meeting.

1.2 Apologies

None recorded.

1.3 Declarations of Interest

AH – item 6.1 (AOB)

1.4 Declarations of AOB

Observation on energy crisis and pool hire costs
Question on decision making

1.5 Minutes from previous meetings:

1.5.1 22 November 2022: The minutes were accepted as an accurate record.

1.6 Actions from previous meetings

1.6.1 22.22 – EG is pursuing progress of portal.

1.6.2 22.27 – Education plan pulled together starting in February including all disciplines and raised issues. More cohesive plan to be developed and will go out to clubs and team managers in first instance.

- 1.6.3 22.28 – CC and JW to catch up; timeline being discussed for publication of minutes.
- 1.6.4 22.35 – LTS and Workforce Audit moved to February agenda.
- 1.6.5 22.42 – Ongoing discussions regarding CPD and badge costs. Update to be provided at next meeting on specific points.
- 1.6.6 22.43 – Coaching and Teaching Register update to be added to February agenda.
- 1.7 **Leadership Group Updates**
- 1.7.1 Artistic Swimming: KM advised progress is being made by the new project manager recruited to integrate the revised FINA Rules. It was questioned whether the content from the conference had been disseminated. CC is to follow up. The entry software for NAGs is not fully compatible with the entry requirements resulting in volunteers manually having to complete elements. EB requested the update but due to the volume of work required it is not feasible for it to be implemented in time for NAGs. It is expected this will be implemented during 2023.
- 1.7.2 Clubs: The minutes were circulated with no further questions raised.
- 1.7.3 Diving: 2023 event planning has begun alongside the supporting volunteer recruitment. AH is to meet with the DLG Chair to develop a paper on the National Skills Finals transferring from being 'outsourced' to a Region to being delivered by the National Events team and would also raise the issue of High Diving. Concerns were noted regarding the lack of coaches and that the potential transfer of skills from comparable sports was being explored.

GW advised that as a result of restructuring during the pandemic the National Events team is at full capacity delivering the current events programme and that outsourcing further events may need to be considered rather than bringing more in-house. EB will be reporting on Events delivery over 2022 during the next meeting and the inclusion of AH's paper will assist with the review and so it was requested this was prioritised.

Action: AH to submit paper on National Skills Finals in time for the issue to be considered with the paper on National Events at the next SOC meeting.
- 1.7.4 Swimming: Discussion considered the implications of licensing meets for non-Swim England members, or organisations fronted by a club, and the requirement for them to maintain SE standards. It was confirmed that the license just enables access to the ranking system for members and that third party organisations would require their own insurance and safeguarding procedures, but that the Swimming Leadership Group be asked to consider safeguarding issues.
- 1.7.5 Water Polo: The Leadership Group Chair, Toby King, has stepped down and recruitment has commenced. Normal Leighton, has retired from his SE Talent Development Officer role, with Rose Younger and Andy McGinty continuing in their Talent Inclusion Officer roles at the current time. It was reported that there have been some communication challenges with the Regions regarding the National Academy Structure. Competition dates for 2023 have been established.

2. Items for Information

2.1 [England] Swims Insight

KW was welcomed to the meeting to provide an overview of the campaign, highlighting the aim of targeting ethnically diverse communities to understand how to make swimming more accessible and inclusive as well as helping to inform the new strategy.

Over 2000 responses were received which gives a robust sample size for the insight that has been generated. KW highlighted how an agile approach had been taken to the data gathering phase to enable as much engagement with participants as possible.

A clear disparity of swimming abilities when analysing by ethnicity was identified, which was further increased when considering by gender.

Within the younger generations, a move towards improving abilities was noted across all communities with a high importance placed on children knowing how to swim across all ethnicities regardless of the parent's own swimming ability.

KW advised that the information is available via the website for anyone to be able to download and use. She confirmed that the survey is a baseline piece to build on and inform further insight. The outcomes have been shared with operators with the Business Engagement Team supporting.

Action: KW to forward web link for inclusion within the minutes.

KW highlighted that during the next strategy period there will be further work undertaken to engage a more diverse audience and generate more insight that can be shared with the aquatics sector to help promote inclusion. The discussion amongst the group suggested that Swim England should share some of the key findings on social media to stimulate thinking amongst the aquatic sector.

Action: GW to speak to Emma Griffin about highlighting some headline outcomes on social media.

It was suggested that it would be beneficial for Beth Barrett to attend a future SOC meeting to update members on the Inspire Programme.

Action: JG to invite Beth Barrett to a future meeting.

3. Items for Discussion

3.1 Swim England Strategy

GW advised that the SE Board have signed off the 10-year strategy with the focus shifting to how to communicate and implement the strategy across all disciplines as well as engaging stakeholders, members and partners.

The Marcoms team are building the launch, planned for later in 2023, with Sport Development linking in clubs, regions and counties. GW asked the group to discuss the best method to engage members and clubs to support the strategy direction.

A key challenge was recognised as needing to communicate to a range of audiences and the differing language for these audiences. It was questioned whether there would be benefit in the development of a sub-strategy and plan over the next 12 months for each of the disciplines to push out to members. There was

agreement that the strategy has to be carefully communicated to members, demonstrating the specific benefits to them.

GW highlighted two key areas to address; existing members and clubs and wider stakeholders, the approaches for which will need to be different. The development of SMART objectives to track progress was recommended, alongside direct engagement member surveys, with the need for a mechanism for feedback on the strategy to be received.

A key strategy ambition is to support the growth and sustainability of clubs. There was recognition that any comms needs to include something relevant to the members and their parents with consideration to be given to their priorities.

There was agreement for the leadership groups to have aligned three-year plans to tie in to the strategy. It was agreed that these should be developed by Swim England team members in consultation with the Leadership Groups.

The Committee agreed that it would be highly desirable for Swim England Regions to have strategies that align with the Swim England strategy and which have a level of consistency in the way they are presented. GW is to liaise with AH as the Chair of Regional Chairs.

Action: GW to review how the strategy will apply to each Leadership Group and to discuss compatibility with Regional plans with AH.

4. Items to Note

4.1 SOC Recruitment

Following the advertising of the vacant post interviews were held and AB was appointed.

JW proposed that she move to fill the current SOC Liaison vacancy on the Swimming Leadership Group, with AB joining the Club Leadership Group. This was agreed.

4.2 Meetings with Chairs of Leadership Groups

JW and GW met with the Chairs of the Leadership Groups individually, enabling frank discussions to be held specific to each of the groups. The outcomes of these discussions are now being worked through with CC with common themes evident.

Issues over communications and project planning / delivery were highlighted as well as succession planning concerns.

CC is working on the membership of the groups and determining Terms of Office. It was noted that the recommendation of two terms of office was in line with the governance requirements for tier three NGBs.

It was noted that, whilst the minutes from the Leadership Groups are circulated to SOC members, Leadership Groups currently do not receive the SOC minutes. In future, Chairs of Leadership Groups will receive SOC minutes with the SOC Liaisons to report any relevant issues from the minutes to their groups.

5. Items for decision

5.1 Volunteer accommodation

EB was welcomed to the meeting.

A report on accommodation for event volunteers had been included with the agenda. EB advised that, as a result of continuing concerns about Covid, accommodation sharing for volunteers had not been enforced, which is contradictory to the policy developed prior to Covid. If this was reintroduced there could be a 32% saving of the budget, but there was a continuing health risk and the potential of volunteers dropping out. It was noted that the position was the same at British Swimming events.

SOC members agreed that the requirement for volunteers to room share is removed from the policy, but that this be reviewed annually in the context of budgets, public health concerns and practices at other similar events. EB would amend the policy and confirm with JW.

Action: EB to update the policy and review annually.

The discussion considered the implementation of the policy for those completing long days and not being provided accommodation. EB confirmed that there is a degree of flexibility to consider individual circumstances.

5.2 **Dress Code Policy**

The proposed updated policy was approved.

It was queried as to whether the current sponsorship agreements had any implications for Regions. GW to check with EG.

Action: GW to check with EG whether the sponsorship agreements in place have any implications for the Regions.

6. **AOB**

6.1 Energy Crisis: It was queried whether there is an expectation that operators will pass on the recent fall in energy prices, whether there is a risk that they will continue to increase prices and what influence SE can exert over pool hire costs.

The concern was noted. RC advised that many pool operators had reported a significant increase in energy bills, although this varied depending on contracts. Talking to clubs, it was clear that they understand the issues that operators are facing, not least because of the experience of domestic households.

6.2 Decision Making: The time taken for SE to make decisions and implement new processes / policies was raised.

The SLT members advised that in some areas decisions are made much more quickly however where clubs or other stakeholders are impacted, this is slower as consultation with the membership and/or partners is required.

7. **2023 Meeting Dates**

- Tuesday 28 February 2023, 10am
- Tuesday 2 May 2023, 10am
- Tuesday 27 June 2023, 10am
- Tuesday 12 September 2023, 10am
- Tuesday 28 November 2023, 10am

Swim England Sport Operations Committee

Minutes of the meeting held 22 November 2022, via Zoom

Draft minutes subject to approval at the next meeting

Present:	Joan Wheeler (JW)	Swim England Board Member (Chair)
	Neil Booth (NB)	Swim England Board Member
	Alex Harrison (AH)	Swim England Member
	Ian Mackenzie (IM)	Swim England Member
	Keith Munday (KM)	Swim England Member
	Ellie Conway (EC)	Young Athletes Panel
	John Hidle (JHi)	Regional Chairs Representative
	George Wood (GW)	Sport Development Director
	Jon Glenn (JG)	Learn to Swim and Workforce Director
	Rebecca Cox (RC)	Swim England Business Engagement Director & Institute of Swimming Managing Director

Staff:	Ali Sibcy-Allen (AS-A)	Operations Administration Manager
	Claire Coleman (CC)	Head of Development
	Ekaterina Boyd (EB)	Head of Events
	Lindsay Trimmings (LT)	Head of Coaching
	Kevin Suckling (KS)	Head of Safeguarding and Welfare

Min No:

1. Standing Items

1.1 Chairman's welcome

The Chair welcomed everyone to the meeting.

1.2 Apologies

None recorded.

1.3 Declarations of Interest

None recorded.

1.4 Declarations of AOB

None declared at this stage.

1.5 Minutes from previous meetings:

1.5.1 11 October 2022: The minutes were accepted.

1.6 Actions from previous meetings

1.6.1 22.22 – Howden's technical team is establishing a security solution; an update will be provided in due course. CC will look at the reporting of near misses and whether these could be incorporated into the system.

1.6.2 22.27 – CC will update SOC in January regarding the launch of supervision ratios.

- 1.6.3 22.28 – all LG's have provided feedback which has highlighted further work. CC and JW to meet to progress.
- 1.7 **Leadership Group Updates**
- 1.7.1 Artistic Swimming: The main focus has been on the FINA rule changes. Certificates of exemption have been discussed and are to be considered over the next 12 months. The importance of ensuring inclusivity within the sport was noted by SOC.
- 1.7.2 Clubs: Nothing to highlight from the most recent meeting.
- 1.7.3 Diving: Recruitment for the vacant DLG roles is ongoing, with difficulties being experienced in recruiting, it is hoped that this may change now competitions are being held. Work is being completed on the badge framework and judging pathway to make progression easier. It was noted that there are challenges with the recruitment of tutors for judging courses.
- 1.7.4 Swimming: The most recent meeting covered a variety of topics and agreed a proposal for competition planning and the licensing of third party events. JW will offer to meet with the Chair of the masters working group to discuss some issues raised in his report.

The SLG have requested to amend the membership of the group to include a Coaching Lead and revise their TORs to reflect this. SOC members agreed to the inclusion of the Coaching Lead role and update to the TORs. It was confirmed that consideration will be given to recruiting an individual who can represent all levels of coaches.

- 1.7.5 Water Polo: It was noted that the attached minutes related to the WLG meeting held on 6th October. The next meeting will be held at NAGs and will be a face-to-face meeting.

2. Items for Decision

2.1 Events: Progress on 2023 schedule, updated costs and entry fees

EB was welcomed to the meeting.

EB advised that the paper had been updated from the previous meeting and confirmed the 2023 calendar. The open water events are still to be confirmed but arrangements were progressing. A current competition review for water polo could impact on plans for the second half of 2023.

The budget for 2023 has proposed a 10% increase on external costs, based on rates received from key stakeholders, partners and suppliers. This equated to request for an overall increase of £20,000 in the budget compared to 2022, although it was noted that in some cases increased costs may be higher than 10%. Following discussion, SOC members agreed a 10% increase to entry fees across all events.

The future use of the 2022 Commonwealth Games pool in Sandwell was questioned with EB advising that the pool is scheduled to open by July 2023. Conversations are ongoing regarding the required specification for water polo and diving events.

Referring to the review of volunteer expenses, accommodation sharing for volunteers was queried. It was noted that the implementation of this had been suspended as a result of Covid and the potential knock on effect on recruitment. It

was agreed that EB would look into costings, and bring a further report to the January meeting. EB would include the current British Swimming policy to enable an informed decision over reinstating the policy to be made by SOC members.

Action: EB to review volunteer accommodation sharing at events for January meeting.

Questions were asked regarding the feasibility of increasing the volume of entries. The knock on effect on event schedules and potential decrease in entries was acknowledged. EB confirmed that there is an expectation that standards and entry numbers will increase in 2023. In addition to striking an appropriate balance between participation and the standards expected for national championships, the wider implications of hosting larger events needs to be considered in the context of revised operating procedures impacting on issues such as warm ups and spectator capacity.

2.2 **Minimum Swimming Depths**

JG advised that discussions have been held with both the Legal team and the insurance brokers over the implementation of a transition period incorporating relevant mitigations. SLG considered the report at their meeting on 17th November agreed with the proposals. JG emphasised that a minimum depth of 1.35m for swimmers holding the Competitive Start Award would be required for all from September 2023 but that the transition period provides pools and clubs time to make required amendments.

SOC members agreed with the proposal requesting comms to be circulated as quickly as possible to give the maximum notice of implementation from 1 January 2023. The need to include league secretaries in the circulation of the guidance was highlighted.

Action: JG to arrange for comms to be sent as soon as possible and include league secretaries.

JG was asked how concerns from pools and clubs would be managed. He advised engagement has begun with those who have already expressed concerns, and confirmed that support will be offered to others who need it.

2.3 **Artistic Swimming rule changes**

KM presented an overview of the plan proposed by the ASLG to support the implementation of the FINA rule changes.

The plan proposes a 12 month phased rollout starting in January 2023 with the first international competitions being held to the new standards during summer 2023. A budget of up to £30,000 to support the project had been projected.

The 12-month implementation process was welcomed. GW would look at how the plan could be worked into the Sport Development Directorate budget. GW advised that this would need to be the focus of the budget for the ASLG for 2023 and that it would impact on other potential growth areas during this time.

SOC accepted the proposal, noting that this would be the major spend for AS in 2023.

CC confirmed that a project officer has been identified who has experience within the AS community, and that further resource is being identified within the team to support the project.

2.4 **Coaching plan 2022 – 2025**

LT was welcomed to the meeting.

LT reported that the Coaching Plan was signed off earlier in the year and some of the work on implementing this has begun. The need to more explicitly state our approach to welfare and safeguarding before publication has been identified following the Whyte Review into British Gymnastics. The timescales for release will be clearer after a meeting with the CPSU on 1 December.

SOC members were keen to ensure that safeguarding is embedded into the culture of swimming and that there is a move away from it being an inference to stronger wording. Discussion considered the wording of statements, with LT to incorporate these.

SOC members approved the document, that subject to the amendments discussed. Additional agreement was given that if further minor amendments were required these would not need to be brought back for approval.

3. **Items for Discussion**

3.1 **Teaching and Coaching Register – compliance approach**

LT introduced the paper and explained how it came in to place, advising that currently the paper is in the early draft stages.

LT outlined the importance of the paper, including what would be captured and when, along with its positioning in relation to SwimMark and Club Affiliation dates. There would be a requirement for named individuals to hold responsibilities as well as identifying cover for those.

Concerns were raised regarding having specific date for compliance however the emphasis would be continued compliance with consideration to be given as to how to address non-compliance between reporting dates.

LT ran through the further considerations, highlighting key elements and the resulting penalties, with the need to tighten current conditions to ensure all teachers and coaches have DBS clearance. The potential consequences were noted while also acknowledging the outcomes of the Whyte Review into British Gymnastics need to be considered. The current popularity of safeguarding courses and resulting availability was highlighted with a pragmatic approach requested. LT agreed to take the feedback to Kevin Suckling (Head of Safeguarding and Welfare) to consider from a safeguarding perspective.

The appropriate level of DBS is now auto populated on the system when roles are selected. A training need for welfare officers has been determined to ensure they understand why it is there.

Further discussion considered the inclusion of safeguarding training within the coach education courses. RC confirmed this had previously been looked at with complications arising when individuals have already completed training. There is potential to review as the courses are now modular and exemptions could be made but there would need to be decisions made regarding the timeframe in which training need to have been completed.

Previous delays in certification were acknowledged to be a concern. RC advised that action has been taken to address the delays within the Institute of Swimming and that Swim England Qualifications are also exploring a more functional process.

JH advised that the Regional Chairs would be discussing the paper at their next meeting. As part of this, clarity over roles and resource management as well as monitoring would need to be included.

LT noted the comments and will work on the development of the paper before returning with an update when appropriate.

Action: LT to return to update SOC members when appropriate.

4. Items to Note

4.1 Swim England response to the Whyte Review

KS was welcomed to the meeting.

KS began by outlining the Legal team structure, outlining new roles and how they link in to the Sport Development team as well as how safeguarding cases are assessed as they received so they can be directed internally more appropriately.

The draft Whyte Review report was presented, noting that it will shortly be circulated to SLT, the SE Board, and the CPSU. KS ran through the report highlighting pertinent points and changes to previous operating procedure. KS noted that historically SE have been more reactive to issues while the Whyte Report has identified that NGBs have a responsibility to be more proactive and manage any issues at an earlier stage. SOC members agreed that managing problems earlier and at a club level is a positive step.

KS advised that culture features heavily in the Whyte Report as being fundamental to ensuring welfare and safeguarding are central to everything SE does as an organisation. Historically, the safeguarding team have worked in isolation but moving forwards this is changing with links to the Sport Development team already in place.

SOC members agreed the progress is a major step forwards. Communication to club welfare officers was questioned as this was felt to have been minimal in past cases. KS confirmed that the club welfare officers would be the point of contact and would remain updated on any issues based on the frequency that they request. KS further added that the team will no longer be relying on written communication and that they will be speaking to people where possible in the first instance.

NB expressed his thanks to KS, recognising the workload currently being dealt with. Issues with the system had been recognised prior to the appointment of KS but these are now being addressed. The identification of where failures are had started prior to the Whyte Report but now there is impetus and direction.

To conclude, KS informed the group that there are a variety of different issues but these are not disproportionate and are comparable to other sports. Moving forwards there will be an ability to identify trends across the reports and learn lessons from other near misses and trends.

4.2 Update on the review of the Judiciary

NB informed members that the judicial laws of the sport have been updated to make the processes and timescales clearer and will be considered by the SE Board at their December meeting.

The proposed changes to the rules are minimal with the focus being on the management and administration to provide a tighter, time-bound process with less flexibility.

Training will be provided for those involved in the judiciary to ensure that roles and responsibilities are fully understood and the process will be made more streamlined and efficient.

4.3 **Club Financial pressure**

GW outlined how the Club Health Tracker will be used to support clubs with its foundations based in what makes a club work, including finance and operator relationships. The tracker is currently in the testing phase, overall feedback is positive and confirms that it helps to clarify key priorities and issues in club development. Once the tracker is opened up to all clubs' greater clarity and trends will become apparent.

There are already measures in place to address some issues, with Andy Jack assisting with club operator engagement issues. Workshops are being delivered to support clubs to help themselves, the first on taxation was well received with a further three planned. These will continue during 2023 and the Club Financial Toolkit will be promoted in early 2023.

Work is ongoing regarding the financial viability of pools which impacts on clubs. Together with operators, SE are campaigning to highlight the impact of the increase in energy costs with the aim of ensuring that pools are able to remain open at an affordable rate. RC confirmed that engagement with operators over ways they can refine processes, and reduce associated costs, is already ongoing.

RC also advised that SE are supporting operators, and promoting initiatives as widely as possible. It is hoped that the data from England Swims will enable wider engagement.

The importance of clubs considering how they could be more sustainable was agreed, including consolidating their water time and optimising their usage. The benefit of using the Club and Operator toolkit to support decision making was noted, with the potential for greater engagement via the regional teams to make greater use of the toolkit. The importance of taking a pro-active approach in advising clubs was welcomed.

5. **AOB**

5.1 None Recorded

6. **2023 Meeting Dates**

- Tuesday 17 January 2023, 11am – in-person at SportPark
- Tuesday 28 February 2023, 10am
- Tuesday 2 May 2023, 10am
- Tuesday 27 June 2023, 10am
- Tuesday 12 September 2023, 10am
- Tuesday 28 November 2023, 10am