

Swim England South East
Regional Management Board

Minutes of Meeting held on Thursday 16 March 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
	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
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
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33 Apologies

Shelley Robinson

34 Minutes of the Meeting held on 15 February 2023

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

Action: BG

35 Matters Arising

19 - Welfare Officer – It was confirmed that Andy Geiss was now in post. This has been communicated to Swim England, County Welfare Officers and was included in the newsletter.

19 – Appointments – It was confirmed that the diversity and inclusion action plan has not yet been released by Swim England.

19 – Incorporation – The application with HSBC was progressing.

19 - Concession Agreement – It had been confirmed by the two centres used that the arrangements, as were in place in 2022, would be acceptable.

19 - County Roadshow Meetings – The meetings took place the previous weekend. Slides from the day were circulated earlier in the week. This will be included on the April RMB agenda.

Action: BG

23 - Harold Fern & AH Turner award – It was confirmed that the Region had submitted a nomination for John Davies.

Landscape sheet

4/5 – Athlete Contributions / Overseas Training Camps – it was noted that there was an overlap between these two actions. The Development Group felt that this action should be led by Strategy. It was agreed that the two actions would be merged and the Strategy Group would review, in conjunction with Finance, to bring a recommendation to the RMB.

36 Accounts 2022

The Financial Statements for year ended 31 December 2022, as prepared by the Accountants, were circulated in advance of the meeting. The Financial Statements were approved unanimously.

Action: BG

37 Annual Report

Thanks went to BD for the work in completing the Annual Report. The accounts and finance report will be added. Any additional comments or amendments to be sent to BD by the end of the week. The final version of the report was expected early next week. The report was endorsed by the Board.

Action: BD

38 Vice President Appointment

As no nominations have been received, it would be proposed that John Tripp continue as the Region's President for a further year. RMB Members were encouraged to consider suitable candidates for nomination to become the Region's Vice President for 2023/24.

Action: BG

39 Annual Council Meeting 2023 – 19 April

To date no motions or proposals had been received, beyond those proposed by the Regional Management Board, the deadline for submission being Wednesday 22nd March.

It is proposed that no election of RMB members will take place at the ACM due to the change in structure, meaning that there will be fewer elected Directors going forward as some directors will be appointed. It was confirmed that the four members due to retire at this ACM were AL, CJ, RGP and ST. RGP and ST are both Directors of the company.

Action: BG

40 Role Descriptions – Chairperson & Finance Director

Draft role descriptions were circulated in advance of the meeting. Thanks went to CJ, CL and ST for their work on this. The role descriptions were adopted.

Action: BG

41 Updates to the Club Complaint Procedure

A report was circulated for consideration, noting that further advice was being issued around the subject. The new Club Complaints' procedure expects that the Region supplies independent Chairs, and possibly, if needed, panel members. It was acknowledged that a list of individuals who can be called upon to act in this capacity is needed: when requests come in, they need to be dealt with within 7 days. It was understood that since the regulations were written, the guidance has been worded slightly differently. It was noted that within the process the onus is on the club to follow the Club Complaint procedure and follow the timescales within this process.

The following proposals were agreed, subject to any further advice being received from Swim England;

1. Clubs subject to a club complaint who have not been able to resolve this informally and amicably or through mediation will be advised, if not directed, to contact the Regional Office for support with the Club Complaint Hearing Procedure.
2. The Regional Manager be authorised, in consultation with the Chairman or Vice-Chairman of the Board, to appoint chairs of complaints' panels.

3. A pool of individual Swim England members of affiliated clubs be sought who would be prepared to function as independent chairs, or panel members, should the situation arise. It was agreed that the County Associations would be approached to ask if they could identify two such individuals who would be willing to stand as a panel chair. Other avenues will need to be looked at in due course.

It was agreed that the subject of mediation needs to be explored further and how the Region might support clubs if they were to request assistance with the mediation process. It was noted, however, this is not one of the Region's outlined responsibilities in the process.

Action: BG

42 Staffing Update

A confidential report was circulated in advance of the meeting for information, providing an update on the recruitment process for a regional club development officer (RCDO) and a change to the Regional Manager's salary. It was expected that the new RCDO would start after Easter, and further information will be provided once the appointment is confirmed.

Action: BG

43 Harold Fern & AH Turner Awards

It was confirmed earlier in the meeting that a nomination had been submitted for John Davies.

44 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

None

Resignations

Kingsnorth SC (Ashford) (Kent)

Enquiries

None

Change of Name

None

45 Regional Chairs Meeting

The minutes of the Regional Chairs meeting held on 20 February were noted.

46 Swim England Board Meeting

The minutes of the Swim England Board meeting held on 01 February were noted.

47 Sports' Operation Committee Minutes

The minutes of the Sports' Operation Committee meeting held on 28 February were not yet available.

48 Correspondence

None received.

Action:

49 AOB

Swimming Overseas Camp – a full review has not yet taken place of the camp, this will be undertaken shortly by the Swimming Group. Thanks were recorded to KJ for the excellent work on organising the camp and managing the budget.

Note of Thanks – As AL is not seeking re-election, RFP took the opportunity formally to thank AL for his many years of service on the RMB and before that on the Shadow Board.

50 Date of the Next Meeting

ACM – Wednesday 19 April 7pm Online Meeting

RMB Meeting – Wednesday 19 April to follow ACM Online Meeting

May RMB Meeting – It was confirmed that the meeting date would need to be changed to take place before the Swim England ACM. A doodle poll will be circulated to look at dates.

The meeting was closed at 20.09

Regional Management Board

A meeting of the Regional Management Board will be held on Thursday 16 March 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 15 February 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. | Accounts 2022 | RGP
Enclosed | 1920 |
| 5. | Annual Report
To approve the content for the 2023 Annual Report | BD
To follow | 1925 |
| 6. | Vice President Appointment | RFP | 1930 |
| 7. | Annual Council Meeting 2023 – 19 April
- Review any matters arising ahead of the Annual Council Meeting | RFP | 1935 |
| 8. | Role Descriptions - Chairperson & Finance Director
- To agree the role descriptions for both roles | CJ
Enclosed | 1945 |
| 9. | Updates to the Club Complaint Procedure | RFP
To follow | 1955 |
| Items for Discussion / Information | | | |
| 10. | Staffing Update | RFP | 2005 |
| 11. | Harold Fern & AH Turner Awards | CL | 2010 |
| 12. | Affiliations & Resignations
<i>New affiliations are now reviewed and approved by the Affiliation Sub-Group and are for information only.</i>
12.1 New Affiliations – Approved
None
12.2 Affiliation Applications – Pending
None
12.3 Resignations
Kingsnorth SC (Ashford) (Kent)
12.4 Enquiries
None
12.5 Mergers
None
12.6 Change of Name
None | RFP | 2015 |
| 13. | Regional Chairs Meeting
To review the minutes of the Regional Chairs meeting held on 20 February 2023, if available | RFP
To follow | 2020 |
| 14. | Swim England Board Meeting
To review the minutes of the Swim England Board meeting held on 01 February 2023. | RFP
Enclosed | 2030 |

- | | | |
|-----|---|-----------------------|
| 15. | Sports Operation Committee Minutes
To review the minutes of the Sports Operations Committee meeting held on 28 February 2023, if available. | RFP 2040
To follow |
| 16. | Correspondence | RFP 2050 |
| 17. | AOB
<i>24 hours notice required</i> | RFP 2055 |
| 18. | Date of Next Meeting
ACM – Wednesday 19 April 7pm Online Meeting
RMB Meeting – Wednesday 19 April to follow ACM Online Meeting | RFP 2100 |

**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

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 10 March 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>Complete</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>On agenda</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>
9	<p>Finance</p> <p>The idea of an online expenses' system was discussed, it was agreed that this would be explored further.</p>	15.02.23 Min 20	BD/BG	

Updated 10.02.23 BG

**SWIM ENGLAND
SOUTH EAST REGION**

Unaudited Financial Statements

for the year ended 31 December 2022

SWIM ENGLAND SOUTH EAST REGION

For the year ended 31 December 2022

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SWIM ENGLAND SOUTH EAST REGION

STATEMENT OF RESPONSIBILITIES OF THE REGIONAL MANAGEMENT BOARD FOR THE FINANCIAL STATEMENTS

Current accounting practice requires the Regional Management Board to prepare financial statements for each financial year which give a true and fair view of the Region's state of affairs at the end of the year and of its income and expenditure for that period. In preparing those financial statements the Regional Management Board is required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is not appropriate to assume that the Region will continue in business.

The Regional Management Board is responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the Region. It is responsible for maintaining a satisfactory system of control over the Region's books of account, its cash holdings and its receipts and remittances and must also take adequate precautions to guard against falsification and facilitate its discovery.

SWIM ENGLAND SOUTH EAST REGION

ACCOUNTANTS' REPORT TO THE MEMBERS OF SWIM ENGLAND SOUTH EAST REGION

In accordance with our terms of engagement we have compiled the financial statements of Swim England South East Region for the year ended 31 December 2022 which comprise the Income and Expenditure Account, Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

The financial statements have been compiled on the accounting basis set out in note 1 to the financial statements. The financial statements are not intended to achieve full compliance with the provisions of UK Generally Accepted Accounting Principles.

This report is made to you, in accordance with the terms of our engagement. Our work is undertaken so that we might compile the financial statements that we have been engaged to compile, report to you that we have done so, and state those matters that we have agreed to state to you in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Regional Management Board, for our work, or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England & Wales and have complied with the ethical guidance laid down by the Institute.

.....
Charterhouse (Accountants) Limited
166 College Road
Harrow
Middlesex
HA1 1RA

Date:

SWIM ENGLAND SOUTH EAST REGION

INCOME AND EXPENDITURE ACCOUNT

For the year ended 31 December 2022

	2022		2021	
	£	£	£	£
Income				
Affiliation fees	165,067		147,914	
Licensed meet fees	35,414		-	
Bank interest (net)	2,689		809	
Sponsorship	5,750		-	
		208,920		148,723
Expenditure				
Cost of Democracy				
Regional management board	569		739	
President's expenses	218		325	
Accountancy fees	2,340		2,250	
Bank charges	805		458	
		3,932		3,771
Disciplines				
Diving (net)	11,122		2,372	
Disability (net)	1,551		1,139	
Masters (net)	184		522	
Open water (net)	6,184		-	
Swimming (net)	26,593		12,913	
Artistic swimming (net)	1,684		(1,588)	
Water polo (net)	15,804		4,657	
Medals	212		983	
		63,333		20,998
Development plan				
Course subsidies	27,047		18,710	
Volunteer training	7,737		7,056	
Athlete support	1,042		361	
		35,826		26,127
Staffing and Office Expenditure				
Staffing costs	89,685		80,255	
Central establishment costs	7,087		4,872	
		96,772		85,126
		199,863		136,023
Surplus / (deficit) for the year		9,057		12,700

SWIM ENGLAND SOUTH EAST REGION

BALANCE SHEET

As at 31 December 2022

	Notes	2022		2021	
		£	£	£	£
CURRENT ASSETS					
Debtors	2	17,459		9,641	
Cash at bank	3	<u>383,493</u>		<u>362,846</u>	
			400,952		372,487
Less: CURRENT LIABILITIES					
Creditors	4	<u>55,355</u>		<u>43,540</u>	
			55,355		43,540
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>345,596</u>		<u>328,947</u>
Accumulated surplus	5		<u>345,596</u>		<u>328,947</u>
			<u>345,596</u>		<u>328,947</u>

Approved by the Regional Management Board on the and signed on its behalf by:-

.....
Roger Penfold (Chairman)

.....
Roger Prior (Board Member responsible for Finance)

SWIM ENGLAND SOUTH EAST REGION

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2022

1 ACCOUNTING POLICIES

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

2 DEBTORS	2022 £	2021 £
Trade debtors	-	-
Prepayments and accrued income	17,459	9,641
	<u>17,459</u>	<u>9,641</u>

3 CASH AT BANK

Included within Cash at Bank on the 2021 Balance Sheet was £36,800 which related to monies received from the Amateur Swimming Association specifically to cover expenditure in the Disability Swimming discipline. It was agreed in October 2022 that these funds be released for general purposes. The balance of these funds when they were released was £36,656.74.

4 CREDITORS	2022 £	2021 £
Amounts falling due within one year		
Trade creditors	21,181	10,222
Accruals and deferred income	34,174	33,318
	<u>55,355</u>	<u>43,540</u>

5 ACCUMULATED SURPLUS	2022 £	2021 £
	General Fund	General Fund
Balance brought forward	328,947	313,087
Surplus / (deficit) for the year	9,057	12,700
Released liabilities	7,592	3,160
Balance carried forward	<u>345,596</u>	<u>328,947</u>

6 RELATED PARTY TRANSACTIONS

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

Role Description – Finance Director

Responsible to:	The Board of Directors
Appointed by:	The Board of Directors
Term of Office:	Four Years (from 01 Jan 2024)
Status:	Voluntary Post
Role Purpose:	To provide financial leadership and direction to the Board of Directors and to the Company

Summary

Swim England South East Limited is a company limited by guarantee. In addition to leading on financial matters, the Finance Director is also a company director and shares the responsibilities of this with the other directors. In addition, the Finance Director has the following specific responsibilities:

Responsibilities

- Ensure that the Company acts in accordance with its Articles of Association and Regulations.
- Ensure Governance of the Region is compliant with the recommendations laid out by Sport England and Swim England.
- Attend Board meetings, Annual General Meetings and other regional committees as required.
- Ensure that the Board receives appropriate financial information both to monitor the financial activities of the region and to make decisions.
- Ensure that the financial activity of the Company complies with its Articles of Association and Regulations, reporting any concerns to the Board.
- Ensure that risks are appropriately identified and managed.
- Chair meetings of the Regional Finance Group.
- In conjunction with the Regional Finance Group, recommend to the Board annually the affiliation fees to be levied on clubs.
- Ensure that the funds of the region are appropriately managed and that safeguards are in place.
- Oversee bank accounts and recommend changes to banking arrangements to the Board.
- At a strategic level, oversee the work of regional staff in relation to finance.
- Ensure that there is a robust process within the governance arrangements to consider annual plans and budgets as well as the monitoring and evaluation of these.
- Oversee the arrangements for end of year accounts and the examination of accounts.
- Ensure that the Annual General Meeting receives appropriate financial reports in a timely manner.
- Initiate regular reviews of regional finance policies.
- Liaise with the other regional finance directors/managers and Swim England Senior Management Team as appropriate, including attendance at meetings of the Regional Finance Managers.

Person Specification

Skills	Essential	Desirable
Excellent communication and collaboration skills, able to work effectively as part of a team, motivating and leading as appropriate	E	
Comprehensive and current IT, literacy and numeracy skills.	E	
Efficient and highly organised, able to delegate effectively.	E	
Experience		
Experience of a financial role on a voluntary or employed basis	E	
Experience as a member of a committee or board of a voluntary or professional organisation.	E	
Experience of accounting and financial management	E	
Experience of establishing and working to strategic plans and objectives.	E	
Experience of SAGE or similar accounting systems		D
Commercial or business background		D
Knowledge		
Accountancy or similar qualification		D
An understanding of Swim England governance and policies		D
Approach		
Be a member, or willing to become a member, of a Swim England South East Region club.	E	
Availability and willingness to attend meetings and deal with issues as and when required.	E	

Commitment

1 hour per week (average over the year) in addition to those of a director
 Attend Swim England South East Region Board Meetings – currently 10 per year, mostly online with one face to face meeting
 Attend Swim England South East Region AGM – annually currently held online
 Attend meetings of the Regional Finance Group – as needed

Role Description – Regional Chairperson

Responsible to:	The Board of Directors
Appointed by:	The Board of Directors
Term of Office:	Four Years (from 01 Jan 2024)
Status:	Voluntary Post
Role Purpose:	To provide leadership and direction to the Board of Directors

Summary

Swim England South East Region is a company limited by guarantee. The Regional Chairperson, is the Chairperson of the Board of Directors, and is also a company director sharing the responsibilities of this with the other directors. In addition, the Regional Chairperson has the following specific responsibilities:

Responsibilities

- Ensure that the Company acts in accordance with its Articles of Association and Regulations.
- Ensure Governance of the Region is compliant with the recommendations laid out by Sport England and Swim England.
- Leadership of the Board of Directors including;
 - Chair Board meetings and Annual General Meetings.
 - Ensure the Board has the appropriate mix of skills and expertise, and meets diversity and inclusion requirements, for effective management of the Region
 - Provide leadership and direction to the Board ensuring that agendas are appropriate and that the Board has relevant information in order to make decisions.
 - Liaise with other Regional Chairpersons and Swim England Senior Management Team as appropriate, including attendance at meetings of the Regional Chairs' Group (five or six times a year). Membership of the Swim England Members' Forum and attendance at the Swim England Special General Meeting
 - Oversee the delivery of the Regional Strategic plan, ensuring it is compatible with the plans of Swim England.
 - Ensure best practice in pursuance of the Region's objectives.
 - Ensure that the Board develops regional plans and budgets and monitors and evaluates these.
- Direct, advise and line manage the Regional Manager.
- Ensure that all relevant Swim England Policies including its Equity and Child Protection policies are followed and promoted throughout the Region.
- Ensure that the performance of the Region and its committees, sub-committees, and volunteers are regularly monitored in line with the aims and goals set out in the Strategy and Business Plan of the Region.

- Ensure the interests of the South East Region are represented in the Regional Chairpersons Group and in appropriate liaison with the Swim England Senior Management team and other governing bodies.
- Be a point of contact for regional officers and discipline managers, and ensure that relationships and communication with County Associations / Sub Regions, Clubs and members across the Region are developed and maintained.

Person Specification

Skills	Essential	Desirable
Strong leadership skills and ability to motivate members of the Board to form an effective and cohesive team.	E	
Financial skills in managing budgets in either a professional or voluntary role.	E	
Demonstrable good communication skills both verbal and written.	E	
People management skills		D
Project management skills	E	
Comprehensive and current IT, literacy and numeracy skills	E	
Able to manage change	E	
Able to express objectives clearly and concisely	E	
Able to deliver to specified requirements	E	
Efficient, well organised and able to delegate	E	
Experience		
Previous experience of chairing a board or committee of a voluntary or professional organisation.	E	
Experience and knowledge of aquatics through involvement in Club or County activities	E	
Experience of establishing and working to strategic plans and objectives.	E	
Experience of line managing staff		D
Knowledge		
An understanding of Swim England governance and policies		D
Approach		
Be a member, or willing to become a member, of a Swim England South East Region club.	E	
Availability and willingness to attend meetings and deal with issues as and when required.	E	

Commitment

Attend Swim England South East Region Board Meetings – currently 10 per year, mostly online with one face to face meeting
 Attend Swim England South East Region AGM – annually currently held online
 Attend the Swim England Annual General Meeting – annually currently held online
 Attend Regional Chairs' Meetings – currently 5/6 times a year, mostly online with occasional face to face meetings

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

1 February, 1pm

Zoom

Present:

Richard Hookway – RH (Chair)
Barry Saunders – BSa
Brian Havill – BH
Bernard Simkins – BSi
Lois Jarvis – LJ
Neil Booth – NB

Aysha Kidwai – AK
Jane Nickerson – JMN
Joan Wheeler – JW
Katie Walcott – KW
Ali Breadon – AB (*until item 9.9*)
Caroline Green – CG

Apologies:

Raj Kumar – RK

Officers in attendance:

Hannah Foster (HF) – Executive Operations Manager

1. Welcome and Apologies

1.1 RH welcome all to the meeting and outlined the agenda.

1.2 It was noted that at the last meeting that RK sent apologies and specified he could not join today.

2. Declarations of Interest

2.1 BSa and BSi continue to be Regional Directors and may have conflict in regards to any business related to the regions.

2.2 There were no further declarations of interest.

3. Minutes of the board meeting of ASA (Swim England) Ltd – 14 December 2022

3.1 In minute 16.1 of the 14th December 2022 meeting, The Board noted that Swim England were found compliant with all 33 points of the UKAD E-Net learn platform and this was signed off by UKAD for all the Aquatic sports.

3.2 No further amendments and the minutes were approved as a true and accurate record.

4. Actions arising from previous meetings – to note progress

4.1 Actions 69, 71, 75 are now complete.

- 4.2 Action 70 regarding committee schedule for 2023, the schedule is almost complete and will be checked and circulated by the end of February.
- 4.3 JMN discussed the progress of Action 72 in terms of Swim England Strategy Review. RH noted an adjustment to the date will be discussed later in the meeting.
- 4.4 Action 73 - Transgender Policy. Intention is to launch the policy and implementation plan around March for implementation on a date agreed with the Sport Operations Committee.

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

- 5.1 None.

6. **Chair's report**

- 6.0.1 RH gave a verbal report.

6.1 **Sport England/Sport Resolution Report**

- 6.1.1 Noted that we complied with the request of Sport England to respond to the Sport Resolutions report by 20th January.

- 6.1.2 RH and JMN confirmed meetings have been held with Tim Hollingsworth (Sport England CEO), regarding the report.

- 6.1.3 RH confirmed that the main concern posed by Sport England relates to the culture of the sport. However, it was noted that the Sport Resolutions recommendations were mainly centred on policies, processes and systems.

- 6.1.4 The meeting have had sight of the response and covering letter.

- 6.1.5 Highlighted that culture change might contradict with the focus on medal winning and competing against various other countries.

- 6.1.6 The board had a wide-ranging discussion on culture, safeguarding and welcomed the approach being taken by the Executive to produce an action plan.

6.2 **CEO Retirement**

- 6.2.1 RH advised the board that JMN had spoken to him last summer regarding her intention to retire at the end of 2023. To assist succession planning it was agreed that a long notice period would be preferable and therefore formal notice has now been submitted providing the organisation with 11 months to appoint a successor.

- 6.2.2 RH shared appreciation for the commitment and leadership of JMN and noted that she has had an extraordinary career and has been a brilliant leader as CEO.

- 6.2.3 JMN commented that swimming has been her entire life, it was a difficult decision and that there is a lot to do before end of year. Next steps will be making the SLT and rest of the staff aware and then sharing it with the wider sport.

- 6.2.4 RH noted the timing of the decision was to ensure there was enough time to find the right candidate for the future position.

- 6.2.5 Board members all shared their individual appreciation.

7. CEO's report

- 7.1 The report was taken as read.
- 7.2 JMN highlighted the lobbying work being undertaken by Swim England and partners to try to overturn the decision by the Government to exclude leisure from additional support on energy costs from April 2023.
- 7.3 JMN suggested that on an individual basis, to keep writing to MPs why pools should not close, with emphasis on the *why*, such as community isolation, people who cannot exercise elsewhere. It was stated that support is needed from as many people as possible to write in.
- 7.4 **Action: JMN to send template letters and key points to enable Board members to write to MPs.**
- 7.5 Noted that a commercial deal is nearing agreement and a decision is expected within the next two weeks. Discussions with two other brands are ongoing.
- 7.6 The contract with Vinix terminated at the end of January but under the terms of the contract, they will continue to negotiate on the leads they have brought forward.
- 7.7 The board agreed the recommendations of the CEO to extend the current contract for 2 months.
- 7.8 **Decision: The Board approved to roll over the Vinix contract for 2 months. Unanimous decision.**
- 7.9 JMN advised the Board that the Sport England Board are due to meet on 28th March. Our funding submission will be discussed at that meeting.
- 7.10 A meeting of the Home Country CEOs and British Swimming Interim CEO has taken place regarding the MOU between the Home Countries and British Swimming. Swim England have made it clear that we are not in a position to make proposal at present due to the uncertainty around Sport England funding. Subject to receiving funding at the same level, JMN recommended that we continue with the present system of paying 11% of our commercial surplus, awards income and membership income. It is further recommended that British Swimming pay the whole cost of running the British Swimming Water Polo and Artistic Swimming programme from April.
- 7.11 The Board noted a paper recommending that the launch of the strategy is deferred to May when we would know the level of Sport England funding.
- 7.12 **Decision: The Board approved a change in date of the launch of the strategy to May 2023.**
- 7.13 The Board discussed the current project focusing on development longer distance swimmers. The project has been discussed at the Swimming Leadership Group and will be sent to the Sport Operations Committee.

8. Director of Legal's report

- 8.0.1 The report was taken as read.

8.0.2 The Board discussed the issue of a shortage of “Friends” at present. It was agreed the process of identifying and training needs to be reviewed and all regions encouraged to comply.

8.1 **Welfare & Safeguarding**

8.1.1 The Board discussed the creation of the Supervisory Committee, in order to oversee implementation of the Sport Resolutions recommendations and any cultural changes.

8.1.2 It was proposed that the committee comprises of the following members:-

- (i) Independent member with experience in safeguarding and welfare or judicial processes (Chair)
- (ii) Independent member with experience in organisational culture or change management
- (iii) Swim England Chair
- (iv) Swim England Safeguarding Board Champion
- (v) Swim England Chief Executive Officer
- (vi) Member of Swim England’s Senior Leadership Team

8.1.3 Support was offered by CG to NB to draft the terms of reference for this committee.

8.2 **Sport Resolutions & CPSU**

8.2.1 It was confirmed that a response has been issued to Sport Resolutions.

8.2.2 LJ has set up a working group to implement the recommendations contained within the Sport Resolutions report. The group are working through the implementation plan to specific timescales. The group are meeting bi-weekly to work through action, provide updates and implement support where needed.

8.2.3 The Board reaffirmed their commitment to working on the cultural aspects of the sport and organisation, in addition to the policy and process recommendations, which are set out within the Sport Resolutions report.

8.2.4 Swim England has and will continue to consult and engage with experts in the field in order to help on this journey.

8.2.5 We have, and will continue to consult experts in the field.

8.2.6 The Board acknowledged the importance of engaging with our membership on this journey and supported the proposals of holding listening groups with a wider range of members in order to identify areas of good practice and understand where we fall short.

8.2.7 This listening and learning will help identify actions.

8.2.8 The Board supported this proposal and acknowledged the importance with a clear articulation of our values, which would help frame discussions.

8.2.9 It was agreed to start this process of club level and the importance of it being resourced adequately.

8.2.10 The Board offered their support in regards to additional resources where necessary.

8.2.11 A question was posed on the progress of boosting the team.

8.2.12 LJ responded by noting that we are currently working with People Development to try and resolve this and that discussions will be had around additional resources.

9. **CFO's report**

9.1 The report was taken as read.

9.2 BH noted it was a brief report for the time of year.

9.3 On track to meet the forecast.

9.4 Broke even in IoS in December, which is good as generally there is low activity in December.

9.5 In terms of the Membership income, we were accurate for 2022 and intend to be the same for 2023.

9.6 Not envisioning any issues for Year End audit.

9.7 Waiting for outcome of appeal on the Swim England Qualifications / IoS issue. Once the outcome has been received, we will decide then what action (if any) needs to be taken.

9.8 **Action: BH to send out draft accounts in March 2023.**

9.9 *AB left the meeting.*

9.10 A question was raised about the energy crisis in terms of the 2023 forecast.

9.11 BH responded by noting that historically there had only been one forecast a year as budgets had proved to be accurate. A likely reason for an early forecast in 2023 would be significant pool closures.

9.12 RH questioned that in the event of a deferral from Sport England, would a note need to be put in the accounts.

9.13 BH responded by highlighting that action had been taken such as a stop on recruitment. Accounts do disclose Sport England as a large risk, as only have Sport England funding guaranteed until 31 March 2023.

9.14 He added that in terms of stock levels, he was relaxed on the stock figure. A policy decision was made in 2020 to order a significant amount of stock from China in case of Covid19 impacted deliveries. There has also been a change of buying patterns, in terms of badges.

9.15 Stock is not perishable and the stock provision will be slightly down in December, and small monthly reductions should continue in 2023.

10. **2022 Membership Analysis**

10.1 The paper was taken as read.

10.2 The Board members accepted the report and there were no questions.

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

- 11.1 **Regional Chairs' Meeting held 28 November 2022**
- 11.1.1 RH gave an update.
- 11.1.2 Discussed strategy and has updated the group on safeguarding and welfare.
- 11.1.3 The group are engaging in conversations with counties.
- 11.2 **Institute of Swimming Board held 29 November 2022**
- 11.2.1 The meeting was reported on during the last Board meeting.
- 11.2.2 There was an SEQ sanction and this was reported on in the CFO report.
- 11.3 **Trading Board held 6 December 2022**
- 11.3.1 It was noted that the meeting was reported on during the last Board meeting.
- 11.4 **Audit, Risk & Probity Committee held 9 December 2022**
- 11.4.1 Confirmed that the minutes have been circulated and have been taken as read.
- 11.4.2 A member of this committee is on another safeguarding committee.
- 11.5 **Sport Operations Committee held 17 January 2023**
- 11.5.1 The minutes have been taken as read.
- 11.5.2 Confirmed that attention was drawn to discussion of strategy, which is to be imbedded into plans of leadership groups and was agreed to be led by staff.
- 11.5.3 JW and George Wood (Sport Development Director) have met individually by which common concerns were raised around succession planning.
- 11.5.4 Looked at Volunteer Sharing Policy and the need for this to be relaxed due to Covid19, but will be reviewed annually.
- 11.5.5 Growing trend from the leadership groups for national events to be nationally managed.
- 11.5.6 Agreed that there is capacity issue.
12. **Dates for next meetings**
 Wednesday 15 March 2023 (In person)
AGM – Monday 15 May (Zoom)
 Wednesday 17 May 2023 (In person)
 Wednesday 12 July 2023 (Zoom)
 Wednesday 13 September 2023 (In person)
 Wednesday 13 December 2023 (Zoom)
13. **Any other business**
- 13.1 RH checked with all members of the board and no other business was raised.

Summary of Decisions made

Minute	Item	Decision
7.8	CEO's Report	Roll over contract for 2 months with POC from Vinix
7.12	CEO's Report	Launch date of strategy change to May 2023