

**Swim England South East
Regional Management Board**

Minutes of Meeting held on Wednesday 19 April 2023 as an online meeting starting at 7.20pm

Present:	Chris Lee (CL)	Vice 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
	Roger Prior (RGP)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
Andy Giess (AG)	Welfare Officer

51 Apologies

Roger Penfold
Shelley Robinson
John Tripp

52 Minutes of the Meeting held on 16 March 2023

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

Action: BG

53 Matters Arising

None noted.

Landscape sheet

5 – Appointment of Chairman & Financial Director (01 Jan 2024) – It was confirmed that both posts would be advertised in the coming months.

54 Annual Council Meeting

Appointment of Vice President – As no nominations had been received for the role of Vice President, Council had authorised the Regional Management Board to arrange the appointment. CL proposed Sara Todd, this was seconded by JG. Sara Todd was appointed as Vice President for 2023-24.

Appointment of 4 further delegates for Swim England Council Meeting –

Mike Lambert was appointed as a delegate. BG to email non delegate RMB members not present to seek 3 further delegates.

Action: BG

55 Appointments

Vice Chairman – Chris Lee was previously appointed as Vice-Chairman until at least the point of incorporation.

Discipline Liaisons –

It was agreed that the appointments would remain as follows;

- Artistic Swimming – Roger Penfold
- Disability Swimming – Roger Prior
- Diving – Jenny Gray – diving hard to liaise with too.
- Masters - Chris Lee
- Open Water – Mike Lambert to stand down as liaison, Brian Deval was appointed as interim liaison.
- Swimming – Carys Jones
- Water Polo – Rosa Gallop

Sub committees –

Following the departure of Alan Lewis as an RMB member, there were some vacancies within the sub groups. However, it was noted that Alan Lewis could still be appointed to these groups as a non-Board member.

Affiliations – Rosa Gallop, George Adamson, Mike Lambert to be appointed.

Disability & Inclusion – Chris Lee & Roger Prior

Finance – Roger Penfold, Roger Prior, Sara Todd, Jenny Gray, Chris Lee to be appointed.

Staffing – Eileen Adams (not a Board Member), Carys Jones, Roger Penfold and Sara Todd.

Strategy – Sara Todd, Brian Deval, Rosa Gallop, Mike Lambert

Development - The Board representatives on the Development Group will remain as George Adamson, Rosa Gallop, Jenny Gray and Roger Prior. Sara Todd to be appointed. It was noted Jenny Gray would take on the role of Chair.

Swim England Judicial Appointments Panel – Susan Harrison has confirmed she is willing to continue on the panel and was reappointed.

Action: BG

56 Future Approach to Welfare – Confidential

Papers had been circulated in advance. The information was discussed at length and it was felt that this is an important area which needed to be well supported. Information had been provided on case numbers however this only related to cases reported to Swim England. It was requested that BG ask Shelley Robinson if she may be able to provide any additional numbers to help with any decisions.

Action: BG

It was noted that a number of new appointments have been made in the Welfare and Safeguarding teams at Swim England, an understanding of Swim England's plans and what they are expecting from Regions is needed to assist with any decision. Further information would be needed from Swim England on what they would want from any role as the paper provided does not provide this information.

It was agreed that a sub group would be formed to move this forward. The group would consist of CJ, GA, RG and the Regional Welfare Officer, AG.

Action: BG

57 Volunteer Awards 2023

It was agreed that the Region would participate in the Volunteer Awards again this year. Timelines will be agreed once these are communicated by Swim England. Once timelines are confirmed a panel will be appointed at a future meeting.

Action: BG

58 Staffing Update

It was confirmed that Kate Hutchison had joined the team as a Regional Club Development Officer earlier in the week.

The Staffing Sub Committee had agreed within delegated powers to award a 3.5% pay increase to the Region's Staff from 01 April 2023 in line with the increase being offered to Swim England's nationally employed staff. The TORs of the Staffing Sub Committee allowed such decision to be taken by the group subject to it being reported to the Board.

59 Counties Governance Project

Feedback on the Counties governance roadshows had been circulated. Discussions will be arranged between counties and the Swim England Governance Team to go through the requirements and what this looks like for counties going forwards.

60 Transgender and Non-Binary Competition Policy

Information regarding the workshops that are running had been circulated and several members confirmed they had signed up to attend. A query was raised around if changing rooms were covered in the policy, it was noted that this is covered in the FAQs.

61 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

None

Enquiries

Tuffy Fitty Triathlon Club (Sussex)

Special Olympics Sussex

Change of Name

None

62 Regional Chairs Meeting

The minutes of the Regional Chairs meeting held on 27th March were not yet available.

63 Swim England Board Meeting

The minutes of the Swim England Board meeting held on 15 March were noted.

64 Sports' Operation Committee Minutes

The minutes of the Sports' Operation Committee meeting held on 28 February were noted.

65 Correspondence

None received.

66 AOB

Water Polo – RG raised a concern around Water Polo and qualified coaches.

Masters – CL reported that there had been positive feedback received from the recent Masters competition where para teams had joined the relay events.

67 Date of the Next Meeting

Thursday 11 May 2023 – 7pm Online Meeting

The meeting was closed at 20.43

Regional Management Board

A meeting of the Regional Management Board will be held on Wednesday 19 April as an Online Meeting to follow the Annual Council Meeting (1900)

Agenda

- | | | | |
|----|---|-----------------|------|
| 1. | Apologies
<i>To receive any apologies from members unable to attend the meeting</i> | RFP | 1945 |
| 2. | Minutes of the Meeting held on 16 March 2023
<i>To agree accuracy of minutes from the previous meeting</i> | RFP
Enclosed | 1950 |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP
Enclosed | 1955 |

Items for Decision

- | | | | |
|----|---|------------------|------|
| 4. | Annual Council Meeting
<ul style="list-style-type: none"> - Discuss any Matters Arising from the Meeting - Appointment of additional Regional Delegates to the Swim England Annual Council Meeting - Appointment of Vice President | RFP | 2000 |
| 5. | Appointments
<ul style="list-style-type: none"> - Vice Chairman - Discipline Liaisons - Affiliation Sub Group - Development Group - Finance Sub Group - Inclusion Sub Group - Staffing Sub Group - Strategy Sub Group - Swim England Judicial Appointments Panel | RFP
To follow | 2005 |
| 6. | Future Approach to Welfare – Confidential | RFP
Enclosed | 2010 |
| 7. | Volunteer Awards 2023
<i>To decide if the Region will take part in the awards this year.</i> | RFP | 2020 |

Items for Discussion / Information

- | | | | |
|-----|--|-----------------|------|
| 8. | Staffing Update | RFP | 2025 |
| 9. | Counties Governance Project | RFP
Enclosed | 2030 |
| 10. | Transgender and Non-Binary Competition Policy | RFP | 2035 |
| 11. | Affiliations & Resignations
<i>New affiliations are now reviewed and approved by the Affiliation Sub-Group and are for information only.</i> | RFP | 2040 |
| | 11.1 New Affiliations – Approved
None | | |
| | 11.2 Affiliation Applications – Pending
None | | |
| | 11.3 Resignations
None | | |
| | 11.4 Enquiries
Tuffy Fitty Triathlon Club (Sussex)
Special Olympics Sussex | | |
| | 11.5 Mergers | | |

None

11.6 Change of Name

None

- | | | | |
|-----|--|------------------|------|
| 12. | Regional Chairs Meeting
To review the minutes of the Regional Chairs meeting held on 27 th March 2023, if available | RFP
To follow | 2045 |
| 13. | Swim England Board Meeting
To review the minutes of the Swim England Board meeting held on 15 March 2023. | RFP
Enclosed | 2050 |
| 14. | Sports Operation Committee Minutes
To review the minutes of the Sports Operations Committee meeting held on 28 February 2023. | RFP
Enclosed | 2055 |
| 15. | Correspondence | RFP | 2100 |
| 16. | AOB
<i>24 hours notice required</i> | RFP | 2105 |
| 17. | Date of Next Meeting
Thursday 11 May 2023, 7pm – Online Meeting | RFP | 2110 |

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

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.

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

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 13 April 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 Training Camps/Competitions Agreed that the policy on athlete contributions would be reviewed, to determine the acceptable level of subsidy for these activities and appropriate contributions for athletes, as these have not been increased for some time. This should be coordinated with the Finance Group to bring to the Board for recommendation. 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 21.11.21 Min 123 16.03.23 Min 35	Strategy Sub Group	
5	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 of 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. Update; Role descriptions agreed 16.03.23	17.01.23 Min 5/6	CL/ST/CJ	<i>In Progress</i>

6	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. 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.	17.01.23 Min 7	BD/BG	<i>In Progress</i>
7	Finance The idea of an online expenses' system was discussed, it was agreed that this would be explored further.	15.02.23 Min 20	BD/BG	

Updated 13/04/23 BG

Counties Governance Project – Update

Summary of Activity to March 2023

- Seven roadshows across six regions.
- Attended one regional Board Meeting to deliver to one region.
- Due to numbers signed up, unfortunately one in person session was canceled.
- Three counties have not had any engagement in the various meetings so an online mop up session will now be held.

Observations on the roadshows

- Counties welcomed the opportunity to meet with Swim England
- Counties felt the Governance Code was achievable with some acknowledging they would need to complete work but reflected this was necessary work i.e update constitutions.
- A number of counties are aiming for compliance by June AGM's which is positive news.
- Some concerns around DBS and safeguarding checking were identified and corrected and will be action planned
- Significant discussions around diversity and inclusion took place with counties understanding the need to be more representative
- Positive discussions on volunteer recruitment and succession planning took place with some ingrained practices challenged positively.

Specific Question to the regions

- Can all regions agree that the perceived role and barriers percentages can be shared nationally? This is a request voiced in all meetings.

Next Steps following Roadshows

- Helen Weeks will set up a series of one to one meetings with each county to action plan compliance.
- Where requested, regional officers will be involved.
- Counties will be set up (if not already) on the Online Membership System
- Following individual meetings Counties will be given access to the Governance portal to upload required information

Feedback on the functions of the counties

For reference, the following functions were agreed by the Regional Chairs:

1. Provide affiliated aquatics activity in a designated territory.

2. This activity to include competition, education and talent development as part of an integrated approach with the region and Swim England.
3. To work in partnership to maximise the opportunity for developing aquatics with the region and other relevant bodies.
4. To provide sound governance and leadership to the delivery of an agreed plan.

The following comments were raised as feedback over the course of the meetings outlined above:

Points One and Two:

- There was a majority agreement that point one is accurate.
- Counties feel that points one and two should be amalgamated.
- Whilst Counties agreed they would like an integrated approach with regions, some felt this would take considerable relationship building with their region.
- Counties asked for a clearer role in the development and facilitation of the sport – it was felt that some regions had drawn in so many functions that counties feel out on a limb.
- One Region is already working in a collaborative manner.
- Some counties felt an integrated approach with the region would be very region led and not take in to account relevant factors such as county make up, financial resources and volunteer skills.

Points Three

- There was a mixed response to point three – counties did not understand what point three was referring to and following an explanation, they then felt this was too great an ask for volunteers who are overworked.
- Counties felt that point three was not achievable for them because they do not have the contacts or the time.
- Counties felt that point three was beyond their remit.


Point Four

- Counties agreed with point four but asked for further clarification on who was setting the plan and who was agreeing the plan.
- Counties asked what this plan would cover raising a need for further guidance on expectations.
- Counties recognised that any plan would need collaboration with their region and this was welcomed.
- Counties asked for more scope to deliver support for clubs, a role they feel has been absorbed by the regions giving them an identity crisis with the county clubs.

General Observations on the feedback.

- There is a lack of consistent approach to the regions' management of counties. In one region, this is working very well with a joint approach detailed on a plan that everyone is aware of. The majority picture is one of regions and counties are not communicating.
- There is a desire from the counties to play a more active role in club support and club development.
- Communication from the regions to counties was often raised as an issue.
- There was push back that the functions of the counties had been agreed without consultation with the counties particular when reflecting on the current relationships between counties and regions.

Next Steps on Functions

1. Each region should meet with their counties to agree their role within that region with a focus on starting a joint planning process. If necessary, Swim England can help facilitate those conversations.
 2. The functions should be reviewed and agreed in light of the content of those meetings with the regions and further agreed if a standard approach is adopted.
- 

Swim England County Governance Code

The [Sport England Code for Sports Governance](#) sets out the levels of transparency, diversity and inclusion, accountability and integrity that are required from those organisations who seek – and are in receipt of – UK Government and National Lottery funding from Sport England and/or UK Sport. Many of the principles set out in the Code are widely accepted as being elements of good practice in corporate governance and can be found in most models of governance, both within and outwith the sporting sector e.g. the UK Corporate Governance Code, the governance frameworks of all five domestic sports councils and the Sport and Recreation Alliance's Voluntary Code of Good Governance.

In line with the Sport England Code for Sports Governance Swim England and Regions, as the Governing Bodies, has the responsibility to cascade good governance to it's affiliated bodies moving from just having good governance to an embedded culture within all organisations.

The Code for Sports Governance has two standards of compliance;

- Tier 1 which represents the minimum level of mandatory governance requirements in the Code. The requirements in this Tier seek to ensure the protection of public funding through good governance processes while not creating a disproportionate administrative burden.
- Tier 3 which represents the top level of mandatory governance requirements in the Code. The requirements in this Tier seek to ensure high governance standards because of the significant public investment being made. Sport England and UK Sport will look for a formal commitment from organisations to meet requirements within set timescales.

The information contained within this document details the principles and requirements to enable sporting organisations to achieve the minimum standard of Tier 1. The equivalent Swim England area of compliance is shown alongside these principles and is based on the current evidence that clubs are required to complete to remain affiliated on an annual basis. Tier 1 requirements are detailed in Matrix I.

There are elements within Tier 3 that are currently a requirement for clubs to remain affiliated and these are shown in Matrix II creating a hybrid code that will incorporate the minimum and higher standards in one Governance Code (Matrix III).

Working with the Counties

County Governance days will be arranged and managed by Swim England Governance team and importantly each meeting will be delivered in partnership with the Regions.

Each County Governance day will consist of an introduction and explanation session detailing the overall Governance Code and approach. This will be followed by an individual review of each counties current situation and a planning session for progress towards compliance along with discussion and future planning for the role of the county and how that can be supported.

Follow-up meetings will be planned with each county to discuss progression and what further support is required with an action plan drawn up for each county.

An online portal will be created for all counties to use to submit evidence towards compliancy. The review of this evidence will be conducted by the Swim England Governance team.

Matrix I – Tier 1 requirements shown alongside the Swim England area of compliance

Principle	Code for Sports Governance Tier 1 requirements	Swim England Area of Compliance
P1. Structure	R1. The organisation is properly constituted, has a clear purpose and, if membership-based, is inclusive and accessible. R2. The governing committee meets regularly, and decision-making is recorded.	Governance Constitution, Committee structure, minutes, AGM information
P2. People	R3. The organisation seeks to ensure diverse viewpoints are considered and that its decision-making groups have the skills and diversity needed to operate effectively. R4. Committee members are subject to regular election and ideally should serve no more than nine years.	Workforce, Planning & Governance Personnel Report for all volunteers and paid staff in County structure including qualifications Equality & Diversity action plan Constitution, AGM information
P3. Communication	R5. The organisation shares information on its governance, structure, activities and financial position to enable stakeholders to have a good understanding of them.	Governance AGM report, communication via email / social media, annual report
P4. Standards and Conduct	R6. Conflicts of interest are recognised, managed by the Chair and recorded. At least three of the people on the governing committee are neither related to, nor cohabiting with, other committee members.	Governance Constitution, Committee structure
P5. Policies and Processes	R7. The organisation ensures appropriate financial procedures and practices are in place and as a minimum can evidence: a) appropriate oversight of financial planning; b) financial decision-making and processing is not managed by one person alone; and c) accounts which are independently scrutinised. R8 The organisation shall assess and manage organisational risk and liabilities appropriately.	Governance, Workforce and Health & Safety Constitution, Committee structure, Personnel Report Risk Assessments for all activity

Matrix II – Tier 3 requirements that clubs are currently required to comply with shown alongside the Swim England area of compliance

Principle	Code for Sports Governance Tier 3 requirements	Swim England Area of Compliance
P3. Communication	<p>R3.1. Each organisation shall publicly disclose information on its governance, structure, strategy, activities, and financial position, including an annual update on governance, to enable stakeholders to have a good understanding of them.</p> <p>R3.3. Each organisation shall develop and deliver a strategy for engaging with, and listening to, its stakeholders (including elite athletes where appropriate). The Board shall annually review and monitor its delivery.</p> <p>R3.4. Each organisation shall review and discuss its People Plan on at least an annual basis and share the findings of that discussion openly with its members and people (e.g. employees, volunteers).</p>	<p>Governance, Workforce AGM report, Communication plan Personnel Report</p>
P4. Standards and Conduct	<p>R4.7. Welfare and Safety - The Board shall ensure its responsibilities towards the welfare and safety of its members and people (including but not limited to employees, participants and volunteers) are factored into the decisions it makes and shall appoint one of its directors to take a lead in this area.</p>	<p>Workforce Personnel Report</p>
P5. Policies and processes	<p>R5.5. Annual Accounts - Each organisation must prepare annual accounts which;</p> <ul style="list-style-type: none"> a) comply with legal requirements and recognised accounting standards; b) give specific disclosure of income received from public investors and clearly account for the expenditure of such funding; c) are audited (unless otherwise agreed by Sport England and/or UK Sport); and d) are published on the organisation's website. 	<p>Governance AGM report detailing financial accounts</p>

Matrix III – the County Governance Code

	Area of Compliance	Required Evidence	Supporting evidence
1	Governance	1.1. County Constitution detailing committee structure 1.2 Evidence of AGM minutes including financial, chairperson and head coach reports to members 1.3 Chairs compliance to Swim England policies and regulations	<ul style="list-style-type: none"> Swim England Model Constitution 2022 Constitution – Guidance Notes County Chair statement (Template) Swim England Code of Ethics
2	Welfare	2.1 County Welfare Officer statement of compliance to Wavepower 2020-23 policies.	<ul style="list-style-type: none"> County Welfare Officer statement (Template) Wavepower 2020-23 Policies/Documents
3	Equality and Diversity	3.1 County Equality and Diversity plan – reference County Governance, members and activities	<ul style="list-style-type: none"> Swim England Equality, Diversity and Inclusion plan Foundations of Inclusivity CPD
4	Health & Safety	4.1 One completed risk assessment from each of the areas below for all disciplines covered; <ul style="list-style-type: none"> Pool activity (county training or attendance at competition) Travel (travel to competition if applicable) Non pool based activity (land training, social event, online activity etc) 	<ul style="list-style-type: none"> Risk Assessment Template Open Water Training Session (risk assessment example)
5	Workforce	5.1 Personnel Report of ALL county workforce (County coaches, Technical Officials Coordinator, Governance roles including County executive, Welfare Officer, Competition positions including team managers, Support positions) to include: <ul style="list-style-type: none"> In date DBS and Approved Safeguarding for all eligible roles Minimum qualification for the role being undertaken as per the Personnel Report Role Descriptor Guidance 	<ul style="list-style-type: none"> OMS Guide to Managing the Personnel Record and Role Descriptor Guidance Roles & DBS Requirements Disability Guidance Sheet Swim England Safeguarding & Protecting Children and Time To Listen Guidance Qualification Matrix Qualification Guidance Sheet

Swim England County Roadshow

South East region

March 2023



Overview of today

- What is Good Governance?
- Sport England Code for Sports Governance
- Swim England Governance Code

Second session we will cover the Role of the Counties survey results and future planning



What is Good Governance?

In your tables please discuss and be prepared to feedback

Ensuring your organisation is appropriately structured and has the right people, policies and procedures in place

What is Sport England's Code for Sports Governance?

- The code sets out required levels of compliancy expected of organisations
- Launched in 2016 and revised in 2021
- Two significant Tiers: 1 & 3 with mandatory elements
- Where is Tier 2?

Tier 1 explained

- A minimum level of mandatory governance requirements around the following:
 - Structure
 - People
 - Communication
 - Standards and Conduct
 - Policies and Processes

Tier 3 explained

- The top level of mandatory governance requirements by organisations such as NGB's focusing on the areas of compliance as previously shown in Tier 1 with additional areas of information to be completed.
- Organisations who are Tier 3 level have a responsibility to cascade good governance to those they work with or are responsible for.
- Matrix II shows the areas within Tier 3 that clubs are already compliant with to remain affiliated to Swim England and the regions.

Swim England Governance Code for Counties

- Matrix III is a hybrid model (Tier 2) incorporating the minimum requirements of Tier 1 and those elements of Tier 3 that clubs already comply with in Club Affiliation.
- The required information that will need to be completed by all counties falls into the following areas:
 - Governance
 - Welfare
 - Equality and Diversity
 - Health and Safety
 - Workforce

Each area explained

1. Governance

- Constitution that is relevant and in date
- Evidence of an AGM and the reports submitted at it – in particular financial report/update ensuring county viability / sustainability
- Chairs / President statement of compliance to Swim England Code of Ethics and Regulations

2. Welfare

- Welfare officer statement of compliance to Wavepower and Regulations

Each area explained

3. Equality and Diversity

- A county equality and diversity plan demonstrating engagement with the member clubs

4. Health and Safety

- Risk assessments for all relevant activity

5. Workforce

- A personnel report detailing all relevant volunteers and paid staff and showing relevant checks, training and qualifications are in place

Questions / discussion



- **Why?** Swim England's commitment to Sport England to cascade good governance. In line with the minimum standard required of affiliated clubs.
- **When?** Throughout 2023.
- **How?** The Governance team will arrange individual county meetings. An online portal will be used to collate evidence for approval.
- **Who?** Swim England Governance team and regions working together.

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

15 March, 11am

SportPark, Loughborough

Present:

Richard Hookway – RH (Chair)

Barry Saunders – Bsa

Brian Havill – BH

Joan Wheeler – JW

Katie Walcott – KW (*remote*)

Aysha Kidwai – AK (*remote*)

Raj Kumar – RK (*remote*)

Jane Nickerson – JMN

Bernard Simkins – BSi

Lois Jarvis – LJ

Apologies:

Ali Breadon – AB

Caroline Green – CG

Neil Booth – NB

Officers in attendance:

Hannah Foster (HF) – Executive Operations Manager (*until item 8.19*)

Rob Henderson (RMH) – Senior Operations Administrator

Marie Cooper (MC) – People Development Director (*Item 11 only*)

Toyin Higgs – Inclusive Employers (*Item 11 only*)

1. Welcome and apologies

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

1.2 It was noted that AK, RJ, and KW were attending remotely via Zoom.

1.3 AB, GG, and NB were noted to have sent their apologies ahead of the meeting.

2. Declarations of interest

2.1 Regional Directors BSa and BSi were highlighted as having a potential conflict of interest in regards to any business related to the regions.

2.2 JMN and BH stated a conflict with regard to general remuneration matters.

2.3 There were no further declarations of interest.

3. Minutes of the board meeting of ASA (Swim England) Ltd – 1 February 2023

3.1 There were no further amendments and the minutes taken as read and approved as a true and accurate record.

4. **Actions arising from previous meetings – to note progress**
- 4.1 In reference to decision 7.8 from the previous meeting, it was recommended by the CEO to roll over the contract for Vinix for an additional 2 months. This was unanimously approved by the Board.
- 4.2 **Decision: The Board approved to roll over the Vinix agency contract for a further 2 months.**
- 4.3 JMN discussed the progress of Action 72, regarding the Strategy Review and confirmed this action is on track.
- 4.4 Concerning Action 73 for the Transgender Policy, JMN noted that there is a working group in place finalising responses to potential implications of the policy. The launch of the policy will be moved to early April.
- 4.5 Action 01, regarding the template letter – pool closures, is no longer required, following the recent Government announcement for funding of England swimming pools.
5. **Confirmation of decisions made by e-mail**
- 5.1 None.
6. **Chair's report**
- 6.1 RH gave a verbal report.
- 6.2 It was noted that work has been undertaken following the Sport Resolutions report. This included the planning, drafting and implementation of the Heart of Aquatics launch.
- 6.3 The execution of a Board subcommittee will oversee implementations of actions from the Sport Resolutions report.
- 6.4 The culture of the sport was highlighted and a discussion took place to establish that the subcommittee must think about how as a Board we can oversee the necessary cultural change as a journey within the sport.
- 6.5 It was determined that this will take time to achieve, but the subcommittee will encompass knowledge of sport.
- 6.6 It was recognised that Sport England are keen to have independent members as part of the subcommittee, including the Chair of the committee.
- 6.7 Conversations with Sport England have taken place whereby they welcomed the Heart of Aquatics document in response to the Sport Resolutions report itself. They are pleased with context by how we have launched the Heart of Aquatics as it encompasses our strategy around inclusion.
7. **CEO's report**
- 7.1 In terms of lobbying, we have worked collaboratively with our partnerships. The Government has now announced £63 million will be available for projects. £40 million of funding will be for grants for decarbonisation and long-term efficiency. Approximately £20 million will be available for revenue for pools. Sport England will administer the grants.
- 7.2 JMN clarified that we are looking into how funding is affecting participation in the sport in terms of affordability due to cost of living.

- 7.3 In regards to data servers, there is a pilot running effectively in Exmouth and there will be 2 more installations later this month.
- 7.4 Commercially, we are at the contract stage with one organisation, and live discussions are taking place with another company.
- 7.5 The British Swimming announcement of the new CEO is due to go out this week.
- 7.6 It was expressed that FINA and LEN have changed their age groups, which will have an effect on the Commonwealth Youth Games.
- 7.7 JMN is in conversation with British Swimming about the management of the British Swimming Artistic Swimming and Water Polo programmes. It is felt that this should be handed over to British Swimming in due course. Work on ascertaining the exact financials is ongoing.
- 7.8 The three Home Country CEOs and Interim CEO of British Swimming met on 23 January regarding the MOU between the Home Countries and British Swimming. JMN recommended that we continue with the present system of paying 11% of our membership income, Awards income and IoS commercial surplus.
- 7.9 The Board agreed to proceed on the 11% basis with the CEO advising of any changes in the wording of the MOU before it is finally agreed. Noted the Chairs are the signatories to the MOU.
- 7.10 **Decision: to maintain paying 11% of membership income, Awards income and IoS surplus.**
- 7.11 The Board discussed demographic and socio demographic figures to determine any impact made by our programmes.
- 7.12 **Action: JMN to extract comparative demographic figures if possible.**
- 7.13 The implementation date of the Transgender policy is set out to be in September, with the launch of the policy in April. It was noted that the policy launch would be when it is relevant and appropriate for the sport.
- 7.14 Clarification was queried in terms of the implementation plan for the policy as a need for conditions for national events.
- 7.15 LJ responded to confirm that the Transgender policy implementation working group are determining the appropriate response to a challenge, in accordance with the new policy. It is clear that other sports do not have a clear solution in this area either. JMN established that we are working with triathlon, athletics, and cycling to establish a way forward.
8. **CFO's report**
- 8.1 The report was taken as read.
- 8.2 BH gave a verbal report advising that Covid19 still had a financial impact at the beginning of 2022. However, overall, it has been a good financial year and there had been a good start to 2023.
- 8.3 In terms of the membership income, as of the 7 March we are up 5.1% compared to last year. The number of members is approaching that of 2019 figures and it is hoped that by the end of the year we will be at similar figures to pre-Covid19.

- 8.4 It was noted by a Board member that there has been a steady decline in member numbers over the last 10 years; this was discussed as being a result of many factors, including the amount of leisure centres decreasing.
- 8.5 BH stated that we saw a growth for competitive members, which was consistent with previous years. It is reduction in members for learn to swim, that is less of a concern as there has been an increase in category 2 members.
- 8.6 The number of clubs that have only a few members has reduced significantly.
- 8.7 The Board discussed the progress of categories, and it was highlighted that Category 2 has improved since last year. Category 1 has declined, whilst learn to swim private operators, which are outside of membership, has increased.
- 8.8 Questions were raised concerning health data connected to the aquatic sports and helping to sculpt pathways for future projects. JMN confirmed work had taken place within the Value of Swimming Project and agreed to circulate Health Commission minutes.
- 8.9 **Action: JMN to circulate the Health Commission minutes to the Board.**
- 8.10 Sport England complete a data survey once a year to capture the percentage of the total number of children that have been in the water.
- 8.11 The Board deliberated insight and data and agreed to have further discussions accompanied by a data session at a future Board meeting.
- 8.12 **Action: The Board requested a presentation on insight and data and undertook to review the implications.**
- 8.13 BH noted that the award sales and IoS income are up on budget at the start of 2023. Approximately £40,000 on award sales and £55,000 for IoS.
- 8.14 BH specified that the most disappointing annual statistic is the 20% increase in the number of 11 year olds that cannot swim. The Board discussed further level of questioning as to why this is, for conversations in a data session. As a part of the Strategic Plan (both the current plan and the new plan), Jon Glenn (Learn to Swim and Workforce Director) has an objective to reduce that percentage.
- 8.15 A conversation took place on qualified coaches and the distinction with qualified teachers, due to the number of teachers having gone up and the number of coaches having gone down.
- 8.16 Received the formal written report from auditors.
- 8.17 Board members to send any final comments to BH.
- 8.18 **Decision: The Board gave their approval to sign off the 2022 Annual Report at a time when their suggestions have been incorporated. This was a unanimous decision.**
- 8.19 *HF left the meeting.*
9. **Director of Legal's report**
- 9.1 The report was taken as read. LJ gave a short update.

- 9.2 Sport England are seeking further clarity that the implementation plan is sufficient to their requirements. A further response has been provided to them, and comments are expected within thirty days.
- 9.3 Following the Board approval of regulations, which took place prior to being in receipt of the Sport Resolutions report, a secondary set of changes will now occur.
- 9.4 In the interim, we are utilising independent external support, where necessary.
- 9.5 LJ requested that further changes to the regulations be reviewed by the Board outside of the Board meeting cycle.
- 9.6 **Decision: The Board agreed to review and confirm a decision relating to further Regulation changes outside of the Board meeting cycle. Unanimous decision.**
- 9.7 Appeals have been referred to Sport Resolutions, at no additional cost.
- 9.8 LJ presented the draft Terms of Reference for the Oversight Committee. No objections were made and a willingness shown to ensure each Committee remains relevant annually.
- 9.9 **Decision: The Oversight Committee Terms of Reference were approved and adopted. LJ appointed as member from the Senior Leadership Team; JW to be independent member from Board. Unanimous decision.**
- 9.10 **Action: LJ to draft up Oversight Committee roles and vacancies.**
- 9.11 **Action: BSi and AB to ensure Audit, Risk & Probity Committee and Oversight Committee have minimal overlap.**
- 9.12 A small change is proposed to the Complaints Policy; where an individual believes the process has not been followed correctly, an Independent Director of the Board will act as intermediary.
- 9.13 **Decision: Board agreed that the Independent Directors would initially act as intermediaries for objections relating to the Complaints process. Unanimous decision.**
- 9.14 It was further recommended to seek exchange from Independent Board members with another sport for the purpose of case reviews.
10. **Safeguarding & Welfare report**
- 10.1 The report was taken as read. JMN and LJ gave an update.
- 10.2 Heart of Aquatics was well received. Many offers of help from the wider community have been received, these are gratefully acknowledged. We will now move forward on the scope and implementation.
- 10.3 A number of people with historic concerns have contacted the Legal team to advise that they believe their concerns were not dealt with appropriately at the time. These are being worked through by the Legal team.
- 10.4 A proposal relating to safeguarding affiliations and training were approved by Sport Operations Committee – only courses run by Swim England will be

accepted. 16 and 17 year olds in a position of trust will also be mandated to undergo training.

- 10.5 The CPSU do not have any ongoing concerns, they are supportive of the new safeguarding team and changes implemented.
- 10.6 Clubs are empowered to deal with minor issues at a grassroots level. This has been formalised and there is a clear obligation for Clubs. The Board are grateful to the volunteers involved in these cases.
- 10.7 A Board member requested clearer language in the Wavepower document when reviewed, to clarify as a governing document.

11. **Board EDI Training**

- 11.1 The Board received a training session from '*Inclusive Employers*' on Equality, Diversity and Inclusivity. The topics discussed included pronouns, micro-aggressions, language, strategies for having difficult discussions, anti-racism, and allyship.

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

12.1 **Swim England Qualifications held 21 February 2023**

- 12.1.1 The paper was taken as read. JMN gave an update.
- 12.1.2 There has been significant operational change and progress made, with a strong team in place to drive forward. Market share is recovering. SEQ are looking to modernise the terminology used in their policy and processes.
- 12.1.3 **Decision: SEQ Chair to attend one Swim England Board meeting each year. Unanimous decision.**

12.2 **Trading Board held 27 February 2023**

- 12.2.1 The paper was taken as read. BSi gave an update.
- 12.2.2 There were good financial results reported. The only issue is a competitor's growing market share which requires monitoring.
- 12.2.3 The statutory accounts were approved, with a donation to be made to Swim England.
- 12.2.4 **Action: JMN to clarify timeline for Commercial Strategy.**

12.3 **Institute of Swimming Board held 27 February 2023**

- 12.3.1 The paper was taken as read. BH gave an update.
- 12.3.2 There were good financial results reported. Much of the discussion was regarding the SEQ sanction and appeal. It was decided to move forward and concentrate on 2023.

12.4 **Audit, Probity & Risk Committee held 6 March 2023**

- 12.4.1 BSi gave a verbal update.
- 12.4.2 There has been notable progress on GDPR compliance, with some work still to be done.
- 12.4.3 A small amount of information was historically filed incorrectly with Companies

House. This has been corrected and the organisation is unlikely to receive a fine for this.

- 12.4.4 No significant issues were identified through the audit. Thanks are extended to the Finance team for their hard work. Comments regarding the timeline were noted and will be resolved for 2024.

12.5 **Sport Operations Committee held 28 February 2023**

- 12.5.1 The paper was taken as read. JW gave a short update.
- 12.5.2 A number of Leadership Groups are experiencing recruitment difficulties. There was some discussion on improving Club Train membership numbers.
- 12.5.3 The Board discussed membership price increases and clarity was sought on the rule pertaining to the link between price increases and inflation.
- 12.5.4 **Action: JMN to further clarify the detail of the inflationary increase rule with SLT.**

12.6 **Remunerations Committee held 13 March 2023**

- 12.6.1 RH gave a verbal update.
- 12.6.2 People Development have introduced an updated pay grade framework, across nine bands. Each have a minimum, maximum and median pay figure.
- 12.6.3 When this proposal is applied, some colleagues are below the bottom, or above the top, of their scale. It is the intention to address most of these anomalies.
- 12.6.4 The cumulative effect of recent pay increases benchmark very well against similar organisations.
- 12.6.5 JMN and BH did not participate in the vote.
- 12.6.6 **Decision: Board approve 3.5% pay increase, including any anomalies below their revised pay grade receiving a higher amount dependent on their situation, pending Sport England funding. Unanimous decision.**

12.7 **Nominations Committee held 13 March 2023**

- 12.7.1 RH gave a verbal update.
- 12.7.2 The CEO recruitment process has started with the engagement of an executive search firm. The next task is to produce a candidate pack. Ideally, a candidate will be identified by the Summer.

13. **Dates for next meetings**

AGM – Monday 15 May (Zoom)
Wednesday 17 May 2023: 11am – 6pm (In person)
Tuesday 11 July 2023: 1pm – 4pm (Zoom)
Wednesday 13 September 2023: 9am – 1pm (Zoom)
Tuesday 12 December 2023: 11am – 5pm (In person)

14. **Any other business**

- 14.1 None.

Summary of Decisions made

Minute	Item	Decision
4.2	Actions arising from previous meeting	Extend sponsorship agency contract for a further 2 months
7.10	CEO's report	Maintain 11% funding of British Swimming
8.18	CFO's report	Sign off Annual Report
9.6	Director of Legal's report	The Board agreed to review and confirm a decision relating to further Regulation changes
9.9	Director of Legal's report	The Oversight Committee Terms of Reference were approved and adopted. LJ appointed as member from the Senior Leadership Team, and JW to be independent member from Board
9.13	Director of Legal's report	Board agreed that the Independent Directors would initially act as intermediaries for objections relating to the Complaints process
12.1.3	Swim England Qualifications held 21 February 2023	SEQ Chair to attend one Swim England Board meeting each year
12.6.6	Remunerations Committee held 13 March 2023	Board approve 3.5% pay increase, including any anomalies below their revised pay grade receiving a higher amount dependent on their situation, pending Sport England funding

Swim England Sport Operations Committee

Minutes of the meeting held 28 February 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
Ian Mackenzie (IM)	Swim England Member
Keith Munday (KM)	Swim England Member
John Hidle (JHi)	Regional Chairs Representative
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
Leanne Brace (LB)	Head of Membership
Mike Hawkes (MH)	Head of Diversity and Inclusion

Min No:

1. Standing Items

1.1 Chairperson's welcome

JW welcomed members to the meeting,

1.2 Apologies

Ellie Conway, Alex Harrison, George Wood and Jon Glenn.

1.3 Declarations of Interest

IM and AB – item 3.3.

1.4 Declarations of AOB

None recorded.

1.5 Minutes from previous meetings:

1.5.1 17 January 2023: The minutes were accepted as an accurate record.

1.6 Actions from previous meetings

1.6.1 22.22 Risk assessment portal: EG to be invited to the next meeting to provide update on progress. EG would be asked to provide information on the function of portal in relation to sharing of information about incidents.

1.6.2 22.28 Leadership Group TORs: Issued to three groups, CLG and DLG to be completed.

1.6.3 22.34 LTS and Workforce Audit: Moved to May agenda.

- 1.6.4 23.01 DLG: No paper available.
- 1.6.5 23.03 Inspire Programme: Beth Barrett to be invited to May meeting.
- 1.6.6 23.04 SE Strategy: Discussion held with Regional Chairs. Remain to be held with Leadership Groups. Update to be provided at May meeting.
- 1.7 **Leadership Group Updates**
- 1.7.1 Artistic Swimming: nothing further to update.
- 1.7.2 Clubs: AB advised the workload for regions had significantly increased due to the submission of evidence for SwimMark and affiliation. Consideration to be given to revising some submission dates to spread the workload.
- 1.7.3 Diving: No update reported.
- 1.7.4 Swimming: nothing further to update.
- 1.7.5 Water Polo: IM acting as interim Chair. Need for LG recruitment and to engage the regional representatives was highlighted. Competition review is underway, coaching course are accessible across the country and a more streamlined judicial procedure is being implemented.

2. Items for Information

2.1 Membership Pricing Review

LB was welcomed to the meeting.

Members received a confidential report on membership from Leanne Brace, Head of Membership.

Further information relating to the declining number of club train members and information on the removal of club LTS programmes was provided. SOC discussed the fee structure and barriers to membership for this group. Discussion considered the insurance provision for LTS programmes and how any changes could cause an inequality with other membership groups. The importance of promoting the benefits of SE membership was highlighted.

LB advised the previously formed working group had been temporarily suspended. JW and LB are to meet to discuss the working group and the membership and bring a recommendation to the May meeting.

Action: JW and LB to discuss the membership of the working group and bring a recommendation to the May meeting.

Following the conclusion of the discussions, it was agreed that options outlined in the report should be taken to SLT before being brought back to the next SOC meeting. Further consideration should also be given to how the proposals could impact on the introduction of an LTS membership, which has been previously discussed.

Action: LB to return to SOC following discussion with SLT.

SOC requested that more work be done on the wider implications of clubs moving LTS programmes out of the SE framework and the resulting consequences of having a section within a club whose members were not SE members. CC confirmed there is already work ongoing in this area and will liaise with LB.

Action: LB and CC to liaise re: clubs moving LTS out of SE framework.

The report drew attention to Regulation 47.4.1, which limited membership fee increases to inflationary levels. SOC noted that the wording of the regulation was restrictive in the context of a membership review and was supportive of a proposal to Board that Regulations be amended. It was agreed that a proposal to the Board be considered at the same time as recommendation on the 2024 membership fees is made.

Action: LB to include recommendation to remove Regulation in Board report relating to 2024 membership fees.

SOC thanked LB for the level of information provided within the report, noting the content was confidential and should not be shared, or discussed, more widely.

2.2 **Teaching and Coaching Register – Compliance Approach**

LT was welcomed to the meeting.

LT advised that previous feedback from SOC had been reviewed and discussed with the safeguarding team. SOC was supportive of the revisions outlined in the report circulated.

Discussion considered the requirement for coaches to hold enhanced DBS checks for the issuing of coaches passes and the resulting implications for events, promoters and welfare officers. The associated risk management was questioned with the measures needing to be implemented by county, regional and open meets needing further determination, including how open meet promoters may be able to check requirements are met. LT and CC are to engage with the discipline leadership groups and return to SOC with a proposal on how to embed the requirements at all levels.

Action: LT and CC to discuss how to embed the requirements within the disciplines and return to SOC with a proposal.

LT continued to update on the previous actions requested and resulting considerations:

- Grace Period: Amendment to one-month grace period for those new to role to enable the completion of safeguarding training and enhanced DBS checks. Process to advise of issues to be in place to enable the completion of risk assessments. Further thought needs to be given to who would be complete the risk assessments at lower levels.
- Parnassus: Further work is being completed on Parnassus to ensure the right qualifications are listed for learners.
- Issuing Certificates: There has been a lot of discussion over the time frame for issuing certificates with ways to speed the process up being explored, recognising any automated systems would need to integrate with current systems.
- Automated Email System: Currently members receive three notifications prior to the expiration of their DBS check or safeguarding training. Recommendation to move the third message to 'day after expiration' to explicitly outline that they should not be operating in advised role on poolside. Discussions are ongoing with the Legal Team as to the feasibility of advising club chairmen and welfare officer.

The need to clearly define supervision for those undergoing training and checks was noted and it was confirmed requirements are for both coaches and teachers operating within clubs.

LT concluded by advising that 9% of those listed on the Teaching and Coaching Register have unsubscribed from emails which, alongside email bounce backs, correlates with a demonstrated compliance rate of close to 90%. Work was being undertaken to overcome this issue.

SOC members thanked LT for the update and asked that she return to a future meeting to report on progress.

2.3 Policy Removal Approvals

2.3.1 SE1013 Volunteer Positions Nominations Policy
Agreement to remove.

2.3.2 SE1024 Calendar Planning – Swimming
Agreement to remove.

2.3.3 SE1026 Volunteer Policy
Agreement to remove.

2.3.4 SE1030 Travel policy for parents / partners / relatives / friends of team members
Agreement to remove.

2.3.5 SE1031 Age of Swimming
Agreement to remove.

2.3.6 SE1035 Team Managers
Agreement to remove.

2.3.7 SE1036 Appointment of Jury of Appeal for National Events
Agreement to remove.

2.3.8 SE1037 Appointment of Officials for National Events
Updated to clarify roles. Remain on register for review in three years' time.

2.3.9 SE1040 Trophies and Awards National Events Policy
Members requested engagement with the Leadership Groups to confirm they accept the proposed changes and an update to be brought to the May meeting.

Action: EB to liaise with the Leadership Groups and return to May meeting.

Following discussion, it was agreed that CC would check that the content of the removed policies is available in other documents. If this is not be case, the information will be reissued as guidance following review and updates.

3. Items for Discussion

3.1 National Events

EB was welcomed to the meeting.

The supplied paper, summarising the finances for each event and the overall performance for the year, was taken as read. EB advised that delivery for 2022 reflected events in 2019, with the exception of an OW Masters event, and utilised the same venues.

Within the paper a complete overview for each event was provided. Learnings included an increased challenge in recruiting volunteers for all roles and a reduction in entry numbers for most events. Capacity had been an additional pressure as the Events Team was smaller than in 2019, with two of the three members of staff being recruited during 2022 with little downtime to embed.

SOC considered the cost of event delivery and any additional enhancements that could increase income to offset the costs. EB outlined additional income received when hosting events in Sheffield and restrictions in place on merchandising due to sponsorship, welcoming any thoughts on other potential income streams.

The capacity of the Events Team was discussed, recognising any additional events may need to be at the expense of an existing competition or delivered utilising the same format as the Diving National Skills event. The need for staff to work with each discipline to review their portfolio of events, considering the purpose and benefit of each event, was highlighted. CC recommended this could be tied into wider strategy conversations with the Leadership Groups with a steer from SE over expectations. There was agreement for CC and EB to develop a proposal and return to SOC.

Action: CC and EB to develop competition review plan and return to SOC.

EB continued to outline the departments focus areas for 2023:

- Winter Meet: Updates to the event are being discussed at SLG.
- Venue Dressing: Quotes from the preferred supplier have increased substantially. The look and feel of events is known to be important to athletes. The Events Team will complete an exercise to procure generic products and manage internally using contractors. EB will update following review.
- Health and Safety: Partnership working with British Swimming to contract an expert to review all risk assessments and policies. It is anticipated this will be completed by May. EB will update following completion and will look into whether the resulting documents are suitable to share with counties and regions. The expert will also complete an open water risk assessment to determine the minimal water temperature for swimming in England. It was suggested that EB contact other Northern European countries to learn from their experiences.
- Accreditation: Requesting an uplift to Level 2 coach for national events with Level 1 coaches able to attend alongside, but not in place of, a level 2 coach from that club. System development is being discussed in addition to timelines, with a desired implementation from September. Concerns were noted for some disciplines, recognising the requirement would be in line with the Coaching Policy. The impact on coaches and the club were noted.
- Welfare Officers: Discussions are ongoing with the Safeguarding Team to provide a designated Welfare Officer at national events.

EB was thanked for her report.

3.2 **Transgender Competition Policy**

MH was welcomed to the meeting.

The background of the policy and future plans were provided, noting the content is approved and the focus is now on implementation. MH emphasised that there has been a massive cultural shift and the importance in recognising this.

The policy will be a domestic policy focussing on participation, providing opportunities for trans competitors to compete with inclusion only limited when justified. MH outlined the discipline specific approach which has been underpinned by the safeguarding of the overall sport pathways and incorporating safety at all levels.

The revised policy is expected to be published in late March and would include a comparison between the old and new policies. Implementation is expected from 1 September, which would avoid changing regulations mid-season.

SOC approved the launch and implementation dates with MH confirming that a communication plan work is being agreed to ensure that all stakeholders are advised of the updates and potential impact to them.

MH was thanked for the work completed with SOC members noting the confidentiality of the report.

3.3 **Safeguarding Training**

CC reported that, historically, SE have accepted generic safeguarding training from a limited range of other providers. In 2020 SE specific training was developed embedding Wavepower, with the refresher course now in development.

In order to ensure that safeguarding training was compatible with Wavepower, CC is working alongside the Safeguarding Team to move to a position where the only training accepted is that which has been developed, and commissioned, by SE. It is proposed that this is achieved via a phased approach dependent on training cycles and renewal points.

CC proposed that the change is implemented from 1 January 2024. It was also proposed that the training requirement encompasses 16 and 17 year olds if they are in a position of trust.

SOC queried the training for under 18s. CC advised that subject to SOC agreement to the main proposals, discussions would be had with SEQ and IOS as to the best approach for under 18s.

It was requested that club teachers are included within the communications to ensure the information is received by all concerned. Questions were raised over Technical Officials, noting they are not eligible for DBS checks but recognising having safeguarding training may be beneficial for them and the sport. CC is to review and provide an update.

Action: CC to review what safeguarding training should be provided to Technical Officials.

SOC Members agreed to the proposal.

4. **Items to Note**

4.1 **Competitive Start Award**

Due to time pressures, this item was deferred to the May meeting.

5. **AOB**

None recorded.

6. **2023 Meeting Dates**

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