

**Swim England South East
Regional Management Board**

Minutes of Meeting held on Tuesday 12th September 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
	Roger Prior (RGP)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

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

97 Apologies

John Tripp

98 Minutes of the Meeting held on 27 June 2023

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

Action: BG

99 Matters Arising

82 – Finance – Members will have received a note of the Swim England membership fees for 2024.

83 - Regional Awards 2023 – Regional winners have been selected and were published in the August newsletter. Regional winners will now go forward for the National Awards.

85 – Welfare & Safeguarding Update – The Welfare Forum meeting will be taking place next Tuesday, 19th Sept. The National Welfare Officer, Lucy Doyle, will be joining the meeting.

Landscape sheet

Nothing noted

100 Finance

Coaching Bursaries budget –

At the last meeting it was agreed to extend the budget for Coaching Bursaries by £10k. This extension has now been spent. Authorisation was sought to continue to process applications for this year, the position to be reviewed for the 2024 bursaries. The swimming coaches will be asked at their next meeting for any views they may have on bursaries to be supplied for 2024. It was agreed that applications would continue to be accepted for 2023.

Action: BG

101 Incorporation

Company AGM – The Company Articles require the company to have an AGM annually. Currently the company consists of the 4 directors, so it was agreed that an AGM would be held in conjunction with an RMB meeting, by the end of the year, to cover the requirement.

Action: BG

Bank account – Obtaining an account with HSBC was ongoing. It was agreed to give HSBC until the end of the week to respond further. If no progress is made by then other options for banking arrangements would be explored. It was agreed that the directors/BG will take this forward.

Action: BG

102 Regional Governance Code

The Regional Governance Code information had been circulated in advance of the meeting, along with RFP's comments. There would be further work required for the Region to meet the proposed requirements, and these were discussed. It was agreed that a Governance Committee be formed to review the requirements and move this forward, if it is agreed. It was noted that any proposal needs to make sense for the Region and be appropriate for the organisation. It was agreed that CL and ST would put together some words to go back to Swim England regarding the proposal.

It was agreed that the Governance Committee would be ST, CL, RFP, RGP and JG. BG would support the group.

Action: CL/ST

103 Staffing Matters

It was agreed that arranging maternity cover for the Regional Manager would be delegated to the staffing sub group. The group will report back to the Board.

Action: Staffing Sub Group

104 Water Polo

RG provided an update regarding Water Polo. It was reported that further meetings had taken place and the possibility of setting up networks had been explored. The clubs have been supportive, although it was noted that there are challenges in some cases with compliance.

105 Regional Club Development Officer Reports

The reports from the RCDOs were circulated in advance of the meeting. The reports were noted and thanks given to the RCDOs.

106 Regional Strategy

The proposed timeline was circulated in advance of the meeting. A first draft will be completed by 1st November with a draft going to Swim England for feedback soon after. It is proposed to have the strategy aligned with Swim England by 1st March. ST will begin work on the first draft in the coming weeks. This will look to strengthen the alignment between Development and Strategy. It was noted that the objectives of Swim England include areas that the Region does not formally cover, and consideration will need to be given around what the Region's support for this will be. The timeline was agreed.

Action: ST/Strategy Sub Group

107 Recruitment for Regional Chairperson and Finance Director

It was confirmed that the closing date for applications is Friday 15th September. To date, there had been no applications for Chairperson and 1 application for Finance Director.

108 Swim England Team Engagement Survey

The survey results were circulated in advance of the meeting. The results from all Regional Staff were put together. Items of note were discussed. It was noted that alignment to the Swim England pay scales is not in place for Regional Staff. The Staffing Sub Group would be meeting in due course and will discuss any items from the survey that were of note.

. **Action: Staffing Sub Group**

109 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

Brighton College (Sussex)

Jersey Water Polo (Hampshire)

Resignations

Southampton Dolphins (Hampshire)

Jersey Etaile Synchro Club (Hampshire)

Enquiries

Sunbeam Swimming Club (Horsham) (Sussex)

Change of Name

None

110 Regional Chairs Meeting

The minutes of the Regional Chairs' meetings held on 05 June and 31 July were noted. RFP had been unable to attend on 31 July.

109 Swim England Board Meeting

The minutes of the Swim England Board meeting held on 11 July were noted.

110 Sports' Operation Committee Minutes

The minutes of the Sports' Operation Committee meeting held on 27 June were noted.

111 Correspondence

The announcement that Andy Salmon had been appointed as Swim England's new Chief Executive was noted. He will take up the role in February 2024.

112 AOB

None noted.

113 Date of the Next Meeting

Thursday 19 October 2023 – 7pm Online Meeting

The meeting was closed at 20.20

Page 3 of 3

Swim England South East
Regional Management Board
12 September 2023

Regional Management Board

A meeting of the Regional Management Board will be held on Tuesday 12 September 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 27 June 2023
<i>To agree accuracy of minutes from the previous meeting</i> | RFP
Enclosed | 1905 |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP
Enclosed | 1910 |
| Items for Decision | | | |
| 4. | Finance
- Coaching Bursaries budget | RGP | 1915 |
| 5. | Incorporation
- Company ACM 2023?
- Bank Account | RFP
To follow | 1920 |
| 6. | Regional Governance Code | RFP
To follow | 1930 |
| 7. | Staffing Matters | RFP | 1940 |
| 8. | Water Polo | RG
To follow | 1945 |

Items for Discussion / Information

- | | | | |
|-----|--|-----------------|------|
| 9. | Regional Club Development Officer Reports | RFP
Enclosed | 1955 |
| 10. | Regional Strategy | ST
Enclosed | 2000 |
| 11. | Recruitment for Regional Chairperson and Finance Director | BG | 2010 |
| 12. | Swim England Team Engagement Survey | RFP
Enclosed | 2015 |
| 13. | Affiliations & Resignations
<i>New affiliations are now reviewed and approved by the Affiliation Sub-Group and are for information only.</i> | | 2020 |
| | 13.1 New Affiliations – Approved
None | | |
| | 13.2 Affiliation Applications – Pending
Brighton College (Sussex)
Jersey Water Polo (Hampshire) | | |
| | 13.3 Resignations
Southampton Dolphins (Hampshire)
Jersey Etaile Synchro Club (Hampshire) | | |
| | 13.4 Enquiries
Sunbeam Swimming Club (Horsham) (Sussex) | | |
| | 13.5 Mergers
None | | |
| | 13.6 Change of Name
None | | |

- | | | |
|-----|---|----------------------|
| 14. | Regional Chairs Meeting
To review the minutes of the Regional Chairs meeting held on 05 June & 31 July 2023. | RFP 2025
Enclosed |
| 15. | Swim England Board Meeting
To review the minutes of the Swim England Board meeting held on 11 July 2023. | RFP 2035
Enclosed |
| 16. | Sports Operation Committee Minutes
To review the minutes of the Sports Operations Committee meeting held on 27 June 2023. | RFP 2045
Enclosed |
| 17. | Correspondence | RFP 2055 |
| 18. | AOB
<i>24 hours notice required</i> | RFP 2055 |
| 19. | Date of Next Meeting
Thursday 19 October, 7pm Online Meeting | RFP 2100 |

Swim England South East
Regional Management Board

Minutes of Meeting held on Tuesday 27th June 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
	Mike Lambert (ML)	Board Member
	Chris Lee (CL)	Board Member
	Roger Prior (RGP)	Board Member

Also in attendance (non-voting):

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

79 Apologies

Jenny Gray
Carys Jones
Sara Todd
John Tripp

80 Minutes of the Meeting held on 11 May 2023

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

Action: BG

81 Matters Arising

Nothing noted.

Landscape sheet

Item 2 – Complete, to be removed
Item 5 – Typo noted, email to be amended to end

82 Finance

Coaches Bursaries –

It was noted that most of the year's £25k budget had already been spent in regard to coaches' bursaries. These figures did not include any bursaries for the Senior Coach qualification. Due to the booking deadline for this course being prior to the RMB meeting, the Finance Group had decided to approve processing of these bursaries.

The decision of the Finance Sub Group in authorising processing of the Senior Coach bursaries was **endorsed** by the Board.

It was proposed that the budget for coaches' bursaries be increased by £10k to allow for further applications. This would be reviewed and a further request may come back to the

Board, if required. It was noted that the bursary scheme and criteria for future years would need to be discussed by the Development Group. It was also noted that the Supervision Policy recently released by Swim England does require clubs to have a level 2 coach on poolside which may increase the demand for level 2 coaches.

It was **agreed** unanimously to increase the budget for Coaches' bursaries in the current year by £10,000.

Affiliation Fees –

The Finance Sub Group recommended no increase to affiliation fees for 2024. This was agreed unanimously. It was, therefore, agreed that affiliation fees would remain as;

Category 1 - £5.00

Category 2 - £6.00

Category 3 - £0.00

Subject to a minimum fee per club of £25.00

Action: BG

83 Volunteer Awards 2023

The panel to review nominations was agreed as CL & BD. Although no longer on the Board, Shelley Robinson to be approached.

Action: BG

84 Meeting Dates 2023/2024

Proposed meeting dates were circulated. It was requested the dates be spread more evenly across the week. It was agreed to amend the date of the next meeting, BG will confirm.

Action: BG

85 Welfare & Safeguarding Update

A paper was circulated prior to the meeting, although it was acknowledged that notice of it had been limited. It was, nevertheless, agreed to consider the paper.

A meeting had taken place with the Welfare and Safeguarding Group and Kevin Suckling, Head of Safeguarding & Welfare at Swim England. After further discussion, the following were **agreed**;

1. For the time being, the welfare function can be discharged by the voluntary Regional Welfare Officer, with support from the Region's staff
2. The situation be subject to ongoing monitoring, as to workload, so that any necessary adjustments may be made to the workforce.
3. That a regular fora for County Welfare Officers with the Regional Welfare Officer be established.
4. In principle, to appoint a director to lead for the Board on safeguarding and welfare issues. This will need a brief for the appointment, with defined expectations. This will come back to a future meeting to make an appointment.
5. That the Welfare Officer is to have a standing invitation to attend Board meetings.

Action: Safeguarding & Welfare Sub / BG

86 Swimming Manager

ML had previously been appointed as Swimming Manager until 31 July. ML confirmed he is willing to continue in the role until 31 July 2024. ML confirmed that he will be looking to

find a deputy Swimming Manager to take on the role after this, further information will be included in the July newsletter.

It was agreed to extend ML's appointment as Swimming Manager until 31 July 2024.

87 Membership Working Group

Swim England are restarting the Membership Working Group and were seeking 2 Regional staff from across the 8 Regions to sit on this group. It was confirmed that no one has been put forward from the South East. It was understood only one Region may have nominated.

88 Swimming – Entry Fees

A paper was circulated in advance of the meeting. The winter championships had been budgeted as break-even. However, due to escalating costs, this is now looking at a deficit of around £7k. In order to run this as break-even, the Swimming Group recommended the entry fee be increased from £7 to £10. It was noted that the last time the entry fees had increased was around 5 years ago.

This recommendation was endorsed by the Board.

89 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

Jersey Water Polo (Hants)

Tuffy Fitty Littlehampton

Change of Name

None

90 Regional Chairs Meeting

The minutes of the Regional Chairs meeting held on 05 June were received earlier in the day. RFP gave an overview of the items covered at the meeting. The minutes will be circulated and will be added to the agenda of the next RMB meeting.

Action: BG

91 Swim England Board Meeting

The minutes of the Swim England Board meeting held on 17 May were noted.

6 - EDI – It was noted that no policy has been shared yet.

6.3 – Training on Legal Requirements for a Board – It was noted that this type of training would also be valuable to Regional Boards if it could be shared.

7.4 – Chairs Reports – It was noted that British Gymnastics had asked Government for an independent body for Safeguarding/Welfare, this was supported by many NGBs including Swim England.

12.6 – Welfare & Safety Director Lead – Neil Booth was appointed as the Welfare and Safety Director Board lead/Champion.

14.6 – Policy Approvals – It was noted that the Board is to receive copies of all policies, this could be useful for Regions to see too.

92 Sports' Operation Committee Minutes

The minutes of the Sports' Operation Committee meeting held on 02 May were noted.

2.1 – Risk Assessment Portal. It was noted that it would be useful to know the launch timing for the Risk Assessment Portal and Risk Academy & when it was expected this would be available to clubs, counties and regions. BG to contact Emma Griffin

5.2 – Supervision guidance ratios. It was confirmed these have been circulated to all clubs.

Action: BG

93 Swim England Annual General Meeting Minutes

The minutes of the Swim England Annual General meeting held on 15 May were noted. RFP noted thanks to Susan Harrison, Alan Lewis and Sara Todd for the questions raised at the open mic session on behalf of the Region.

It was noted that Susan Harrison has yet to receive a response on the query raised at the meeting. RFP will pursue this.

Action: RFP

94 Correspondence

None received.

95 AOB

Water Polo – RG and Kate Hutchinson had recently held a meeting with Water Polo clubs. The minutes of the meeting will be circulated to the Development Group. It was noted that a concern had been raised about the requirement for clubs to have a level 2 coach and the challenges around this for some smaller water polo clubs. RG to prepare a paper to submit to the next Board meeting.

Action: RG

96 Date of the Next Meeting

Tuesday 12 September 2023 – 7pm Online Meeting

The meeting was closed at 20.43

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 06 September 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	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>
3	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	
4	Appointment of Chairman & Financial Director (01 Jan 2024) The terms of office for the Chairman and Finance Director come to an end 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>On Agenda</i>
5	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	17.01.23 Min 7	BD/BG	<i>In Progress</i>

	<p>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>			
6	<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	
7	<p>Future Approach to Welfare</p> <p>The information was discussed at length and it was felt that this is an important area which needed to be well supported. 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</p> <p>Update; A meeting had taken place with the Welfare and Safeguarding Group and Kevin Suckling, Head of Safeguarding & Welfare at Swim England. After further discussion, the following were agreed;</p> <ol style="list-style-type: none"> 1. For the time being, the welfare function can be discharged by the voluntary Regional Welfare Officer, with support from the Region's staff 2. The situation be subject to ongoing monitoring, as to workload, so that any necessary adjustments may be made to the workforce. 3. That a regular fora for County Welfare Officers with the Regional Welfare Officer be established. 4. In principle, to appoint a director to lead for the Board on safeguarding and welfare issues. This will need a brief for the appointment, with defined expectations. This will come back to a future meeting to make an appointment. 5. That the Welfare Officer is to have a standing invitation to attend Board meetings. 	19.04.23 Min 56 Updated 27.06.23 Min 85	CJ/GA/RG/AG	<i>In Progress</i>

Updated 06/09/23 BG

Kate Hutchinson - Regional Club Development Officer
Report to Regional Management Board April 2023 – July 2023

Team Manager's Course

- Team Manager 1 (May – July 2023) –
3 Workshops delivered
76 members have attended out of 89 people that were booked on
6 additional workshops to be delivered this year (currently August and September workshops are full and a waiting list is in operation for these, so an additional workshop has been opened for booking in September).
- Team Manager 2 (May – July 2023)
2 workshops delivered
36 members attended out of 42 people that were booked on
2 more workshops to be delivered this year (provisionally scheduled for Oct and Dec)
- One new presenter to be upskilled after the summer. Has already attended TM1 course and met with myself and our current South East presenter.
- Possible increase in demand come September due to new Swim England ratios so potentially there will be a need to run additional courses from September to December as Clubs enter competitions and need to meet the requirements.

Young Volunteer Programme

- Young Volunteer Programme 23/24 - 42 People engaged with programme, with 29 people actively volunteering within their Club. 13 have not yet achieved their first award - bronze
16 volunteers have achieved the bronze award
7 volunteers have gone on to achieve their silver award
2 of which have achieved their gold
1 has reached the platinum award -150 hours volunteering
- Developing the current programme to include templates and a way to evidence volunteering going forward for 2024. Information gathering from other Regions as to how their programmes run.

Discipline Support

- Masters – Met with discipline manager to offer support. Masters continue to get support to keep the website up to date with news and competition information. Offer was made to support the group by organising a development meeting (similar to that for waterpolo) but this was not deemed a priority at the moment.
- Para Swimming/ Disability – The Group have not had any formal meetings.
The Para Development Day for the Region took place in July and there were 16 participants, five of which were starting the classification process. Feedback was very positive from those attending as well as from coaches. The next South East Para Day is being discussed at the moment, with Phase 1 possibly taking place in September.
The South East/South West regional Champs is scheduled to take place on October 15th at Eastleigh. Classifiers have just been confirmed so work can begin on getting the information to the Para athletes in both Regions and booking can open.
Moving forward, meet with target Clubs in the Region to develop their para swimming in line with the Start Para programme.
- Diving – Have had email contact with Emma West, to offer support.
There is a need for Coaching courses in the Region but we are lacking trainers to deliver the courses, I am currently in discussion with IoS about a workaround for this to support the Clubs.

- Artistic Swimming –
Supporting through emails and attending the Artistic Grade Day in Reading to further knowledge and meet key individuals.
- Water Polo –
Level 1 course scheduled to take place in August, although current numbers of those signed up are low.
Level 2 course has just been confirmed, although taking place just outside the Region in Croydon.
Faversham WPC has come forward offering to host a further level 2 course, they are currently in discussion with IoS to move this forward.
Working with the Regional Water polo board to establish a Development Group looking at ways to develop the sport within the South East. Two positive meetings have taken place with a number of Clubs being represented and individuals supporting the group and helping to guide the direction for the sport.

Club Affiliation (Kent, ONB, Sussex)

- 2 Clubs going through the Club affiliation process this last quarter, Broadstairs and Shepway.
- October will see seven more Clubs across the three counties needing to complete their affiliation.

County Support

- Moving forward, I hope to attend meetings with ONB, Kent and Sussex before the end of the year.

Development group

- Attend the Development Group meetings bi monthly



Kristie Jarrett - Regional Club Development Officer

Report to Regional Management Board January – June 2023

Main areas of work

- Regional Swimming talent pathway programmes, including Open Water
- Coach development
- Support Hampshire/ Berkshire and South Bucks/ Surrey county ASAs
- Coaches' Forum
- SwimMark/ Club affiliation
- Time to Listen courses
- Regional Off –shore swimming camp

Talent Pathway programmes

This year we have expanded the open water development camp into a 2-day distance development programme. 36 athletes were selected based on their 800m and 1500m times from the 13-16-year-old age groups. The first camp took place on the 4th June and included a pool session, working on open water skills followed by a lake swim incorporating race simulation. We recruited a strong team of coaches, many with the open water coaching qualification. The camp was well supported by Carol and David Butler as Team Managers. The main challenge of this programme is to find a suitable lake venue including adequate safety cover. The longside Lake in Egham, Surrey was very accommodating and proved a good choice and a regular option going forward. The cost of the wetsuit hire was greater as there was no on site provision, therefore we passed on some of the cost to those athletes needing to borrow one. The second camp day is taking place in Cobham on the 9th September.

Regional Off Shore Swimming Camp

The regional winter champs 2022 was again the selection event for the 2023 regional off shore camp. A team of 26 swimmers were selected to travel to Luxembourg to compete for the region in the Euro Meet in January. The team did themselves proud with many making A and B finals throughout the weekend, achieving best times and gaining huge experience along the way.

The team brought back 29 medals. Junior swimmers Lucy Fox and Eva Okaro not only made the A finals for the ladies open 100 and 200 fly events but came back with a bronze medal each. In the junior age group the team scooped 16 medals through Ollie Pope, Lucy Fox, Albert Branch, Dominic Morgan, Harry Wynne-Jones, Eva Okaro, Aaliyah Richards and Ruby Stephenson. In the Youth category, Tegan Matthews and Aran Bissett secured a massive 10 medals between them.

Paul Lloyd was nominated by the coaches' forum to attend as Head Coach. The other coaches were selected based on an application process. The applications were assessed against a person specification by England talent, the head coach and the regional officer. Coaches included Adam Naylor, Stuart McCrea, Jordan Niblock and our team managers were Lynne Harrison and Kim Weetman.

Coach Development

The main opportunities for swimming coach development are;

- Regional/ national mentoring programme
- Working on the pathway camps from County – national levels and the regional off shore camp
- Workshops provided through England talent –connecting coaches – online sessions.

The region has been joint funding the mentoring programme. Kevin Brooks, David Vine and Lee Spindlow offer support to 8 coaches. The current coaches are Jasmine Strudwick (Dorking), Joe Evans (Wycombe), Matt Padget (Sevenoaks), Stuart McCrea (Leatherhead), Matt Naunton (Shiverers), Claire White (Maidstone), Zoe Stemp (Winchester), Matt Smart (Rushmoor Royals). This programme will be advertised again shortly to offer the opportunity to other coaches in the 2023/2024 season. I meet with the national coach development manager and the mentors each quarter to review progress.

County Support

I have attended Berkshire and South Bucks and Surrey Meetings during this period and the county roadshow.

Coaches Forum

The forum continues to meet every two months online. The group met in person just before the start of the regional Youth competition in April. The purpose of the meeting was to assess the terms of reference and ways of working within the group and the interaction of the group with other partners across the region. The meeting was facilitated by Greg Buck and a number of priorities were established around key projects that are discussed regularly at forum meetings, such as the off shore camp and regional championships. These key actions will be reviewed at the meetings.

Time to Listen Training

We continue to provide this training online every two months. The courses are generally fully booked at 12. This year UK coaching will be taking over the licensing of these courses and this will mean an additional registration cost of £150 on top of the tutor fee. I hope that we can continue to offer this training free to our club Welfare Officers and increase the budget back to pre-covid times where there was additional cost including tutor travel, room hire and refreshments.

SwimMark/ Club Affiliation

We have increased the number of SwimMark clubs in the region by 1 to 103 during this period. Southampton University Water Polo club accredited at the January panel.

As always, January is the busiest month for club affiliation with 49 clubs to support. I am pleased to say that all clubs successfully completed the process.

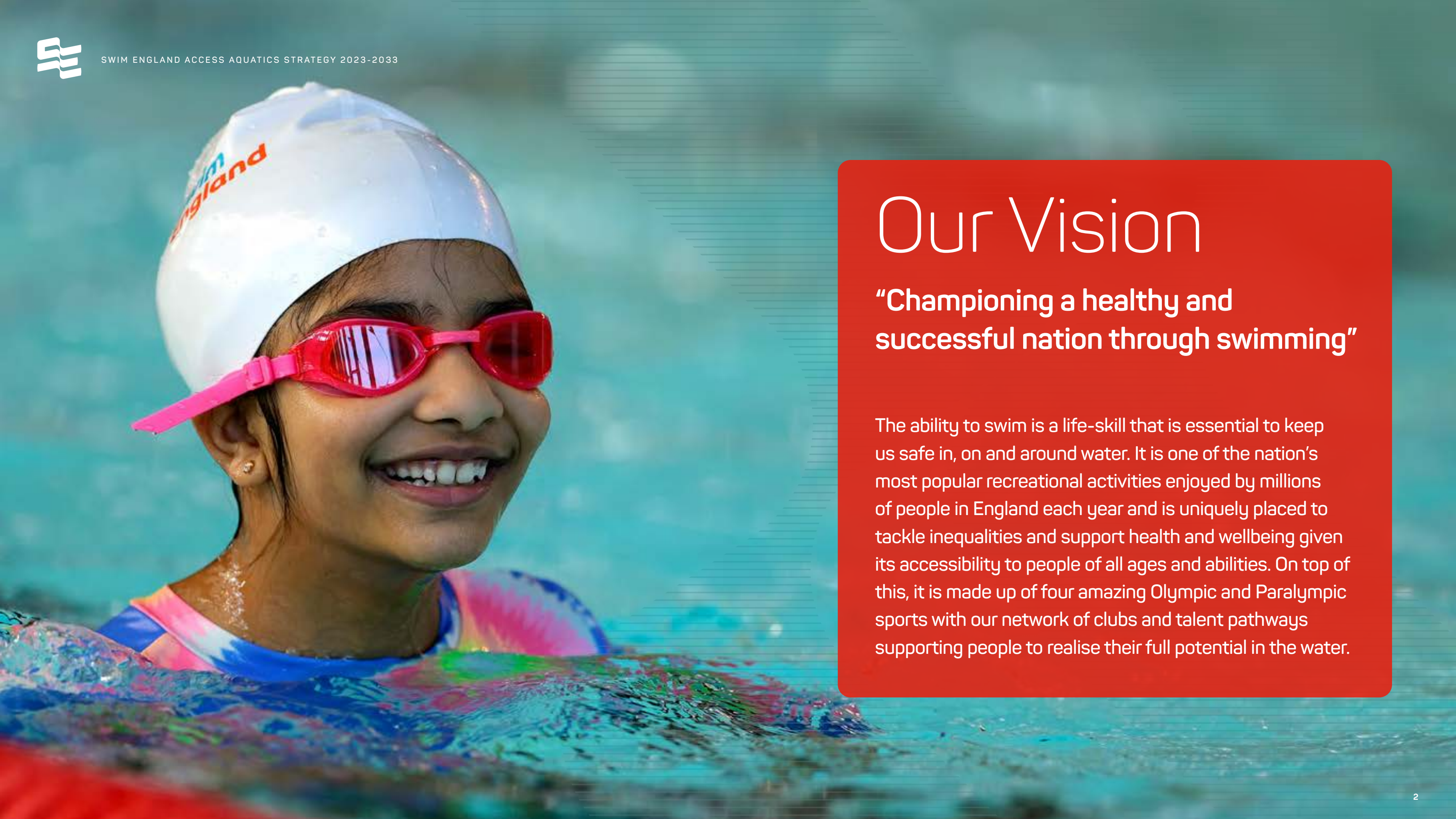
Strategy Alignment Timetable

Action	Date
First Draft completed	November 1st
Draft to Swim England for feedback	November 15th
First consideration by SER Board	December 11th (incorporating SE feedback)
Final draft considered by SER Board	January 15 th (incorporating all feedback)
Copy to Swim England	January 31st
Launch	March 1st

SWIM ENGLAND

Access Aquatics

STRATEGY 2023-2033



Our Vision

“Championing a healthy and successful nation through swimming”

The ability to swim is a life-skill that is essential to keep us safe in, on and around water. It is one of the nation’s most popular recreational activities enjoyed by millions of people in England each year and is uniquely placed to tackle inequalities and support health and wellbeing given its accessibility to people of all ages and abilities. On top of this, it is made up of four amazing Olympic and Paralympic sports with our network of clubs and talent pathways supporting people to realise their full potential in the water.



The Challenge

Aquatics is one of the nation's greatest assets but it is under threat and faces some chronic challenges:

- Approximately one quarter of 11 year-olds do not meet the curriculum target of being able to swim 25m or rescue themselves from water – a figure that almost doubles for children from some ethnically diverse communities and for those from areas of greater deprivation.
- People from diverse ethnic communities are less likely to take part in aquatic sports or become members of Swim England.
- In learning from other sports and looking hard internally we know that we must continue to evolve our approach to supporting the welfare of all those who participate in aquatics and in particular safeguarding young people within our sport.
- The economic climate is creating challenges for all organisations within the sector and adds to the pressure on clubs and pools to achieve financial sustainability.
- Facilities for our sports and activities are declining with the nation predicted to be short of the equivalent of eight hundred 25m pools by the end of the decade.
- The sector is experiencing a workforce shortage, in particular amongst swimming teachers.

Our strategy for the next decade takes on these challenges, recognises that there will be others to come in the future, and seeks to ensure that aquatics truly is safe and **accessible for all**.



Equivalent of
800

**25m pools deficit
by the end of the decade**



Approximately

1/4

of 11 year-olds

**can't swim 25m
or rescue themselves from water**



Our Mission

“Improve the health and success of the nation by enabling access to aquatics for all”

Our mission is to make our sports and activities accessible, inclusive and safe for everyone. We will champion our sports and work with and empower our partners to tackle inequalities; remove the barriers to participation currently experienced by people and communities; provide a governance structure that ensures great, safe experiences and enable everyone to reach their full potential in the water.

For everyone to benefit from aquatics, there is much work to do to engage groups such as people from ethnically diverse communities, people within the LGBTQ+ community, disabled people and those with long-term health conditions and those from lower socio-economic groups who we know are under-represented within the aquatics community. Whilst we have taken action to better understand the needs of these groups, it is a journey and we are at the beginning. We are committed to better understanding the needs of these particular groups and taking positive action to address the issues, to tackle inequalities and drive meaningful change. We have developed broad principles that will set out how we will approach this important work, the impact of which will be measured through our Diversity and Inclusion Action Plan.

Similarly, there is also much more to do to ensure the culture of aquatics at all levels is one that has inclusivity, welfare and safeguarding at its heart.



Strategic Priorities

We have focused on **WHAT** takes place in the water, **WHO** is participating in and delivering aquatics and **WHERE** activity takes place. This has led to three key priorities:



1. Capability

Being able to swim is essential to access aquatics.

Our guiding objective is:

To reduce the number of children that are unable to swim by **50%** whilst reducing inequalities in swimming attainment amongst under-represented groups.

Our target is to see a move from the current 72% attainment rate to an 86% rate (568,000 children) for the Key Stage 2 standards for swimming by 2033 with a disproportionate increase in attainment rates for under-represented groups. (Currently 58% diverse ethnic communities, 69% disabled people, 62% lower socio-economic groups IMD 1-3).

That will be a great start on which to build our wider aspirations:

- Swimming remains a national activity of choice for people's health and wellbeing leading to longer, happier, healthier lives. We will ensure it is recognised as creating substantial savings for local community health and wellbeing budgets and the overall NHS budget. **We will move from having 7 to 850 pools with Water Wellbeing accredited delivery in place.**

- A network of financially robust clubs with the structure and partnerships in place to support their long-term future. Furthermore, we want to ensure that club offerings in local areas are diverse and give opportunities for participants from all backgrounds to access our aquatic sports and follow a pathway that suits them. **Increase club membership from 167,845 members to 200,000 with a greater number of members from under-represented groups. (Currently 8.2% diverse ethnic communities, 1.4% disabled people, 11.6% lower socio-economic groups IMD 1-3).**
- A talent system for all our sports that promotes medal-success and proactively engages and encourages participants with high potential from diverse backgrounds to fulfil that potential and ensure that our senior national teams become increasingly representative of the community. **There will be an increase in the proportion of participants from under-represented groups on talent pathways. (Currently 10% diverse ethnic communities, 2% disabled people (outside of para-swimming), baseline for lower socio-economic groups to be set in Autumn 2023).**

50% reduction
in the number of children who are unable to swim



Capability





2. People

It is people that take part in aquatics and enable it to happen.

Our guiding objective is:

To promote and uphold a safe, positive, welcoming and inclusive culture and environment at all levels of aquatics to ensure everyone is able to enjoy the water.

Our aspirations are:

- To understand the barriers to participation that currently exist, particularly amongst communities that have traditionally been left behind and support the sector to dismantle these. This will foster a welcoming and inclusive environment at all levels of aquatics and see **an increase in the proportion of people from under-represented groups taking part. (Currently 9.1% / 670,083 diverse ethnic communities, 13.5% / 1,000,335 disabled people, 19.5% / 1,440,746 lower socio-economic groups IMD 1-3).**
- To govern a sport and a regulated workforce that are highly respected, deliver great experiences and ensure the aquatic sector is fully representative of the nation and communities it serves. **All aquatics deliverers will be enrolled on a nationally regulated**

scheme and there will be a greater number of people from underrepresented groups within the workforce. (Currently 5% diverse ethnic communities, 11% disabled people, 13% lower socio-economic groups IMD 1-3).

- To ensure that the highest safeguarding standards and welfare support are ingrained throughout the sport, from grassroots to performance level, as set out in our **Heart of Aquatics** safeguarding, welfare and culture plan.

This will include:

- commissioning independent experts to undertake a comprehensive, independent listening exercise.
- ensuring standards of safeguarding and welfare are embedded across all of Swim England's affiliated or associated organisations.
- as an organisation, operating to the highest of standards across the sporting world.
- undertaking a review of safeguarding and welfare practices taking place across third party/local authority schemes.



A safe, positive, welcoming and inclusive culture and environment at all levels of aquatics



3. Water

An essential ingredient for being active in the water...
is water!

Our guiding objective is:

To ensure the country has a network of sustainable pools that provide enough water space to support all aquatic activities.

We are aware that this is perhaps the most challenging of all our focus areas as it is furthest from our control and requires the greatest level of investment. It is however vital to the success of the strategy so we will take on the challenge and work with a coalition of partners to advocate for and engender change.

We will campaign to improve water availability, especially in the most economically disadvantaged areas of the country and we will work with the sector to stimulate the development of energy efficient, environmentally and financially sustainable pool solutions.

Our aspirations are:

To collaborate with partners to campaign and advocate for the provision of enough safe and sustainable facilities and access to open water to support all aquatic activities. Given the challenges facing our pool stock, it will be critical to work with all relevant partners to maximise the efficient use of pool-time. In particular, we want to achieve the following:

- **Maintaining an adequate supply of appropriate, publicly available, water space of at least 12 square metres per 1,000 head of population to support all aquatic activities.** As an example, this equates to a town of 40,000 people having access to a 25m x 6 lane pool and a learner pool. It should be noted that this a national average and will vary subject to local conditions.

- **Protect the national sport infrastructure, at least maintaining the current number of 50m pools, 10m diving platforms and deeper water facilities capable of hosting artistic swimming and water polo competitions.**



Maintaining an adequate supply of appropriate, publicly available, water space and protecting the national sport infrastructure





Underpinning Activity

In order to deliver on the three strategic priorities, we will ensure that we have a solid platform on which to build.

This includes:

- A **financially robust** approach – We will deliver activities that both support the delivery of this strategy and deliver a surplus. As a charity, we will reinvest 100 per cent of this into achieving our strategic objectives. Further information will be developed as part of our Commercial Strategy.
- The highest standards of **governance, compliance** and **environmental sustainability** – Swim England will meet nationally recognised standards; to ensure we operate in a robust and transparent way, aid us building trust with partners, and to ensure we can access the support that is critical to delivering this strategy.
- **People** that can make a difference – We will invest in our professional and volunteer workforce to ensure they have the tools and support to deliver impact and serve our communities over the course of the strategy period.



Making a Change

We have looked at **WHAT** takes place, **WHO** does it and **WHERE** it takes place. In order to make an impact and 'turn the dial' in these critical areas, we will be clear on **HOW** we set about making an impact. We recognise that bringing this strategy to life will be a collaborative effort as we work with and through our partners, stakeholders and member organisations to promote aquatics.

Making a change will require us to do things differently.
We have identified four key areas that can make a huge impact:

- 1. Consistent collaboration** – A collaborative approach will enable us to make progress on the critical issues. We will strengthen our sphere of influence across the sector by effective utilisation of existing relationships and collaborating with new partners and community groups. We will increase our impact by being really clear on where we lead activity, where we partner with others and where we make a difference by influencing and supporting.
- 2. Extending our advocacy and influencing** – We have learned through the pandemic period that we can have a really powerful voice in the media and with government but we also understand that it can be stronger still by consistently working in alignment with our partners. We will use our position to co-ordinate and magnify the voice of the sector, promoting aquatics and lobbying for change at both national and local level.
- 3. Being a learning organisation** – We will gather robust data that gives us the ability to define the problems we are addressing, measure our progress and empower our partners. We will be humble in recognising that we don't always get things right and that we can always do better. Furthermore, we will be agile, taking a 'test and learn' approach to projects, rolling activities out and learning what worked and what didn't before expanding them.
- 4. Focusing and aligning activity** – We will co-ordinate and concentrate our resources in order to make a tangible difference to the priority areas or issues. We will make choices that enable us to focus on delivering impact. We will challenge ourselves to ensure all of our activity is taking us towards delivery of the strategic objectives.





Immediate Action

Access Aquatics sets out our 10-year strategy to champion a healthy and successful nation through swimming.

The critical actions below will lay the foundations to realise this vision and underpin the successful delivery of the overall strategy.

In addition to these actions, we will focus our existing activities to ensure that they align with this strategy and deliver maximum impact in our ambition to tackle inequalities so that everyone can access aquatics.

1 Implementing Heart of Aquatics

Delivering on the commitments within our Heart of Aquatics safeguarding, welfare and culture plan to ensure all our sports and activities are safe, welcoming and inclusive.

2 Partnerships and Data

Accelerating our work in tackling inequalities by developing new partnerships, collecting data and insight, identifying relevant impact measures and scoping a place-based approach to making aquatics more inclusive.

3 Digital transformation

Build a stronger connection with the aquatics community by upgrading our digital presence, creating an improved, engaging and more accessible user experience for all.

4 Governance

Ensuring that our governance systems and processes across the sport, reflect best practice and the needs of the aquatic community.





Our Commitment

We are committed to promoting our great sports that can help England be a healthier and more successful nation. We will deliver on the key strategic priorities of Capability, People and Water to make this happen. By focusing our efforts and working with our partners and stakeholders we will open up...

Access to Aquatics for All



Pavilion 3, SportPark, 3 Oakwood Drive, Loughborough University, Leicestershire LE11 3QF
Tel: 01509 618700 | swimming.org/swimengland



SwimEngland



@Swim_England



swimengland

Regional Chairs Meeting

Monday 5th June 2023

Attendees:

Richard Hookway Swim England Chair (Chair of meeting) (RH)
Jane M Nickerson Swim England Chief Executive Officer (JN)
Brian Havill Swim England Chief Financial Officer (BH)
David Burgham North West Region Chair (DB)
Chrissie Robinson South West Region Chair (CR)
David Watson North East Region Chair (DW)
Ian Cotton East Region Chair (IC)
John Hidle East Midland Region Chair (JH)
Simon Kirkland West Midlands Region Chair (SK)
Roger Penfold South East Region Chair (RP)
George Wood Swim England Sport Development Director (GW)
Claire Coleman Swim England Head of Development (CC)
Gareth Picken Swim England Sport Development Administrator (GP)

Apologies:

Alex Harrison London Region Chair (AH)

Welcome and Actions from previous meeting

RH welcomed the group to the meeting. GW outlined the three actions from the previous meeting. All actions were completed prior to the meeting.

CEO Report including Safeguarding and Welfare Update

JN thanked all of the regional chairs for agreeing to meet with her to discuss the approach to developing Safeguarding and Welfare within their region. Kevin Suckling and the team will develop an approach based on the discussions.

SK asked whether a wider discussion should be had on the process before engaging with the Safeguarding & Welfare team?

JN replied that this work is at a stage where it should now be taken up with the Safeguarding & Welfare team.

RH mentioned that this process is 2 steps; firstly, to build (or in some case, rebuild) the relationships between the national team and the regions. The second step is to get everyone together to figure out where there are commonalities and differences between the regions.

JN highlighted the coaching plan, which is mentioned within the Heart of Aquatics, has been launched and references safeguarding and welfare. Within the coaching plan, 'Coach 2028' will be a cross discipline performance coach program that will run for about 14 months and work is underway to deliver workshops across the coaching community and around the revised complaints process and the wider policy updates.

Regarding the Club Health Tracker, the results from the first data collection period are being analysed currently, with the results to be discussed with the regions in due course.

The swimming and para swimming talent pathway delivery plan has now been mapped across to the optimal athlete development framework to ensure the pathway is holistic and sets out clear objectives. There are three pillars of the optimal athlete development framework and the sports science and medicine practitioners, talent team and coaches are now working through the best way to facilitate the development in each part of the pathway. This is so that the programme is syllabus led and coach chosen by design and not by chance.

Within diving, Connie Ford has now been appointed as talent programme lead.

Michael Morgan has hosted a webinar into fundraising for England talent athletes (all aquatic sports) which provided a toolkit and guidance on how to find funding sources within their local area.

The Artistic Swimming squads are preparing for the European Championships at the end of June and the World Cup in July.

As for Water Polo; the academy programme has been revitalized and now includes the performance centres and talent games, the first of which took place in March.

Since the last meeting, the SE transgender competition policy has been launched and will come into effect on the 1st September.

CFO Report

BH updated the group that the accounts have been reviewed for the first four months of the year and they are encouraging across all lines. Sport England has renewed this funding agreement with SE which has a significant influence on the finances. There is insight work that suggests there are between a 20% – 25% more people learning to swim currently. This will hopefully increase awards sales and the number of swimming teachers engage in the sport.

With regards to budgeting, SE are budgeting to make a small loss, however early indications suggest that a small profit could be made.

Regional and County Governance Code Project

CC began the update by explaining that all the counties are engaged in some capacity with the Governance Code Project. Helen Weeks, Sport Governance & Welfare Manager within the SE Development Team is leading on this project. Helen has started face-to-face and online meetings with the counties. The aim is for 75% of counties to be compliant by the end of the year.

In respect of the Regional Governance Code, CC, Helen Weeks, AH and SK met last week to do an initial scope on what a regional governance code could look like. The action for this is to forward this initial plan out to AH and SK, who will discuss this further with the remaining regional chairs. Once the plan is agreed, a discussion with the regions will take place on how it can collectively be achieved.

BH asked what the timescale is for this project?

CC answered that, a timescale would be agreed in collaboration with the regions.

Alignment of National and Regional Strategies – requirements

CR provided an update on a discussion prior to the meeting which the regional chairs decided that so long as there was a general template to align the regions to the national strategy, then this could be managed by themselves without consultancy support. Nearer the completion of the documents, some regions may wish to have the national team to review their version.

ACTION -GW agreed with the process set out by the regions, asking CC to ensure that the templates are ready for release within the next few weeks ACTION.

GW followed on by thanking the regions who attended the strategy day in May and hoped that everyone found it to be a positive day. GW felt that there was a real appetite to embrace the direction of travel and not just look at what has been achieved, but also what could be done in the future.

Equality, Diversity, Inclusion (EDI)

SK, updated the group that a conversation has taken place around club culture and how clubs could engage with disassociated communities. Projects such as the 'Inspired to Try' campaign is supporting in opening those opportunities but there should be a wider debate into how to diversify the sport.

DW supported SK, mentioning that there need to be an understanding that there is no simple solution to increase EDI and the focus should be on identifying the barriers and inequalities which prevent people from engaging. DW further explained that club dynamics, and the accessibility of clubs, should also be reviewed within this piece of work. It is not just a case of asking clubs to better reflect the local area that they represent because the question remains, how can this be achieved.

SK added that the regions don't want this to just be a tick box activity but rather something that can be developed into solutions with case studies which can support clubs in the future.

RH concluded the discussion by outlining three key areas. Firstly, the encouraging commitment by all chairs. The second is the right questions are being asked by the chairs and this is being pushed in the right direction. The third observation was that any work within inclusion, regardless of whether it is in business or sport, takes time. This is not an excuse to do nothing but requires realistic expectations.

GW mentioned that the direction of travel set out in the strategy, aims to tackle the inequalities and has inclusion at its heart. The next step for the organization is to bring it to life and part of this will be in developing the regional strategies as discussed earlier in the meeting.

Action – CC to draft a proposal for how discussions can take place about providing access to aquatics potentially in the format of a conference.

National Volunteer Awards

CR mentioned that within the South West region, the team were very disappointed that the young volunteer award has been taken out of the categories for the National Awards. This is disappointing as young volunteers are the future of the sport and should be encouraged to remain a part of the sport.

CC provided a background to the awards and explained why the young volunteer award has been removed. This year SE sports awards is being combined with the Educator and Training awards and as such to facilitate a reasonable timescale, certain decisions needed to be made. There is, however, the volunteer of the year award, which is open to all volunteers. The youth champion award is also open for young volunteers to be nominated.

JH agreed with CR that this is disappointing but acknowledged that there are opportunities for young volunteers to be nominated into the awards. Furthermore, the regions, at their own awards could recognise the young volunteers as well which is a route the East Midlands Region is taken independently of the national awards.

AoB

CC asked a question on behalf of Leanne Brace, Head of Membership Development, regarding the regional officers. Leanne asked the chairs for a couple of regional officers to be members of a working group to look at where SE membership could be developed in the future.

RH notified the regional chairs that this would be GW's last regional chairs meeting as he steps down as SE Sport Development Director in July. RH thanked GW for all his work and support within the group and he will be missed by the world of aquatics.

GW thanked RH for his words, mentioning that it has been a pleasure to work and get to know everyone.

JN thanked all the regional chairs for their continuing work around the strategy.

Action – regional chairs to nominate a couple of regional officers to be part of the working group.

Date of next meeting

31st July 2023

Regional Chairs Meeting

Monday 31st July 2023

Time: 1930 - 2100

Attendees:

Richard Hookway - Swim England Chair (Chair of meeting) (RH)
Jane M Nickerson - Swim England Chief Executive Officer (JN)
Brian Havill - Swim England Chief Financial Officer (BH)
David Burgham - North West Region Chair (DB)
Chrissie Robinson - South West Region Chair (CR)
David Watson - North East Region Chair (DW)
Ian Cotton - East Region Chair (IC)
John Hidle - East Midlands Region Chair (JH)
Simon Kirkland - West Midlands Region Chair (SK)
Alex Harrison - London Region Chair (AH)
Claire Coleman - Swim England Head of Development (CC)
Gareth Picken - Swim England Sport Development Administrator (GP)

Additional Attendees:

Kerry Watkiss - Swim England Head of Insight (KW)

Apologies:

Roger Penfold - South East Region Chair (RP)

Welcome and Actions from previous meeting

RH opened the meeting, outlined the agenda items and marked two out of three actions as complete. The remaining action related to a CC to draft a proposal for how discussions can take place about providing access to aquatics potentially in the format of a conference

CC updated that she was awaiting input from SK and AW to be able to fully scope out a proposals for consideration. SK confirmed that he had discussed outline and structure to a conference. CC requested this to be provided on email for a further scoping meeting including the Head of Diversity & Inclusion. SK asked whether there is an appetite for a national conference. JN confirmed that if the proposal was a conference it could be as part of the wider aquatics conference scheduled for next year. CC outlined that following receipt of the outline concept from SK and AH, she would arrange a further meeting to firm up a proposal.

Action: CC to arrange follow up meeting with SK, AH and Head of Diversity and Inclusion to discuss formulating a proposal for further discussion.

CEO Report

All regional chairs received the CEO report ahead of the meeting, however the key items were as follows:

A commercial deal between Swim England (SE) and an external organisation has now been agreed and signed off. Payments within the deal are to start in September.

The transgender policy comes into effect on the 1st September. JN asked that all regional chairs support SE in ensuring that clubs are aware and prepared for the change in policy. There will be two sections for affiliated SE members, one stating their birth sex and the other their preferred sexuality, therefore any member can opt to be whichever gender, however in competition, entries will be based on a swimmer's birth sex. SE expect some push back from certain members of the community as the policy comes into effect but it is important that sport is fair.

Recently JN attended an event at Downing Street during World Drowning Prevention day during which there was a focus on education and awareness of water safety. JN further pushed the need for school swimming and the importance that it is in the curriculum.

The regional chairs raised the opportunity to attend a lime culture course has been offered to all regions, however the general feeling by the chairs was that the course cost was too high and would not offer value for money. JN understood the concerns raised and would feedback to the training provider.

CFO Report

BH provided the group with an update on the current SE accounts and the predicted forecasts for the rest of the year. There are three areas of income which are significantly up on budget and projections; membership income, the Institute of Swimming and Award sales. The greatest profits were made during the first few months of the year; however, this has since plateaued due to the speed at which SE has been able to recruit.

The future predictions were that the organisation was going to make a small loss this year however, SE is now budgeting for a small profit. Further future predictions still need to address the issue of inflation as additional funding and income is required year on year just breakeven.

Update on The Listening Project

The Listening Project is part of the Heart of Aquatics plan, SE's safeguarding, welfare and culture plan. The project aims to establish a fair reflection on the current aquatic landscape throughout the country from the perspective of safeguarding, welfare and culture. This was primarily based on four key areas;

What are the current experiences of the Aquatic community?
What are their past experiences in Aquatics?
What are the communities' hopes for the future of Aquatics?
How support do communities feel SE are?

The audiences which are being targeted for this project include;

All SE members (former and current)
Parents of members
Committee members
Welfare officers, coaches, club teachers, officials and judges
Pool operators
Schools
Swim England staff

Furthermore, there is a drive for representation to be fair across all four disciplines and throughout each region.

During April/May, this brief was developed and went out through a formal tender process, which resulted in The Behavioural Architects being appointed as the independent agency

to support this work. Their prior experience working with children, young people and vulnerable people on a range of sensitive topics, whilst also having an onboard clinical psychologist who can ensure that every element of the work approach minimise personal and social harm.

During the end of May/ early June, meetings were held between SE and the agency to align the strategy and discuss the communication, whilst also engaging them in the world of aquatics.

Currently, part 3, a qualitative insight, has almost been completed during which the agency has gone into events and spoken to those who have attended. The agency were also able to attend training sessions with some clubs to further understand the culture across the sport.

During this time, SE has an online platform for younger members to engage digitally with the work, after which follow interviews took place to further understand the experiences of members.

Ultimately, by September, SE will have an interim report, with a final report to follow.

The floor was opened for questions.

SK asked whether there is going to be a large enough sample engaged with the piece of work.

KW replied that there is hope that the level of engagement was sufficient, however would need to clarify if it was sufficient for a regional breakdown.

Action – KW to update once sampling has closed.

SK further asked what would happen if there were a disclosure acquired through the stories.

KW answered that there is a safeguarding protocol document which the project works alongside, however in some cases, people might not necessarily want to be referred into the safeguarding team.

RH concluded that the project seems to be on the right tracks to achieve its aims and whilst this might unearth some issues, that is part of the reason for conducting the work. RH thanked KW for attending and presenting to the group.

Regional Governance Code Project Update

AH updated the group that all of the regional chairs have received the document which SK and AH worked with CC and Helen Weeks in relation to the Governance Code. This document will now be taken to all regional board with feedback being submitted by the end of September back to the group.

Alignment of National and Regional Strategies Update

Each of the regions provided the group with an update on their region's plan.

CR explained that within the South West, the first draft would be ready by the beginning of September. The final comments will be made on the document at the next regional board meeting is on the 12th October. The document will be submitted to Swim England shortly after the meeting with the launch of the strategy scheduled for the 7th January.

AH updated the group that the strategy is on the agenda for the next London regional meeting in September. The region has a strategy day in October with the aim to launch at the beginning of January.

DB thanked CC for attending the last North West regional meeting to engage the region with the strategy. DB is currently working with the region to find a date for a strategy day. It is the region's intention to meet the timelines.

In the West Midlands, SK explained that the region has an operational plan and a strategy session planned for the 14th August. The strategy will be written up between the 14th August and the end of September before board ratification.

IC explained that within the East Region, the strategy is going out to all leadership groups and member forums for comments, which are due back at the beginning of September. The aim is that a draft will go to the regional board and the Regional Operations Committee during September with sign off by the regional board happening on the 10th October.

DW outlined that the North East is aiming to have the strategy signed off in the autumn with alignment in January.

JH updated the group that the East Midlands were on a similar timescale to the other regions. The next regional meeting is due to take place in September where a further timescale update will be established.

RH concluded that it is pleasing that all regions seem to be on the right tracks will be completed by January, if not before.

Time to Listen Question

CR asked CC now that the Time to Listen course is being run by UK Coaching, how can the regions independently register for courses?

CC answered after discussions with UK coaching, they are happy for Swim England to be the main licensee, with the regions licensing course through this main channel. This is currently being developed but in the meantime, the South West is able to register courses in its own right because they are a licensed partner with UK coaching. The East Midlands has chosen to work together with the South West and is therefore able to book courses through their licensing agreement. It is hoped that shortly all regions will be able to run their own courses independently, unless they have chosen to work together. CR offered for the West Midlands and East Region to utilise the South West's license.

CC noted to the group that the current Time to Listen course as run by UK coaching is a general course for all sports and therefore does not have any swimming specific content. Creating a swimming specific course was discussed with UK coaching, however this would come at an additional cost to the organisation.

JN asked whether it would be more beneficial if the course content was developed and run by Swim England.

CC answered that is something that is being looked into for 2024 and then to be a part of the implementation plan.

AoB

RH provided the group with an update on the search for JN replacement as CEO. To date the first round of interviews have been held with a second round of interviews due to take

place during August. The August interviews are proving to be challenging to book in due to interviewers/ interviewees being away on summer holidays. The aim is for a candidate to be appointed ahead JN leaving so there is a handover period.

There were no comments on RH's update from the rest of the group.

SK asked why SE has conditions on its funding from Sport England whilst other sport do not seem to have the same constraints. SK further noted that funding seemed to be significantly down on previous funding rounds.

JN replied that the amount of funding has not changed since the last funding round and there are conditions on a number of sports and their funding.

BH explained further that the complications with SE's funding is down to different funding pots which aren't all reviewed on a four year cycle. Some pots are focused on certain projects and are therefore only for two years.

SK thanked JN and BH for the clarification.

SK mentioned that within his region, they have received an application for affiliation from a club, which they feel need to have conditions attributed to them.

CC outlined that the policy which this club would fall under is going in front of the Club Leadership Group on Wednesday and then to SLT on Thursday.

RH closed the meeting at 20:47.

Date of next meeting
25th September

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

11 July, 1pm

Zoom

Present:

Richard Hookway – RH (Chair)
Barry Saunders – Bsa
Caroline Green – CG
Joan Wheeler – JW
Brian Havill – BH
Katie Walcott – KW

Aysha Kidwai – AK
Neil Booth – NB
Jane Nickerson – JMN
Bernard Simkins – BSi
Lois Jarvis – LJ
Raj Kumar – RK

Apologies:

Ali Breadon – AB

Officers in attendance:

Hannah Foster (Executive Operations Manager)
Kerry Watkiss (Head of Insight) – item 3 only
Ash Jones (Water Safety and Drowning Prevention Manager) – item 13 only

1. Welcome and apologies

- 1.1 RH welcomed the members to the meeting and outlined the agenda.
- 1.2 Apologies were received from AB (annual leave).

2. Declarations of interest

- 2.1 The Regional roles of Bsa and BSi were noted.
- 2.2 There were no further declarations of interest.

3. Listening Programme

- 3.1 RH welcomed Kerry Watkiss (KWa) to the meeting, who is the project lead for the Listening Programme.
- 3.2 KWa explained that the Listening Programme is an element within the Heart of Aquatics. An overview was provided, detailing the four aims of the programme: exploring current experiences, exploring past experiences, unveiling the community's hope for the future and people's view on Swim England.
- 3.3 Independent experts were appointed through a panel consisting of Senior Leadership Team members, KWa as Head of Insight, and Dr. Karen Gray as the representative from the Oversight Committee.

- 3.4 The Behavioural Architects were hired as a credible agency, to ensure the Listening Programme was independent and robust.
- 3.5 KWa detailed the proposal from the Behavioural Architects, the timelines and expectations of the project were shared with the Board.
- 3.6 British Swimming have been informed of the Listening Programme.
- 3.7 The Board had a discussion around supporting individuals both internally and externally following the publication of the report.
- 3.8 **Action: Swim England Board to hold a joint meeting with both the Oversight Committee and Behavioural Architects before publication of the report.**
- 3.9 The Chair thanked KWa for her time.
4. **Minutes of the board meeting of ASA (Swim England) Ltd – 17 May 2023**
- 4.1 There were no amendments and the minutes were taken as read and approved as a true and accurate record.
5. **Actions arising from previous meetings – to note progress**
- 5.1 Reference Action 07: An ongoing action whereby LJ is working with the Audit, Risk and Probity Committee and the Oversight Committee.
- 5.2 Reference Action 08: The CEO has received the first draft of the Commercial Strategy which is being further developed.
- 5.3 Reference Action 10: BH confirmed that training will be provided on the legal requirements for the Board during the next Board meeting in September.
- 5.4 Reference Action 14: ARP Compliance report: The Board agreed to discuss at a future meeting.
- 5.5 Reference Action 15: The schedule of policies has been circulated to ARP and recommendations have been provided.
- 5.6 Reference Action 16: Mostly complete, as awaiting one meeting with a Regional Chair, due to take place on 21 July.
6. **Confirmation of decisions made by e-mail**
- 6.1 None.
7. **Chair's report**
- 7.1 RH gave a verbal update.
- 7.2 In regards to the CEO recruitment process, the panel have had longlist and shortlist review meetings. Several weeks have been added to the timeline to expand the candidate pool. A total of six candidates have now been shortlisted.
- 7.3 RH stated that the first stage interview panel will consist of Phil Smith (Sport England), NB and JW. The second stage interview panel will consist of Tim Hollingsworth (Sport England), RH and AB.
8. **CEO's report**
- 8.1 The written report was taken as read and the CEO provided an update.

- 8.2 Sport England are working with DCMS on targets and metrics linked to the new government strategy, and it is likely a new method will be developed for evaluating partners' performance.
- 8.3 Swim England has registered to be considered for the Workforce Governance and Registration Scheme Project pilot.
- 8.4 The CEO acknowledged the successes of the Team Engagement Survey results. The response rate was 90%, and the overall satisfaction score was up by 1.45% to 80.21% in comparison to the previous year. A high engagement score for the organisation at 86.23%. It was noted that due to the horizontal structure of Swim England, the career progression and development area is always a concern to team members, in addition to the ability to switch off when taking time off work. It was highlighted that actions have been produced as a result of the survey and will be communicated and implemented.
- 8.5 Board members joined the Chair in congratulating the CEO for the staff survey results.
- 8.6 It was noted that the Government are not currently planning any legislation to regulate artificial intelligence, and consequently the Board discussed the ramifications of AI. The Board encouraged the Executive to consider introducing a Swim England policy regulating the use of AI in the workplace.
- 8.7 Commercially, Swim England are at contract point with the company discussed in prior meetings. Currently challenging one clause within the contract. The terms have not substantially changed as this has been approved by Board prior, it was agreed that there is no need to re-approve and that the CEO is authorised to sign the agreement providing there are no substantial changes to the terms.
- 8.8 British Swimming are planning to appoint a brand agency to develop a new brand which will move to become 'British Aquatics'.
- 8.9 Sport England reviews have been positive and they have agreed to pay the first 6 months of this year's funding.
- 8.10 Richard Wheeler is due to start the role as Director of Sport, at Loughborough University on 1 September taking over from John Steele.

9. **CFO's report**

- 9.1 The report was taken as read. BH gave an update.
- 9.2 Revenue costs are not envisaged to impact on the budget in 2023. It is unlikely that any major capital spend will take place this year but if this does prove to be the case, it will not be before proposals come to the Board for approval in the usual way.
- 9.3 The IoS have had an exceptionally good first five months and will prepare a forecast for the full year with their half year accounts. It is expected that Rebecca Cox and her team will achieve record profits given the growth in business.
- 9.4 There has been additional staffing costs as the safeguarding team has expanded.
- 9.5 In a good position financially, particularly given Sport England are to pay 50% of the annual grant.

10. **Director of Legal's report**

10.1 The report was taken as read. LJ provided an update.

10.2 A response was received from Sport England on 26 May. LJ is working to ensure proposals are proportionate to Swim England and accepted by Sport England. The Chair emphasised the importance of finding a resolution to the outstanding issues quickly, to enable a new Complaints policy to be agreed with Sport England and implemented. In addition, the Chair offered support to assist in discussing with Tim Hollingsworth (Sport England CEO) alongside Swim England CEO, if this was deemed beneficial.

10.3 Currently there are two safeguarding appeals in progress.

10.4 In terms of judicial processes, LJ notified the Board that there would be further changes to comply with the recommendations laid out within the Sport Resolutions report and we were working through the impact upon the regulations.

10.5 LJ proposed the change of Regulation 44.2 – for the Board to approve any changes of the judicial regulations going forward.

10.6 **Decision: The Board approved the change to the procedure and wording of the Regulation 44.2.**

10.7 The Board agreed for LJ to communicate the change of regulation to the Judicial Management Panel alongside NB.

11. **Safeguarding & Welfare report**

11.1 The report was taken as read. LJ provided an update.

11.2 Wavepower updates are being thoroughly developed, which is due for completion by the end of the year.

11.3 The development of the Adult Safeguarding Policy is continuing to be developed in collaboration with the Ann Craft Trust.

11.4 Work has commenced with pilot clubs who are utilising the case management system which Swim England use nationally. This allows clubs to log and record safeguarding and welfare matters, in addition to monitoring trends at club level.

11.5 The formal CPSU review meeting will take place with JMN, NB, LJ and Kevin Suckling (Head of Safeguarding and Welfare) and the Board will be advised once the meeting takes place.

11.6 The safeguarding team are continuing to work through the backlog of cases which were inherited. There are two open cases from 2018 and two from 2019 which have had additional delays due to Covid19 and prosecution delays.

11.7 The Board discussed and clarified the closure procedures for cases.

12. **Confirmation of National Reps for British Swimming AGM**

12.1 The CEO agreed the 3 Swim England members on British Swimming Board should hold all the votes on behalf of Swim England at the forthcoming British Swimming AGM.

12.2 **Decision: The Board unanimously agreed that the 3 Swim England members on British Swimming Board should hold all the votes on behalf of Swim England at the forthcoming British Swimming AGM.**

13. **Swim Safe & Water Safety**

13.1 The Chair welcomed Ash Jones (AJ) to the meeting.

13.2 The drowning and fatalities statistics were shared with the Board, and AJ explained the swim safe skills that are fundamental to users, and how they link to the Learn to Swim framework.

13.3 Statutory requirements and challenges at KS2 for school swimming were discussed.

13.4 AJ informed the Board of the current strategic activity including: advocacy and policy, the National water safety forum, and partnerships. Projects of delivery include: Inclusion 2024, Inspire 2022, and Swim Safe.

13.5 AJ explained the purpose is to half the number of primary school children unable to swim by making members, the community and the nation safer, whilst aligning with the Swim England strategy.

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

14.1 **Swim England Qualifications held 16 May 2023**

14.1.1 The paper was taken as read. There were no questions from the Board.

14.2 **Regional Chairs' held 5 June 2023**

14.2.1 The paper was taken as read. RH provided an update.

14.2.2 A safeguarding and welfare update was provided.

14.2.3 The Regional Chairs were informed of the current development of the Regional and County Governance Code Project.

14.2.4 A discussion took place on the alignment of National and Regional strategies.

14.2.5 The Board discussed the significance of EDI, specifically around club culture, and how clubs could engage with disassociated communities.

14.3 **Audit, Risk & Probity held 27 June 2023**

14.3.1 BSi provided a verbal update.

14.3.2 The Whistleblowing Policies are to be reviewed at the September ARP meeting.

14.3.3 The Business Continuity Plan has been developed and a Disaster Management Group has been set up.

14.3.4 Marie Cooper (People Development Director) updated ARP members about the people related strategic risks and the mitigations in place.

14.4 **Sport Operations Committee held 27 June 2023**

14.4.1 The paper was taken as read. JW provided an update.

14.4.2 There are potential changes in regulations to allow water polo athletes the opportunity to compete at a younger age.

- 14.4.3 There was reflection on the successes in artistic swimming and water polo in recent competitions, recognising the hard work and development that has taken place to achieve this.
- 14.4.4 The latest statistics continue to show Learn to Swim programmes face the issue of teacher shortages, especially with a growth in learn to swim.
- 14.5 **Oversight Committee held 6 July 2023**
- 14.5.1 NB gave a verbal update.
- 14.5.2 The terms of reference for the committee was discussed to provide an understanding of the relationship with the Board.
- 14.5.3 The Oversight Committee has requested to observe the Board to comprehend how it operates. This has been discussed with the Chair of the Board and agreed with RH.
- 14.5.4 The Sport Resolutions report took precedence within the meeting, with a presentation of the Listening Programme and the Heart of Aquatics action plan.
15. **Dates for next meetings**
British Swimming Board meeting with ASA Board: Friday 8 September 2023
(In person)
Wednesday 13 September 2023: 9am – 1pm (Zoom)
Tuesday 12 December 2023: 11am – 5pm (In person)
16. **Any other business**
- 16.1 None.

Summary of Decisions made

Minute	Item	Decision
10.6	Director of Legal's report	The Board approved the change to the procedure and wording of the Regulation 44.2.
12.2	Confirmation of National Reps for British Swimming AGM	The Board unanimously agreed that the 3 Swim England members on British Swimming Board should hold all the votes on behalf of Swim England at the forthcoming British Swimming AGM.

Swim England Sport Operations Committee

Minutes of the meeting held 27 June 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 (AB)	Swim England Member
Alex Harrison (AH)	Swim England Member (from Item 2.4)
Ian Mackenzie (IM)	Swim England Member
John Hidle (JHi)	Regional Chairs Representative
Ellie Conway (EC)	Young Athletes Panel
George Wood (GW)	Sport Development Director
Jon Glenn (JG)	Learn to Swim and Workforce Director
Rebecca Cox (RC)	Swim England Business Engagement Director & Institute of Swimming Managing Director

Staff:

Hannah Foster (HF)	Executive Operations Manager
Claire Coleman (CC)	Head of Development
Katie Towner (KT)	Head of Learn to Swim
Kerry Watkiss (KW)	Head of Insight
Mike Hawkes (MH)	Head of Diversity and Inclusion

Min No:

1. Standing Items

1.1 Chairperson's welcome

Members were welcomed to the meeting.

1.2 Apologies

Keith Munday and Lindsay Trimmings had sent apologies and Alex Harrison sent apologies for lateness.

1.3 Declarations of Interest

None.

1.4 Declarations of AOB

RC – Education papers.

JW – The Sport Development Director.

1.5 Minutes from previous meetings:

1.5.1 2 May 2023: The minutes were agreed as an accurate record with the following amendments that the committee raised;

1.5.2 Emma Griffin's job role to be changed to updated job role.

1.5.3 EC to be added to the present list, as attended the meeting.

1.5.4 Item 4.2 of minutes is correct, but the decision to recommend the award of the A.H. Turner Award to JD, taken by email after the meeting, was ratified.

1.5.5 Minutes to be altered to read July 2023 in AOB.

1.6 **Actions from previous meetings**

1.6.1 22.28 – The Leadership Group TORs: CC confirmed that this has been completed.

1.6.2 23.12 – Trophies and Awards National Events policy: This has not been to any Leadership Groups. Claire Coleman to replace Ekaterina Boyd on the assigned to section of the action log.

1.6.3 23.13 – National Events: Still in progress and is a long-term action.

1.6.4 23.15 - Risk Assessment Portal: GW provided the update on behalf of Emma Griffin. Confirmation needed on the operator's role for risk assessments. This is in progress and Emma Griffin is still working with Howden on this.

1.6.5 23.18 – Membership Working Group: EC reported that the action is in progress, and will report at the next meeting.

1.6.6 23.21 - Harold Fern and A.H. Turner Awards: JW confirmed that the recommendations regarding the 2023 awards were approved by the Board. As agreed at the previous meeting, JW, AH and CC will discuss the process for 2024 and it was suggested that a meeting be held in September.

1.7 **Leadership Group Updates**

1.7.1 Artistic Swimming: GW reported that the GBR team collected 3 bronze medals at the European Games - 1 in the Olympic duet category and 2 in the mixed duet category. There was also a strong showing in the team event. The committee gave their congratulations to the Artistic Swimming squad.

1.7.2 Clubs: AB provided an update. The Swim Mark approval process for clubs is becoming more strict on checking evidence around DBS and Safeguarding to avoid any potential issues. The current progress of the Club Health Tracker was discussed. AB noted the development of the Transgender Policy as having an implementation group meeting regularly to discuss implications ahead of the implementation of the policy in September.

1.7.3 Diving: Nothing to report.

1.7.4 Swimming: SLG minutes attached. The committee had no questions.

1.7.5 Water Polo: IM updated the committee. The WPLG was currently working with staff to update the strategy in order to align with the Swim England strategy. Communications are being reviewed with the support of CC and Ekaterina Boyd to inform audiences. Recently GBR Men and Women played in the LEN European Championship qualifiers for the first time in almost ten years. The Women were successful in gaining a place in the European finals. The committee noted their congratulations to the Water Polo team for their accomplishment.

A paper proposing changes to the regulations regarding the minimum ages for Water Polo competition had been circulated to the committee. IM presented the paper and explained the rationale for the proposals. The committee agreed the recommendations set out in the paper, in principle subject to comments from the

Sports Science and Medicine Manager, Diane Elliot and Lois Jarvis, Director Of Legal.

2. Items to Note

2.1 Heart of Aquatics Update

George Wood provided a verbal update of the direction of the Heart of Aquatics implementation group.

The Oversight Committee had been appointed and the first meeting will take place in early July. Members include Board Members (Neil Booth as the Safeguarding Champion and Joan Wheeler as Chair of SOC), Lois Jarvis – Director of Legal, three independent members and two athlete representatives.

GW explained that the Oversight Committee will report directly to the Board of Directors and oversee the implementation of the Heart of Aquatics plan. A full implementation plan has been drawn up for 2023, with specific actions that will be delivered through the Heart of Aquatics.

An internal working group has been formed, consisting of GW as Chair and Emma Griffin driving the group, HF for administration and time management, and Lois Jarvis as the communication between the internal working group and the Oversight Committee.

The Behavioural Architects have been appointed to carry out the Listening Exercise following a competitive tender process and interview, involving Sport England and an independent member of the Oversight Committee to ensure there was independent scrutiny.

GW reported that the listening exercise is independent. Initial communication needs to be sent out through Swim England as the most effective method of reaching the audience but following this, the process would be independent of the organisation.

Responding to a question on how the list of actions in the plan would be prioritised, it was explained that the delivery of the Heart of Aquatics plan is in itself a priority. The implementation group is a cross-organisational group and once actions are split down to individual staff level, the list of tasks is seen as manageable. Actions will be tracked through the implementation group and shared with the Oversight Committee, who will monitor progress against the plan.

2.2 Coach Compliance

The paper submitted by LT was noted by the committee.

CC provided an update in the absence of LT. It was confirmed that work is currently taking place with the digital team to change from a marketing email to service email. CC further explained that marketing option enabled members to opt out of receiving emails, therefore would result in missing out on DBS and Safeguarding expiry reminders, whereas the service email does not have the option to opt out.

Collaboration is taking place with Kevin Suckling – Head of Safeguarding and Welfare, for the timescales for reminders and grace periods. In future, service emails would be sent at 60 and again at 30 days, prior to the deadline for renewals.

RC confirmed that the Swim England Safeguarding training will be the only accepted training from January 2024, to allow for a phasing period.

Responding to a question about the scope of this change, it was clarified that presently the focus is on coaching, but that other roles, including volunteers, would be considered in due course.

2.3 **Learn to Swim Overview**

Katie Towner joined the meeting and was welcomed.

KT introduced the team of Learn to Swim, explained their specific roles and how they work with other teams and departments.

The Learn to Swim team was described as working across sports development and the commercial elements within the organisation.

The Swim England Learn to Swim Programme is the national teaching syllabus for swimming in the UK. It ensures that swimming lessons for all ages and abilities are delivered to a high and consistent standard.

KT explained the Learn to Swim progress and achievements to date.

The committee thanks KT for her time and presentation. It was agreed that this is to be circulated to SOC.

2.4 **LTS and Workforce Audit**

Kerry Watkiss joined the meeting and was welcomed.

KW outlined the research of the online survey that was distributed to all operators, private swim schools, and clubs, in order to gain further understanding as to the size of the aquatic workforce and Learn to Swim delivery in England.

KW discussed the findings and statistics of the research and highlighted that industry benchmarks were created based on the findings of this research. This research led to the understanding of the workforce shortage and the impact it has on the sector.

AH joined the meeting at this point.

RC confirmed that although Swim England is training more individuals this year than any previous year, there was a substantial loss of teachers and coaches during the Covid19 pandemic. Work was being carried out in drafting an action plan to address the shortages.

Action: KW to return with an action plan.

The committee thanks KW for her time and presentation. It was agreed that this is to be circulated to SOC.

2.5 **SOC Member Appraisals**

JW explained that, under Sport England governance requirements, as a committee reporting directly to the Board, annual appraisals were required for SOC members, to ensure Statement of Continued Compliance.

The People Development Director would circulate appraisal forms, together with possible time slots for one to one meetings with the SOC Chair. The appraisals will take place between August and September 2023.

3. Items for Discussion

3.1 Equality, Diversity and Inclusion Policy

Mike Hawkes was welcomed to the meeting.

MH reported that the Equality, Diversity and Inclusion policy has been updated through changes that have been observed through modernisations of EDI, and being more proactive to align with our strategy and DIAP. This update has provided better consistency in EDI aspects. Feedback was sought from SOC. EC raised a question regarding reasonable adjustments and protective characteristics given that there was no requirement to declare.

MH suggested that reasonable adjustments are provided if requested. The policy is an overarching discrimination policy and there is a separate policy relating to chaperones.

In the discussion that followed, it was suggested that hyperlinks were needed to signpost members to where the complaints procedures and documents can be accessed.

In addition, a question was posed around reviewing the offer of EDI training to our members. MH emphasised that Swim England's Inclusivity CPD signposts learners to specific resources. This CPD previously came with a cost, but as a part of EDI week it was free, and close to 1000 individuals registered for the the CPD in one week. This indicated that cost was a barrier and it had therefore been agreed that the cost will be removed. In addition to this, the inclusivity CPD will become a requirement in the club affiliation process.

The committee noted the report and thanked MH for his time.

4. Items for Decision

4.1 Decisions on medical and health and safety matters

The paper from GW was received by the committee.

GW introduced the item by reporting that, following changes to the governance structure resulting from the creation of the Oversight Committee and the revised Health and Safety Committee, clarification is needed on how to deal with medical and health and safety matters in the future.

The policy procedure was explained to the committee. It was highlighted that in some cases we may need to have the ability to agree decisions via email instead of waiting for meetings.

The committee agreed that, where appropriate, there would be a need to involve relevant Board champions.

Action: GW to amend procedures to include Board champions and recirculate to SOC members for comment.

Decision: Agreement for the procedure of medical and health and safety matters subject to the changes discussed.

4.2 U18 Volunteers at National Events

GW introduced the paper but explaining that the policy proposal applies to National events, ensuring we safeguard under 18 year old volunteers as effectively as possible.

The committee discussed and deliberated various implications of under 18 year old volunteers including costings, the differentiation of 16-18 year olds compared to under 16s and the requirement of chaperones. In addition, who has the responsibility for the individual outside of operational time, for example during breaks between competition sessions.

The Chair concluded that some policy detail needs further development. It was agreed that the policy be reviewed in the light of comments made by SOC, and re-circulated via email.

Action: GW to amend the policy and circulate a revised version to SOC.

5. AOB

5.1 Following discussions at a previous meeting, RC had circulated information on education for all disciplines. The information from the Institute of Swimming had detailed courses provided, tutor workforce and training and course plans for 2024. There were no questions from the committee and the information was noted.

5.2 This being the final meeting before GW leaves Swim England, the committee joined the Chair in thanking GW for his commitment and support to SOC over the past six years. It was noted that GW will be greatly missed as he had joined SOC from the inception of the committee. The committee wished GW all the best for the future.

6. 2023 Meeting Dates

- Tuesday 12 September 2023, 10am
- Tuesday 28 November 2023, 10am