

Swim England South East
Regional Management Board

Minutes of Meeting held on Thursday 19th October 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
	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
John Tripp (JT)	Regional President

114 Apologies

Carys Jones

115 Minutes of the Meeting held on 12 September 2023

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

Action: BG

116 Matters Arising

100 – Finance – Coaches' Bursaries – It was confirmed that the current spend on bursaries for 2023 was £38.5k. The bursary scheme for 2024 had been discussed and agreed by the Development Group at their last meeting.

101 - Incorporation – Bank Account – There had been an update earlier in the day from HSBC & it was hoped an account would be opened soon.

102 - Regional Governance Code – The group had not yet met to discuss this further. CL and ST had agreed to provide some words on this, this was in progress.

Action: CL/ST

106 - Regional Strategy – This was currently in progress and an update would be provided at the next meeting.

108 - Swim England Team Engagement Survey – This had not been discussed at the Staffing Group's meeting earlier this week. Items of note from the survey may still need to be addressed, although it was felt that the survey results overall did not reflect the responses of the Region's employees.

Landscape sheet

Nothing noted

117 Appointments

Regional Chairperson & Finance Director

The following appointments were recommended to the Board from 01 January 2024;

Regional Chairperson - Sara Todd
Finance Director – Roger Prior

These recommendations were endorsed by the Board. Both candidates were offered congratulations on their appointments. This news would be included in the November newsletter.

It was noted that for continuity it may be helpful if both roles did not finish at the same time. It was agreed this should be addressed.

Action: BG / BD

118 Concession Agreement

Following discussion of the proposals received, it was recommended that SwimPath be appointed from 01 January 2024 – 31 December 2025. This recommendation was endorsed by the Board. BG to write to SwimPath to confirm, while BD will liaise around some of the details of the agreement. BG also to write to other interested parties.

Action: BG / BD

119 Swim England Board – Call for Nominations

An email was circulated confirming that Joan Wheeler's term of office was due to come to an end on 31st Dec. It was indicated that Joan intended to stand again. It was decided that the Region would not put forward a candidate on this occasion.

120 Staffing Matters

The Staffing Sub Group met earlier this week and a report was circulated to the Board confirming the arrangements agreed around the maternity cover. The group had also discussed the outcomes of the Regional Staff's one to one meetings and lieu time worked. The report was noted by the Board.

121 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

None

Enquiries

Basingstoke Water Polo Club (Hampshire)

Hythe Aqua (Kent)

Sunbeam Swimming Club (Horsham) (Sussex)

University of Portsmouth SC (Hampshire)

Change of Name

None

122 Regional Chairs Meeting

The minutes of the Regional Chairs' meetings held on 29 September were noted.

128 Swim England Board Meeting

The minutes of the Swim England Board meeting held on 13 September were noted.

128 Sports' Operation Committee Minutes

The minutes of the Sports' Operation Committee meeting held on 12 September were not yet available.

129 Correspondence

None noted.

130 AOB

None noted.

131 Date of the Next Meeting

Sunday 19th November, 10am – Holiday Inn Guildford

The meeting was closed at 19.54

Regional Management Board

A meeting of the Regional Management Board will be held on Thursday 19 October 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 12 September 2023
<i>To agree accuracy of minutes from the previous meeting</i> | RFP | 1905 |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP | 1910 |
| | | Enclosed | |
| | | Enclosed | |
| | Items for Decision | | |
| 4. | Appointments
- Regional Chairperson & Finance Director | CL | 1915 |
| 5. | Concession Agreement | RGP/BD | 1925 |
| 6. | Swim England Board – Call for Nominations | RFP | 1935 |
| | | Enclosed | |
| | Items for Discussion / Information | | |
| 7. | Staffing Matters | RFP | 1945 |
| 8. | Affiliations & Resignations
<i>New affiliations are now reviewed and approved by the Affiliation Sub-Group and are for information only.</i> | | 1955 |
| | 8.1 New Affiliations – Approved
None | | |
| | 8.2 Affiliation Applications – Pending
Brighton College (Sussex)
Jersey Water Polo (Hampshire) | | |
| | 8.3 Resignations
None | | |
| | 8.4 Enquiries
Basingstoke Water Polo Club (Hampshire)
Hythe Aqua (Kent)
Sunbeam Swimming Club (Horsham) (Sussex)
University of Portsmouth SC (Hampshire) | | |
| | 8.5 Mergers
None | | |
| | 8.6 Change of Name
None | | |
| 9. | Regional Chairs Meeting
<i>To review the notes of the Regional Chairs meeting held on 29 September 2023</i> | RFP | 2000 |
| | | Enclosed | |
| 10. | Swim England Board Meeting
<i>To review the minutes of the Swim England Board meeting held on 13 September 2023, if available.</i> | RFP | 2010 |
| | | To follow | |
| 11. | Sports Operation Committee Minutes
<i>To review the minutes of the Sports Operations Committee meeting held on 12 September 2023, if available.</i> | RFP | 2020 |
| | | To follow | |

- | | | |
|-----|--|----------|
| 12. | Correspondence | RFP 2030 |
| 13. | AOB
<i>24 hours notice required</i> | RFP 2035 |
| 14. | Date of Next Meeting
Sunday 19 th November, 10am. Holiday Inn Guildford | RFP 2040 |

**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 Synchrono 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

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Swim England South East
Regional Management Board
12 September 2023

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 13 October 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>On Agenda</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	<i>In Progress</i>
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>
8	<p>Incorporation</p> <p>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.</p>	12.09.23 Min 101	BG	
9	<p>Incorporation</p>	12.09.23	BG / RGP / RFP /	

	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.	Min 101	CL / ST	
10	<p>Regional Governance Code</p> <p>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.</p> <p>It was agreed that the Governance Committee would be ST, CL, RFP, RGP and JG. BG would support the group.</p>	12.09.23 Min 102	ST / CL / RFP / RGP / JG / BG	
11	<p>Regional Strategy</p> <p>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.</p>	12.09.23 Min 106	ST / Strategy Sub Group	

Updated 13/10/23 BG

SWIM ENGLAND SOUTH EAST REGION

REGIONAL MANAGEMENT BOARD

19 OCTOBER 2023

REPORT OF THE STAFFING SUB-COMMITTEE

PURPOSE OF REPORT

To advise the Board of the outcomes from the meeting of the Staffing Sub-Committee held on 17 October 2023.

PROPOSED ACTION

The Board is advised to NOTE the report.

SUPPORTING INFORMATION

- 1 The Sub-Committee met remotely on 17 October 2023. All Members were present.
- 2 The principal business of the meeting was to settle the arrangements for the maternity cover for the Regional Manager, as delegated by the Board at its last meeting. The Regional Manager's last day in the office before going on maternity leave will be 15 December 2023.
- 3 Following discussion between the Regional Manager, the Regional Club Development Officers (RCDOs), the Chairman of the Board and People Development at Swim England, the Sub-Committee has agreed the following arrangements for the period of the maternity leave of the Regional Manager, which is expected to last throughout 2024:
 - Kristie Jarrett, one of the RCDOs, will "act up" as Regional Manager, but will not cover all the duties of the Manager (see below). Her hours will remain at 30 per week, and her salary will be enhanced by 10% during the period.
 - There will be no changes of contract for the other RCDO, Kate Hutchinson.
 - A temporary post of Regional Office Manager (Maternity Cover) will be appointed for the period, on a full time basis (35 hours per week), to cover the duties listed in the job description and person specification attached as the Appendix. The salary of the post has yet to be assessed.
- 4 It is anticipated that recruitment for the temporary post, to be undertaken by Swim England, will start by the coming weekend. The Sub-Committee intends that shortlisted candidates will be interviewed by a panel comprising the

Regional Manager, Kristie Jarrett, and the Finance Director - because of the importance of finance function - together with a representative from People Development. The ambition is to secure a handover period of at least 2 weeks for the temporary appointee.

- 5 The Sub-Committee received reports arising from the supervision 1:1s of the regional staff, all of which reports were very favourable.
- 6 The Sub-Committee also reviewed the actual hours worked by the staff. In the main, the RCDOs usually managed to take time in lieu of additional hours worked, across the relevant accounting period. However, the Regional Manager consistently accrued more additional hours than she could sensibly take as leave. The Sub-Committee endorsed the proposal of the Chairman of the Board that the Region "buy back", on a plain time basis, any accumulated additional hours, at the point when the Regional Manager goes on maternity leave.

RFP

17.10.23

Job Description



Job Title: Regional Office Manager (Maternity Cover)

Department: Swim England South East Region

Reporting to: Regional Manager

Location: Home-Based

Job Purpose:

To manage the operational aspects of finance and administration for the Region, providing an effective, efficient and high quality administration function to the Region.

Values:

Quality



Purpose



Togetherness



Fun



Resourceful



Key responsibilities

- Provide administrative support for the Region's committees, RCDOs and other team members
- Deliver an efficient, accurate, self-managed and thorough administrative function for the region
- Dealing with enquiries from Clubs, Counties, RMB Members and Regional Committees in a timely manner
- Delivering the Region's Annual Council meeting
- Ensuring that Regional policies are kept up to date and published as required.
- Maintaining and reviewing Regional processes and practices in order to provide accurate information to both internal and external stakeholders
- Ensuring that all the Region's data is stored correctly and used in line with Data Protection legislation
- Ensuring that Regional contact details are up-to-date, accurate and on the appropriate databases
- Managing Regional affiliation queries and applications
- Deliver effective financial management for the region including issuing and processing invoices, expenses, managing budgets and financial year end
- Manage the Region's communications, including web and social
- Administering licensing and accreditation programmes and managing the regions funding support schemes
- The post holder will carry out any other duties as are within the scope, spirit and purpose of the jobholder as requested by the Regional Manager.

Skills and experience required

Essential

- Business administration qualification or equivalent administration work experience within a busy and varied environment
- Basic experience of working with key systems including social media platforms and database systems
- Experience of minute taking, proof reading and writing reports
- Strong ability to organize and manage multiple tasks simultaneously, whilst managing expectations of stakeholders
- Experience of financial management to include a sound working knowledge of the Sage accounting package

Desirable

- Project management qualification or equivalent work experience
- An understanding of Swim England Departments including disciplines and Regional Structure
- A positive and solution focused approach to work, with the ability to empathise
- Knowledge of Data Protection
- Excellent customer service skills including face to face, written and verbal

Job Description

Job Title:	Management Additional responsibilities (Maternity Cover)
Department:	Swim England South East Region
Reporting To:	Regional Chairman
Location:	Home-based
Job Purpose:	To manage the activities of the Swim England South East Region (the 'Region') To ensure the implementation of the strategy by the Region's team members and volunteers. To report to the Region's management board ('RMB')

Strategic Influence

(The extent to which the role demands strategic thinking to influence colleagues and stakeholders in support of the Region's aims.)

- Lead the Region's team in the implementation and completion of development plans, based on the Region's strategic objectives
- Report to the RMB to ensure that daily activities are aligned with the Region's expectations

Key Relationships

(The breadth of collaborative working and influence over internal and external stakeholders)

- Develop and maintain internal and external relationships, developing effective working partnerships with others
- Manage the Region's employed team members (the 'team'), maintaining a professional and efficient service to our members
- Liaise with key volunteers in the Region
- Engage with and promote other Swim England departments

Professional Expertise

(The degree of technical knowledge and experience required)

- Excellent people-management skills, including the ability to lead a team that will meet expectations and complete tasks efficiently and effectively

Scope and Accountabilities

(The degree of leadership, managerial, budgetary and people responsibility and the key focus of the role - what it is expected to deliver)

- Manage the Regional team to ensure successful implementation of the Region's strategy

Deliverables:

(The actual tasks and KPIs against which performance is measured and appraised)

- Manage the Region's team to ensure successful implementation of the Region's strategy:
 - Manage, develop and monitor work programmes for each individual member of the team including individual progress against objectives, and offering support as required
 - Support and develop team members, identifying any training needs through the appraisal system
 - Organise and attend regular meetings with the RMB, providing regular status updates on team progress and any challenges
 - Support the development and implementation of the Region's strategy and development plans

Bryony Gibbs

From: Bryony Gibbs <bryony.gibbs@southeastswimming.org>
Sent: 02 October 2023 17:40
To: 'Bryony Gibbs'
Subject: FW: Feedback on regional chairs meeting on Friday 29th September

Good afternoon,

Please see the below for your information.

Kind regards,

Bryony

Bryony Gibbs

Regional Manager – South East

M 07765 828180

E bryony.gibbs@southeastswimming.org



[f](#) [t](#) [i](#) [v](#) southeastswimming.org

c/o Freedom Leisure, The Paddock, 1-6 Carriers Way, East Hoathly, East Sussex. BN8 6AG

From: Roger Penfold [mailto:rogerpenfold@btinternet.com]
Sent: 02 October 2023 17:33
To: Bryony Gibbs <bryony.gibbs@southeastswimming.org>
Subject: Fwd: Feedback on regional chairs meeting on Friday 29th September

Bryony

Please send these notes to the Board. The meeting was called with a week's notice. I was in Exeter, visiting my brother-in-law in hospital, following major surgery, so was unable to join.

Roger (FP)

Sent from my iPad

Begin forwarded message:

From: Christine Robinson
Date: 2 October 2023 at 10:29:52 BST
To: Simon Kirkland, david burgham >, John Hidle, rogerpenfold , Alex Harrison , Ian Cotton , David Watson
Subject: Fwd: Feedback on regional chairs meeting on Friday 29th September

Hi All

Simon produced the notes from Fridays meeting

Chrissie
Sent from my iPhone

Begin forwarded message:

From: Simon Kirkland
Date: 1 October 2023 at 17:08:50 BST
To:
Subject: Feedback on regional chairs meeting on Friday 29th September

Chrissy, John and David
See below as mentioned on Friday draft for regional chairs

Dear all

Chrissy, David B, John and myself met on Friday and Chrissy asked me to write an email in relation to additional funding. Chrissy will write to us all re Jane and British Swimming Board.

In addition I did meet with Claire and Helen on Thursday to try and identify what support will be forthcoming to regions in the coming year to support the delivery of strategy. The conclusions on that discussion was that the development directorate are starting a planning process to identify how they will deliver the strategy. It is hoped that regions in a newly formed regional agreement will be part of this process of planning.

Key Background position:

1. Regions have been asked to carry out further development targets for and with the Development Directorate and other departments. These have included Regional strategy alignment, governance code agreement/discussion, Safeguarding action, Equality, Diversity and Inclusion in our plans.
2. Regions appear comfortable to a line with national strategy and address issues with national.
3. Regions have seen a reduction in nationally supported club development positions and no support funds for regional administration previously £6,000 per region
4. Swim England are in receipt of £10 million over the next four years, with significant safeguarding targets, of Sport England funding and need the regions to support them in the delivery of targets against this funding particularly in relation to safeguarding, growth in participation through clubs.
5. Their appears to be inconsistent messages to regions about the strategic approach e.g. one region is aware of funding to Clubs.
6. Other sports have received considerable more funding for growth in regions/counties. It would appear Swim England didn't seek an investment into "participation"
7. Any investment into regions or counties should be based on sound governance and the Sport England governance code should support this process. However if a region is unable to meet the standards agreed it might be disadvantaged by not receiving funds. It was implied if one region doesn't meet the standard then non should receive funding.
8. Regions do not have the resource to invest further in the growth areas of strategy but are comfortable in meeting the requirements of the regional "Business as usual" element of our requirements.

Suggested action

1. All regions complete their response to the governance code and regional alignment.

2. Regions request clearly identified staff to support the regions in the implementation of the governance code. This should be “experts” who can support regions in their change processes. This should be separate from the development directorate staff who have significant workload.
3. The regions identify what additional resources are needed to deliver their strategy including the increase in regional staff based on growth in membership particularly with disadvantaged communities.
4. Should Swim England not be able to identify additional resources to meet the regions development needs or it is a centralised driven approach to growth the regions should consider an approach to Sport England.

As a post note we all do need to send responses to the governance code for Mondays meeting.

Kind regards



Simon Kirkland | Executive Chair

Direct: 0121 455 8270 | **Mobile:** 07766 768 474

A: Suite 8, The Cloisters, 12, George Road, Edgbaston, Birmingham, B15 1NP



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Sport Structures Education Community Interest Company is a company registered in England and Wales with company number: 6591600. VAT number: 915 2882 15
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Consider the environment. Please don't print this e-mail unless you really need to.

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

13 September, 9am

Zoom

Present:

Richard Hookway – RH (Chair)

Caroline Green – CG

Raj Kumar – RK

Joan Wheeler – JW

Brian Havill – BH

Katie Walcott – KW (from item 8)

Aysha Kidwai – AK

Neil Booth – NB

Jane Nickerson – JMN

Bernard Simkins – BSi

Lois Jarvis – LJ

Apologies:

Ali Breadon – AB

Barry Saunders - BSa

Officers in attendance:

Ali Sibcy-Allen (Operations Administration Manager)

Phil Brownlie (Head of Public Affairs, item 12)

Invited:

Andrea Chilton – Chair of Oversight Committee

1. Welcome and apologies

1.1 RH welcomed the members to the meeting and outlined the agenda before introducing Andrea Chilton (Chair of the Oversight Committee) to members as an observer of the meeting.

1.2 Apologies were received from AB and BSa.

2. Declarations of interest

2.1 The Regional roles of BSi, NB and JW were noted.

2.2 There were no further declarations of interest.

3. Minutes of the board meeting of ASA (Swim England) Ltd – 11 July 2023

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

4. Actions arising from previous meetings – to note progress

4.1 Reference Action 07: An ongoing action whereby LJ is working with the Audit, Risk and Probity Committee and the Oversight Committee.

4.2 Reference Action 08: The draft commercial strategy was discussed and further work has been requested.

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

5.1 None.

6. **Chair's report**

6.1 RH provided a verbal update.

6.2 The joint meeting with British Swimming has enabled reflection of areas relevant to other Home Nations and British Swimming, recognizing the lack of distinction between organisations for those external to the sport.

6.3 Andy Salmon has been recruited as CEO. A six month notice period is in place with his current employer. JMN has agreed to extend her notice until end of February to assist with a handover. Thanks were extended to NB, JW and AB as well as Marie Cooper (MC, People Development Director) who have been heavily involved in the recruitment process.

7. **CEO's report**

7.1 The written report was taken as read with verbal updates provided.

7.2 British Swimming have started their Provisional Programme Planning (PPP) meetings with UK Sport to discuss the next cycle of funding.

7.3 The Swim England 'Don't Put a Cap on Swimming' campaign, linked to the Value of Swimming, will be launched on 14 September.

7.4 British Swimming are looking at a rebrand to align with World Aquatics. Consideration to be given by SE in due course.

7.5 British Swimming looking to work with the Home Nations on commercial rights and have drafted an MOU. JMN and RK to review content before forwarding to RH for approval.

7.6 Transgender policy launched 1 September alongside process for managing category challenges.

8. **CFO's report**

8.1 The report was taken as read with additional updates provided.

8.2 An increase in numbers learning to swim has positively impacted awards sales with a net commercial income projection for IOS for the full year now a record £1.2 million. Membership numbers are close to pre-pandemic levels, with income expected to better 2019 figures.

8.3 2024 budgets will be brought to the December meeting. The biggest issue is expected to be a flat income with high inflation.

8.4 Consideration should be given to ranking projects requiring investment following identification of priorities.

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

9.1 The report was taken as read. LJ provided further updates.

9.2 Sport England are satisfied with the action plan and the Complaints Policy, which is now live. The action plan is being worked through prior to the deadline of 31

March 2024.

- 9.3 The GDPR action plan is completed to ARP satisfaction. Reports to the ARP committee will now focus on data breaches and areas of concern with an annual report on the plan.
- 9.4 An update to the Oversight Committee TOR was requested to clarify their remit in challenging the Board. Following discussion, the Board approved the change.
- 9.5 One safeguarding appeal was successful while another remains ongoing. Additional appeals are in the pipeline.

10. **Safeguarding & Welfare report**

- 10.1 The report was taken as read. LJ provided an update.
- 10.2 Work on Wavepower updates is ongoing, completion is expected by the end of the year.
- 10.3 The development of an adult policy, working with the Ann Craft Trust, is underway and will be brought to Board following SLT approval.
- 10.4 Staffing levels have increased. Requirements are continuing to be reviewed. Recruitment is underway for a Talent Welfare Officer. A replacement National Safeguarding Officer and an additional Case Officer are to be requested.
- 10.5 Work is continuing with the regions on their individual proposals.
- 10.6 CPSU audit was held on 31 August. A lot of detail was provided to the CPSU, NSPCC and Sport England to demonstrate the changes and how they have been embedded. The formal response is expected shortly.
- 10.7 LJ confirmed plans are in place to provide further support for the team hearing disclosures. Further details to be provided in due course.
- 10.8 JMN thanked LJ and her team for the work completed prior to the CPSU audit. This was echoed by NB.
- 10.9 Clarity was provided on the timescales for closing cases, recognizing the scheduling of Case Management Groups may skew data in the report.
- 10.10 LJ updated on the establishment of the Home Countries safeguarding meeting, enabling the sharing of best practice and regulations.

11. **Policy Approvals**

- 11.1 SEF5013 Insurance Policy: Approved by the Board.
- 11.2 SEF5015 Fraud and other Financial Irregularities: Approved by the Board.
- 11.3 SEF5021 Donations and Gifts Policy: Approved by the Board.
- 11.4 Discussion considered how the policy would relate to volunteers. LJ to pick up with Emma Griffin (EG, Chief Operating Officer).
- 11.5 SEF2022 Subsistence and Entertaining: Approved by the Board.
- 11.6 SE1027 Equality, Diversity and Inclusion Policy: Approved by the Board.

11.7 LJ to pick up with MC regarding the tracking and reporting of issues.

11.8 DP9006 Retention of Personal Data Policy: Approved by the Board.

12. **Value of Swimming**

12.1 PB was introduced to the meeting.

12.2 An update on the Government sport and physical activity strategy was provided highlighting a synergy with the SE aims of tackling inactivity, integrity and sustainability. The strategy has a cross-Government approach with a taskforce created to support delivery.

12.3 An update was provided on the Value of Swimming report and the social value of aquatics as well as the direct savings for the NHS since the previous report in 2019.

12.4 The report will be launched on 18 September at a Houses of Parliament reception due to be attended by the Minister for Sport and an additional 150 attendees.

12.5 PB outlined the key aim of the Don't Put a Cap on Swimming campaign as being to deliver a network of sustainable pools and blue spaces.

12.6 Details of key activities and the corresponding dates were provided.

12.7 The Board conveyed their thanks to both PB and the team delivering the report.

13. **Listening Report Publication**

13.1 Details of key internal dates were proposed for agreement.

13.2 LJ advised The Behavioral Architects have cancelled the interim report session to avoid causing bias in their work. The Oversight Committee will continue to meet to review the interim report.

13.3 The Board agreed the proposed publication date.

13.4 Board members agreed that a presentation is expected on the final report and recommendations. LJ to feed back to EG and Kerry Watkiss (Head of Insight).

13.5 Talking points will be required for the Board prior to the report publication.

13.6 NB to discuss plans with EG for the Winter Meet.

14. **Dates for 2024 meetings**

14.1 Any issues with proposed dates should be reported to BWH.

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

14.1 **Regional Chairs' held 31 July 2023**

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

14.2 **Oversight Committee held 14 August 2023**

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

14.2.2 The Committee clarified where to access processes. Areas of the organization are to be asked to attend to respond to queries. There were no questions from the Board.

- 14.3 **Swim England Qualifications held 22 August 2023**
- 14.3.1 A verbal update was provided, with most of the information included in the CEO report. There were no questions from the Board.
- 14.4 **Audit, Risk and Probity Committee, held 4 September 2023**
- 14.4.1 BSi provided a verbal update.
- 14.4.2 MC attended to advise on staff training requirements.
- 14.4.3 Details of the audit tender process and key dates were provided.
- 14.4.4 BWH to review policies and determine those to be reviewed by ARP and those that would be better reviewed by a different committee.
- 14.4.5 There were no questions from the Board.
- 14.5 **Trading Board, held 7 September 2023**
- 14.5.1 RK provided a verbal update.
- 14.5.2 A meeting with RK and Rebecca Cox (Managing Director of the IOS and SE Director of Business Engagement) to discuss the re-focus of the commercial strategy is to be held to clarify priorities and funding sources.
- 14.5.3 There were no questions from the Board.
- 14.6 **Institute of Swimming Board, held 7 September 2023**
- 14.6.1 BWH provided a verbal update.
- 14.6.2 The financial situation is positive.
- 14.6.3 Details were provided of marketing initiatives.
- 14.6.4 There were no questions from the Board.
- 14.7 **Sport Operations Committee, held 12 September 2023**
- 14.7.1 JW provided a verbal update.
- 14.7.2 The proposal for a Club Junior membership was not supported and referred back for further work.
- 14.7.3 An update on safeguarding was received including information from a survey with junior club members.
- 14.7.4 Details of the listening exercise were presented.
- 14.7.5 BWH attended to present on historic and 2023 numbers and will be attending in November to discuss the 2024 budget.
- 14.7.6 There was approval to bring the Harold Fern and A. H. Turner awards into line with the National Awards. A paper will come to the Board if required.
- 14.7.7 The proposal for Affiliation for Third Party Organisations was approved which will strengthen safeguarding requirements for clubs in schools.
- 14.7.8 SOC appraisals are to be held w/c 18 September.

14.7.9 There were no questions from the Board.

14.8 **Report from Remuneration Committee**

14.8.1 RH provided a verbal update.

A 6% increase will be accounted into the 2024 budget to support salary increases. A meeting will be held in early 2024 to determine the actual amount based on benchmarking and for implementation from 1 April 2024.

There were no questions from the Board.

15. **Dates for next meetings**

Tuesday 12 December 2023: 1pm - 5pm (Zoom)

16. **Any other business**

16.1 None recorded.

Summary of Decisions made

Minute	Item	Decision
9.	Oversight Committee TORs	The proposed amend was approved.
11.	Policies	All presented policies were approved.