

Swim England South East
Regional Management Board

Minutes of Meeting held on 17.04.24 as an online meeting starting at 7.00pm

Present:	Sara Todd (ST)	Chairperson
	Brian Deval (BD)	Board Member
	Carys Jones	Board Member
	Jenny Gray	Board Member
	Roger Prior (RGP)	Board Member
	George Adamson (GA)	Board Member
	Rosa Gallop (RG)	Board Member
	Chris Lee	Board Member

Also in attendance (non-voting):

Caroline Burke (CB)	Administration & Finance Coordinator
Kristie Jarrett (KJ)	Acting Regional Manager
Andy Giess (AG)	Regional Welfare Officer

34. Apologies

Mike Lambert (ML)	Board Member
Roger Penfold (RFP)	Board Member

35. Minutes of the Meeting held on 14.03.24

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

36 Matters Arising

32.1 – Banner for K2 currently abandoned due to health and safety concerns from the venue.

37 Items for Decision:

37.1 – Regional Governance Update

- KJ presented a paper in relation to the regional governance code:

1. Documents for review;

Code of conduct regional staff and volunteers– an adapted version of the Wavepower code of conduct was presented. This was accepted by the board.

Remunerations policy – In line with our new articles, this was presented and accepted by the Board.

2 – Draft terms of reference were presented for 2 new committees. These are requirements from Swim England as part of the governance code. It was proposed that these groups will need to either work alongside or merge with some of the existing subgroups. This is for discussion.

- Nominations committee: this is to include succession planning, a group to be in place ongoing through the year and beyond, being proactive of bringing people into the regional structure.

GA – what have Loughborough requested as audit committee?

CL – audit committee is purely financial, nominations committee is responsible for the process to recruit or appoint RMB or staff appointments.

ST – suggestion to merge/dissolve staffing group to nominations committee along with adding members to group.

CJ – merge is sensible and practical, time set aside to think about diversity and succession.

KJ – to readdress wording in point 8 and to go back to the governance group before the next board meeting, please circulate to CJ as chair of the staffing sub group prior to passing forward.

- Audit committee – terms of reference are in place. It was agreed that the Audit committee would comprise the current members of the finance group but with a broader remit.

3 - Diversity plan – A draft plan was shared, some of the information has been taken from the existing policy. Data quality in relation to diversity is poor and further work will be required improve our understanding of the current situation and identify specific areas of focus within the Region.

All agreed the document was well presented and focused.

ST commented that the Region is making good progress on Governance and passed on thanks to all involved.

Action KJ

38

Items for Discussion/information:

38.1- Regional Staff update –

The standard update document was circulated.

The board consultation day/Strategy meeting has now agreed for the 13th June during the afternoon. Followed by a dinner to celebrate Roger's chairmanship. Further details will be circulated ASAP.

KH did attend the recent ONB meeting and is supporting them with their current challenges.

38.2 - Regional Staff Remuneration

To confirm that in line with Swim England recommendation Regional staff will receive a pay increase of 5%.

39

Affiliations & Resignations

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

39.1 New Affiliations – Approved

None

39.2 Affiliation Applications – Pending

None

39.3 Resignations

None

39.4 Enquiries

Basingstoke Water Polo Club (Hampshire)
Sunbeam Swimming Club (Horsham) (Sussex)
University of Portsmouth SC (Hampshire)
Millennium League 2024

It was agreed that only new enquiries will be listed under this heading going forward.

39.5 Change of Name

RN Swimming to RN Aquatics (constitution amended Oct 23)

40. Regional Chairs Meeting

Not held since last RMB. Next one scheduled for June 10th 24

41. Sports' Operation Committee Minutes

No minutes published

42. Correspondence

None

43. AOB

none

44. Date of the Next Meeting

16th May 7pm. Online Meeting

Meeting closed 20:45

Regional Management Board

A meeting of the Regional Management Board will be held on 17th April 2024 as an Online Meeting commencing directly after close of ACM

Agenda

- | | | |
|-----|--|----------------|
| 34. | <p>Apologies
 <i>To receive any apologies from members unable to attend the meeting:
 Mike Lambert</i></p> | ST |
| 35. | <p>Minutes of the Meeting held on 13th February 2024
 <i>To agree accuracy of minutes from the previous meeting</i></p> | ST
Enclosed |
| 36. | <p>Matters Arising
 <i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i></p> | ST
Enclosed |
| 37. | <p>Items for Decision
 37.1 – Regional Governance Update</p> | KJ |
| 38. | <p>Items for Discussion / Information
 38.1 – Regional Staff update
 38.2 – Regional staff remuneration</p> | KJ
ST |
| 39. | <p>Affiliations & Resignations
 <i>New affiliations are now reviewed and approved by the Affiliation Sub-Group and are for information only.</i></p> <p>39.1 New Affiliations – Approved
 None</p> <p>39.2 Affiliation Applications – Pending
 None</p> <p>39.3 Resignations
 None</p> <p>39.4 Enquiries
 Basingstoke Water Polo Club (Hampshire)
 Sunbeam Swimming Club (Horsham) (Sussex)
 University of Portsmouth SC (Hampshire)
 Hythe Water Polo Club (Kent)
 Millennium League 2024</p> <p>39.5 Mergers
 None</p> | CB |

39.6 Change of Name
RN Swimming to RN Aquatics

- | | | |
|-----|---|----|
| 40. | Regional Chairs Meeting
No meeting since last RMB | ST |
| 41. | Sports Operation Committee Minutes
To review the minutes of the Sports Operations Committee meeting held on – No minutes published. | ST |
| 42. | Correspondence
None | |
| 43. | AOB | |
| 44. | Date of Next Meeting
16 th May, 7pm. Online Meeting | ST |

**Swim England South East
Regional Management Board**

Minutes of Meeting held on 14.03.24 as an online meeting starting at 7.00pm

Present:	Sara Todd (ST)	Chairperson
	Brian Deval (BD)	Board Member
	Mike Lambert (ML)	Board Member
	Roger Penfold (RFP)	Board Member
	Roger Prior (RGP)	Board Member
	George Adamson (GA)	Board Member
	Rosa Gallop (RG)	Board Member
	Chris Lee	Board Member

Also in attendance (non-voting):

Caroline Burke (CB)	Administration & Finance Coordinator
Kristie Jarrett (KJ)	Acting Regional Manager
Andy Giess (AG)	Regional Welfare Officer

22. Apologies

Carys Jones	Board Member
Jenny Gray	Board Member
John Tripp (JT)	Regional President

23. Minutes of the Meeting held on 13.02.24

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

**24. Matters Arising
Landscape Sheet**

2.1 – Regional trophies – ML will do this differently to originally planned. He will catalogue one box at a time at home as finding a date on a Saturday to meet with the group is proving difficult to plan. Noted that trophies will be uninsured whilst in Mike's care board accepted and noted.

Action : ML

5.7 – Future approach to welfare – there will be meeting arranged between KJ, RFP, AG to look at the regional welfare plan, utilising examples from regions alongside listening report.

Action – KJ, RFP, AG

6.2 – Incorporation – BD asked whether we should be sharing information on the new company through the website. Directors are still in discussion with auditors to look at the way forward and will update when this can happen.

Action – CL, RGP

25. Items for Decision:

25.1 – Finances sign off for Annual Report.

25.2 - Annual Report Sign off.

The finances were not available to share, therefore, will be circulated once complete for sign off via email. The final version of the annual report will also be circulated via e-mail for final checking.

Action – CB, BD

26. Items for Discussion/information:

26.1- Regional Staff update -

Areas to highlight are;

- Hampshire are still without a constitution checker.
- ONB are without welfare officer (or Chair), Kate has been supporting with a complaint.
- Regional governance code is moving along well and mostly on track. We have 40% approved by Swim England. There are some big areas still to achieve, i.e. the strategy and the welfare plan but these are in progress. As policies are being developed these will be shared with the board.
- Kate Hutchinson has been doing very good work supporting water polo whilst without regional manager.

26.2 - People Plan –

Swim England document shared for information/discussion. Observations included;

CL – Biggest part of people structure is volunteers, addressing that would be welcome in all the roles, share toolkits for roles.

ST – Suggestion to split the area of volunteers into smaller manageable areas. Response at Chairs meeting was positive in reflection of this.

BD – Some of the timelines are tight.

ST – Overall comment on most reports released, over complicated and needs to be more to the point and quicker to digest.

26.3 – SwimMark Review –

Swim England document shared for information/discussion. Observations included;

ST – Still in draft presented at regional chairs meet (changes suggested during meeting - highlighted changes in regional chairs notes).

BD – No opening statement of purpose for report – what is the report trying to achieve, it is unclear what the objectives and outcomes are.

KJ – SM generally was discussed during coaches' forum meeting, some feel that SwimMark is an essential tool to keeping good relationships and communication between them and committees.

ST – Mixed support for the program however as no review since 2018 this paper is to draft the process of the review.

26.4 – Regional Agreement/Working together –

Swim England document shared for information/discussion.

ST shared that this document has been provided in response to previous chairs meetings where they have requested for it to be made clearer and less complicated. A chairs sub group has been tasked to simplify this going forward.

CL – It doesn't cover any clear objectives, very new fresh approach/ different to what has been done before.

ST – Working group have had similar feedback and has regional chair representative.

26.5 - Role of the Counties –

Results of key finding of Counties within South East Region circulated for perusal and notes

ST – Results are broadly similar region by region. Conversations between Region and Counties welcomed to discuss how roles are perceived by both parties, to look at any opportunity to improve the structure.

26.6 – Listen Project Report –

The group was invited to discuss this important report recently published.

ST – There are some observations shared in the notes of Regional Chairs meeting.
KJ – The regional coaches' forum discussed the report today, they are keen to be involvement in regional activity to support any action taken by the region.
CL – Suggested that perhaps alongside the report, more information could have been provided for key groups such as Region, Counties, and Clubs so they felt better equipped to deal with enquiries.

27. Regional Chairs Meeting

Held 04.03.24, ST's notes were shared with the group for discussion.
One key point highlighted was that as a region we are 40% complete for regional governance.

28. Sports' Operation Committee Minutes

The minutes of the Sports' Operation Committee meeting held on 20.02.24 no minutes available at present.

29. Swim England Board Minutes

To review the minutes of the Swim England Board meeting held on 20.02.24, no minutes available at present

30. 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

Basingstoke Water Polo Club (Hampshire)
Sunbeam Swimming Club (Horsham) (Sussex)
University of Portsmouth SC (Hampshire)
Millennium League 2024

Change of Name

RN Swimming to RN Aquatics (constitution amended Oct 23)

31. Correspondence

None

32. AOB

32.1 – Banner for K2 Pool

A paper was provided on the purchasing of a banner for K2 pool. The purpose of this was shared by BD and financing of this in partnership with the county was clarified.

The board voted to support installation of banner unanimous

Cost split – RGP to assess budget requirements and propose cost split to board.
(£600 approx).

Action: RGP

33. **Date of the Next Meeting**

17th April ACM 7pm. Online Meeting

17th April RMB to follow on from ACM

Meeting closed 20:45

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 29 November 2023

	SUMMARY OF AGREED ACTIONS	MIN REF	ACTION	COMMENTS
2	<p>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. Update; ML will try to visit the storage early in the new year to progress this further and decide what help is needed. ML To make inventory – bring to board in due time all agreed plan to take 1 box at a time to catalogue.</p>	<p>29.11.19 Min 164 Updated 10.09.20 Min 123 Updated 19.11.23 Min 141</p> <p>14.03.24 Min 24.2</p>	CL, GA, ML & BD	<i>In Progress</i>
5	<p>Future Approach to Welfare 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 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 	<p>19.04.23 Min 56 Updated 27.06.23 Min 85</p>	CJ/GA/RG/AG	<i>On Going</i>

	<p>future meeting to make an appointment.</p> <p>5. That the Welfare Officer is to have a standing invitation to attend Board meetings. Update: RFP appointed agreed 13.02.24</p> <p>6. Update – KJ arranging meeting in April with RFP and AG to look at examples of other regions and listen report to forge way forward.</p>	14.03.24 Min 24.5.6		
6	<p>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.</p> <p>Update - New company information to go onto website – CL, RGP to inform BD so information can be published on website.</p>	12.09.23 Min 101 14.03.24 Min 24.6.2	BG	<i>On Going</i>
8	<p>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.</p> <p>It was agreed that the Governance Committee would be ST, CL, RFP, RGP and JG. BG would support the group.</p> <p>Review files for submission via Helen Weakes, ML raised different format being used for some forms. Should have progress to share by next meeting</p> <p>Documents have been submitted and 40% is currently approved. There are some large ones that will need more timeline the strategy and Welfare Plan. New policies will be shared at coming meetings once approved by the governance group</p>	12.09.23 Min 102 15.01.24 Min 3.1 14.03.24	ST / CL / RFP / RGP / JG / BG	<i>On Going</i>

9	<p>Swim Manager Role ML - to provide an analysis of the main tasks of the role and how these could be resourced/ delegated to make it more attractive to potential candidates.</p>	13.02.24 Min 16.2	ML	<i>In Progress</i>
10	<p>Volunteer Certificates BD presented a “Swim England” branded design, to be produced on high quality paper with specific and individual calligraphy to reflect the purpose and recipient of the award. The minimum print run would be approx. 10 and the anticipated budget would be circa £200 p.a. BD- to further develop criteria for RMB review.</p>	13.02.24 Min 4.2	BD	<i>In Progress</i>

Updated 14/03/24 CB

Regional Governance Code RMB Update April 2024

Work on the regional governance code is progressing and we now require the support of the board to;

1. Approve the following policies;
 - Remuneration policy (in line with the company articles)
 - Code of conduct for regional staff and volunteers (in line with Wavepower)

2. To discuss and agreement the following additions to the regional sub groups;
 - Nominations Committee
 - Audit committee

3. To review and agree the regional inclusion and diversity action plan.

Supporting documents for points 1 and 2 can be found below. The DIAP is attached separately.

Remuneration Policy

- 1.1. Directors must avoid situations in which they have, or could have, a direct or indirect interest that conflicts, or possibly may conflict, with the interests of the Company.
- 1.2. Where a Director is in any way, directly or indirectly, interested in a transaction or arrangement that the Company is proposing to enter into, he or she must declare the nature and extent of the interest to the other Directors in writing in the Conflicts of Interest Register.
- 1.3. Where a Director is interested in a transaction or arrangement with the Company, he or she must declare the nature and extent of the interest at a Directors' meeting where the matter is being discussed or voted on; they must withdraw from the meeting while the matter is dealt with.
- 1.4. Provided they have declared their interest and have not voted on the question of whether or not the Company should enter into the relevant arrangement, a Director will not be debarred from entering into an arrangement with the company in which they have a personal interest (or is deemed to have a personal interest) and may retain any personal benefit which they gain from their participation in that arrangement.
- 1.5. The Directors shall be entitled to authorise (by way of resolution to that effect) any conflict situation that may arise and to amend or vary any such authorisation; the Directors may give such authorisation subject to such terms and conditions as they may consider appropriate and reasonable in the circumstances.
- 1.6. Where a Director provides services to the Company or might benefit from any remuneration paid to a connected part for such services, the maximum amount of remuneration must be specified in a written agreement and must be reasonable, and the Directors must be satisfied that it would be in the interests of the Company to enter into the arrangement (taking account of that maximum amount).
- 1.7. All other remuneration for both volunteers and staff will be paid in line with the regional expenses policy.

Code of Conduct

Board members, officials, volunteers and Staff

As a member of the region, we understand you have the right to:

- Be supported in your role and respected and treated fairly by the organisation
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of Wavepower and appropriate reporting procedures.
- Be informed of the club complaints process and who to contact within the organisation
- Be aware of the region's rules and policies
- Be involved and contribute towards decisions within the region
- Feel welcomed, valued and listened to.
- As a member of the region we expect certain standards of behaviour from our members.

By becoming a member of the region and therefore agreeing to this Code of Conduct you agree to:

Rules and Regulations	Volunteering and Behaviour	You the person
Adhere to and implement Wavepower.	Refer all safeguarding and welfare concerns to the Welfare Officer.	Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith, ability, or any other relevant characteristic.
Adhere to the Swim England Equality and Diversity Policy.	Respect children's trust and rights whilst being honest and open with them.	Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst children. Seek advice from the Welfare Officer where necessary.
Adhere to the Swim England regulations, Code of Ethics, Club Constitution and rules.	Treat all personal information about members or their families on a confidential 'need-to-know' basis unless information sharing with others is required to protect and safeguard a child from harm.	Keep any qualifications and CPD up to date relevant to your role.
Adhere to any conditions stipulated under the pool hire agreement.	Encourage children to behave in a positive manner and follow the rules of the club and sport.	Complete Swim England safeguarding training every three years as applicable to your role.

Keep children safe in sessions and at competitions with appropriate staffing ratios.	Adhere to your role responsibilities allowing others to adhere to theirs.	Ensure you have a current Disclosure and Barring Service (DBS) check (renewable every three years) as applicable to your role.
Ensure any equipment used is fit for purpose, safe to use and accessible.	Promote a positive and welcoming environment and culture within the region	
Follow the Region's procedures should a child have an accident or suffer an injury.	Always put the wellbeing, health and safety of the child before all other considerations including the development of performance.	
Ensure any complaints raised to you are appropriately referred under the Swim England Complaints process.		
Support the region as required in completing and maintaining minimum affiliation standards.		

Breaches of the Code of Conduct will result in disciplinary action being taken against you by the region under the judicial regulations. Continued issues and repeated breaches may result in your dismissal from regional activity. Any criminal offence will be reported to Police and any other relevant authority, by the region.

Regional Nominations Committee -Terms of reference

Duties

The committee shall;

1. Regularly review the size and composition of the board and make recommendations with regards to any changes
2. Be responsible for approving personnel policies and staff performance in line with Swim England processes
3. Give full consideration to succession planning for board directors and staff members, taking into account the challenges facing the sport, specifically within the region and the skills and expertise required
4. Review the leadership of the region ensuring its ability to meet the agreed objectives
5. Be responsible for identifying and nominating for the approval of the board to fill vacancies when they arise
6. Evaluate the skills, experience and diversity required prior to appointment
7. Lead the recruitment process for the board in line with the company articles
8. At least one member of the nominations committee will be involved in the short listing, interview panel and selection process for any new board member or director roles.
9. Review the results of the board performance review process to identify any gaps in skills and experience
10. Develop and review the roles and responsibilities of the chair of the board, finance director and other directors/board members

The committee shall make recommendations to the board on;

1. The reappointment of any director at the conclusion of their term of office in light of their experience and skills to continue to contribute
2. Formulating strategic succession planning for key director roles
3. Membership of sub committees alongside the committee chairs.

Membership

- The committee will comprise of at least 3 members with the chair appointed by the board.
- Only committee members will have the right to attend the meetings unless individuals are invited to contribute specific expertise. These will be non-voting if decisions are required.
- Appointments to the committee are made by the board and shall serve up to 4 years and will be eligible for re-election but will not serve more than an 8 year term.
- The committee chair will appoint a group secretary, who will call the meetings, provide an agenda and produce the minutes of the meetings.

Frequency

- The group will meet at least once per year.

Reporting responsibilities

- The committee chair will report to the board after each meeting and make recommendations to the board within the group's remit

Audit Committee

Terms of reference

1. Duties

General Objectives

- 1.1 On behalf of the Board maintain an overview of the Company's risk management and governance processes, ensuring that the system of internal control is satisfactory to deliver regulatory compliance.
- 1.2 Review the annual audit plan, ensure coordination between the staff team and external auditors.
- 1.3 Monitor and review periodically the effectiveness of procedures by reviewing progress reports, any major recommendations or findings of internal investigations and management's responsiveness to them.
- 1.4 Review reports from management on the effectiveness of systems for internal control, financial reporting, and risk management.

Specific Responsibilities

- 1.5 To determine the frequency and process of tendering for the external audit service.
- 1.6 To consider the appointment, resignation, or dismissal of the external auditors, to approve their fee annually, and to review their independence and objectivity and matters relating to the provision of non-audit services.
- 1.7 To formally review the performance of the external auditors every 3 years.
- 1.8 To discuss with the external auditor, before the audit commences, the nature and scope of the audit and to review the auditors' quality control procedures and steps taken by the auditor to respond to changes in regulatory and other requirements.
- 1.9 To review the annual financial statements in conjunction with the external auditors before submission to the Directors, focusing particularly on the consistency of the Directors' Report with the financial statements, and:
 - The quality of control arrangements put in place over the preparation of the accounts by the Board;
 - Critical accounting policies and practices and any changes in them;

- The extent to which the financial statements are affected by any unusual transactions in the year and how they are disclosed;
- The clarity of disclosures;
- Significant adjustments resulting from the audit;
- Material misstatements detected by the auditors that individually or in aggregate have not been corrected, and management's explanations as to why they have not been adjusted;
- The going concern assumption;
- Compliance with accounting standards and legal requirements;
- The Company's statement on internal control systems prior to endorsement by the Board and reviewing the policies and processes for identifying and assessing business risks and the management of those risks;
- To recommend the annual report and financial statements to the Board once satisfied.

1.10 To discuss any problems or reservations arising from the annual audit and any matters the auditors may wish to discuss. Each session includes a closed session (e.g. in the absence of management) to discuss any issues.

1.11 To consider the external auditors management letter (including any prior year recommendations which have not been satisfactorily addressed) and the Company's management response, and ensure appropriate action is taken.

1.12 To review management's reports on the effectiveness of systems for internal financial control, financial reporting, and risk management.

1.13 To consider any necessary disclosure implications concerning material internal control aspects of any significant problems disclosed in the annual report and accounts.

1.14 To consider the disclosure about the role, responsibilities of, and actions taken by the Audit Committee included in the Annual Report.

1.15 To consider the appointment, of any Internal Auditor and with the appointment, authorise any Internal Audit Charter, review the internal audit strategy and plan and monitor progress against the plan. To satisfy themselves on the appropriateness of the audit cycle, and that appropriate liaison is maintained between the internal and external audit functions.

1.16 To review all reports of audit and consider management responses to recommendations. To be the final arbiter in any case of dispute/disagreement.

1.17 To receive reports from the appropriate directors of progress with implementation of agreed audit recommendations and any other actions associated with internal control and satisfy themselves that effective and timely management action has been taken.

- 1.18 To be advised of, consider, and approve or otherwise any significant changes to the prime financial and management policies, control systems, and authority levels of the Company.
- 1.19 To be advised of any instance discovered within the Company, or affecting the Company, of fraud or financial misdemeanour and obtain reassurance that satisfactory management action has been taken.
- 1.20 To ensure compliance with the Scheme of Delegated Authority which should be monitored by the Finance Director.
- 1.21 To review and approve the Company's Whistleblowing Policy and procedures, and Fraud Policy and procedures.
- 1.22 To review the Company's Reserves Policy and procedures.
- 1.23 To periodically review and update its own terms of reference and submit them to the Board for approval.
- 1.24 In the event of appointing an Internal Auditor they would be responsible for regularly carrying out internal audits and making recommendations to management, producing reports for Audit Committee consideration, and liaising with external auditors.

2. Membership

- 2.1 The Audit Committee is a Committee of the Board of Directors ("the Board"), and reports directly to the Board.
- 2.2 The Chairperson of the Committee is appointed by the Board and cannot be the Board Chair.
- 2.3 In addition to the Chairperson, the Committee comprises at least three other Directors appointed by the Board as members.
- 2.4 At least one member of the Committee shall have significant, recent, and relevant financial experience.
- 2.5 Appointments to the committee are made by the Board and shall be for a period of up to four years, members of the committee may be re-appointed to the committee at the end of their four-year period but will not serve for longer than eight years in total, and provided the Director still meets the criteria for membership of the committee.
- 2.6 Other members of the Governance Sub-Committee are invited to attend the Audit Committee's meeting when the draft annual accounts are reviewed.

- 2.7 The Regional Finance Manager will normally be in attendance at all meetings, with the external auditors as appropriate.
- 2.8 The Committee has the authority of the Board to have access to any information or employee of the Company in the course of undertaking its responsibilities, and to obtain outside legal or other independent advice.
- 2.9 The Committee will have the power to co-opt external members as appropriate.
- 2.10 The Committee will continually review the training and development needs of committee members.
- 2.11 The Chair of the Committee will ensure there will be an induction programme for new Committee members.

3. Secretary

- 3.1 The Regional Finance Director or his or her nominee shall act as the secretary to the committee.

4. Quorum

- 4.1 Until otherwise determined by the Committee, a quorum shall consist of three members of the Committee.

5. Frequency of meetings

- 5.1 The Committee will meet at least once a year and additionally as may be necessary.

6. Notice of meetings

- 6.1 Meetings of the committee shall be called by the secretary of the committee at the request of the committee chair.
- 6.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date will be provided at least 2 months in advance.
- 6.3 An agenda shall be forwarded to each member of the committee and any other person required to attend no later than five working days before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees as appropriate, at the same time.

7. Minutes of meetings

- 7.1 The secretary shall minute the proceedings and resolutions of all committee meetings, including the names of those in attendance.
- 7.2 Draft minutes of committee meetings shall be circulated to all members of the committee and approved within 14 days of the meeting. Once approved, minutes should be circulated to all other members of the Board together with Board papers for the next Board meeting unless it would be inappropriate to do so.

8. Reporting responsibilities

- 8.1 The Chair of the Committee (or in his/her absence, another Director member of the Committee) shall report to the Board at the next Board meeting

Diversity and Inclusion Action Plan (DIAP)

In 2023 Swim England released it's 10-year strategy, 'Access Aquatics', with the following Mission:

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

Swim England will champion our sports and work with and empower our partners to tackle inequalities and remove the barriers to participation currently experienced by people and communities. As a club, you have the opportunity to contribute to this Mission and reap the rewards in doing so. Having an action plan in place to address equality, diversity and inclusion could mean an increase in the proportion of under-represented groups in both participation and the workforce.

This document isn't intended to be exhaustive so please consider 3-4 realistic and practical steps that you will take over the next 12 months to improve your club in relation to Equality, Diversity and Inclusion. Please consider the 'SMART' principle when setting your objectives by ensuring they are Specific, Measurable, Achievable, Relevant and Time-Bound. Please also include a club objective in relation to equality, diversity and inclusion. Please reference the 'Club DIAP – completed example' and the 'Inclusivity Guide' for more guidance and support in completing this action plan.

Region's Objective: *The South East region would like to have a clearer picture of the diversity profile within our sport at regional level over the next 12 months.. We will then be able to identify how we can support equal opportunities within our scope of influence.*

Actions	Action Required	Lead Person	Completion Date	Review Date
Develop a regional nominations committee to look at the diversity of the board. The first target is to ensure that we have a minimum of 30% of each gender represented.	Agree the terms of reference for the group, appoint a group chair and schedule the first meeting.	Regional chair and Regional manager	September 2024	June 2025
Work with our member clubs through the SwimMark and club affiliation process to encourage diversity membership collation	Feedback through club DIAPs and membership forms about the importance of data collection	Regional development officers	March 2025	March 2025
Raise the profile of underrepresented groups in our sport and the opportunities available through regional activity	Utilise the region's communication platforms to promote success of programmes such as the para training days and to promote opportunities to engage in all regional activity both for volunteers and athletes.	Communications Officer and regional staff	December 2024	March 2025
Complete a thorough review of regional diversity data upon the next membership renewal period	Request membership data from Swim England after the next renewal period and compare the data with the general population and the limited 2024 data provided.	Regional manager	March 2025	March 2025

DIAP Completed By: *Kristie Jarrett*
Date Completed: *27th March 2024*

Regional Staff Renumeration
Notice to Regional Management Board
April 17th 2024

On March 25th we were informed that the Board of Swim England had approved a 5% pay increase for their staff.

This was announced in a Team Briefing on 26th March 2024, to which our staff members were invited.

The Regional Staffing Group have reviewed this proposal and, in alignment with Roger Prior representing Finance , agree that we should implement the same for the Regional staff in South East Region as we have done in previous years.

This pay award will take effect from 1st April 2024