



## Regional Management Board

Minutes of Meeting held on 16.09.25 7pm Online Meeting

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<b>Present:</b>	Sara Todd (ST)	Chairperson
	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 Penfold (RFP)	Board Member
	Roger Prior (RGP)	Board Member

### In attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
Andy Giess (AG)	Regional Welfare Officer
Peter Roycroft (PR)	Regional President

### 1. Apologies

George Adamson

### 2. Minutes from previous meeting 22<sup>nd</sup> June 2025

The minutes were approved as an accurate record.

#### 2.1 Matters Arising not covered in agenda (From landscape sheet)

##### 2.1.1 Trophies – ML reported that the storage unit had been terminated.

Support may be required in due course to assist with the disposal of trophies. ML will draft a proposed disposal policy for agreement. Support will be needed for implementation, CL, RG and JG volunteered to support. ST to enquire if other Regions have implemented a similar policy. It was noted that Swim England/ASA may have had one in place previously.

**Action: ML/ST**

##### 2.1.2 Incorporation – The target date for incorporation remains 31<sup>st</sup> December and progress is currently on track. Feedback from Charterhouse is

awaited. No issues are anticipated regarding the TUPE transfer, Swim England have confirmed they will provide support if needed.

2.1.3 Swim Manager Role – ML has announced his intention to step down as Swimming Manager following the conclusion of the Short Course Championships. A team has been established to help ensure the role is more manageable going forward. ST expressed sincere thanks to ML for his outstanding commitment and contribution. Consideration is needed regarding succession planning and how best to approach the recruitment of a replacement. ML requested a meeting with ST, BD, and Mark Leman to discuss next steps. ML confirmed he will remain on the Board for as long as appropriate and will continue to offer support, though he will no longer be involved in decision making.

**Action: ML/ST/BD**

2.1.4 Finance – Reserves Policy – CL & BG have a meeting planned.

2.1.5 Regional Awards – Criteria to be put together.

### 3. Items for Decision

3.1 Equality, Diversity and Inclusion (EDI) Lead – A role description for the EDI Lead was circulated. There was a strong recommendation that an EDI Lead should be appointed, either as part of the Regional Team or as a member of the Board.

Swim England is currently reviewing governance. The Region must decide whether to proceed with appointing an EDI Lead now or wait for further clarity from Swim England's proposed recommendations.

Following discussion it was agreed that the Region would defer a permanent appointment until Swim England's recommendations are available. However, interim representation was considered necessary and RFP was appointed as the interim EDI Lead.

**Action: BG**

### 4. Items for Discussion / Information

4.1 Chairs Report – ST provided an update on key developments since June.

- AP Race- The Board discussed the AP Race initiative and the rationale behind the Memorandum of Understanding (MoU) with Swim England, which aims to foster a collaborative relationship. It was noted that some Regions have hosted workshops with AP Race, and further work may be required to clarify and strengthen the partnership. Any additional questions should be directed to ST.
- Swim England AGM - Clarification on financial figures presented at the AGM is still pending.
- Strategic Priorities – Water Availability - The availability of water remains a key concern. The Board agreed that regular updates on this issue would be beneficial. Reference was made to the government's £400 million funding pot, which could potentially support the construction of up to sixteen 25m pools. Andy Salmon is currently developing a proposal in collaboration with other sports to request funding for new facilities. Discussions with government

departments are ongoing. Questions were raised about whether any analysis has been conducted to identify areas of need, particularly within the South East.

- **Swim England Organisational Review** - The organisation is undergoing a structural review to align with its new strategy, which aims to create a more effective and efficient framework for delivering swimming nationally. Feedback from the recent roadshows and listening report is being considered. The redesign is seen as a necessary step to ensure future sustainability. The overarching ambition is to build a cost-effective, fit-for-purpose organisation. Work is also currently underway to explore the ideal structure for Regions. However, this initiative is dependent on the completion of Swim England's national restructure to ensure alignment. The Region will have opportunities to contribute to the consultation process.
- **County Engagement** - ST has been attending County meetings and is on track to have visited all Counties within the next few weeks.

#### 4.2 Communications Report –

BD reported that the website hosting had been successfully moved. This change does not affect the front-end user. To ensure ongoing maintenance and timely resolution of any issues, a support agreement has been put in place. This provides up to two hours of technical support per month at a cost of £150, covering essential updates and system upkeep.

#### 4.3 Welfare Report –

Swim England continues to provide ongoing support in welfare matters. Currently, there are 20 Level 2 investigations being managed by the team at Loughborough, many of which involve external agencies such as the police and the Local Authority Designated Officer (LADO). Level 1 cases typically involve suspensions, while Level 3 matters are overseen by the Region. The rollout of Golbacol, intended to enhance oversight and case management, is progressing more slowly than initially expected. It was noted that some counties have begun working with Active Partnerships. The Board agreed that data is essential to better understand the safeguarding landscape both regionally and nationally. This insight will help guide education and support strategies for clubs.

#### 4.4 Regional Staff Update –

The circulated report was noted by the Board. Appreciation was expressed to BG, KH, and KJ for their contributions. RGP highlighted the recent Para Swimming Meet, commending KH for the excellent work in organising the event.

#### 4.5 Regional Affiliation –

New Affiliation - Rari Nantes Waterpolo and Swimming (Slough)

4.6 Correspondence –

The minutes of the Swim England Board and Sports Operations committee were noted.

4.7 Staffing Sub-Group Update

The recommendation approved at the previous meeting is now progressing. ST has been working with Swim England on job evaluations and grading, with plans moving forward in line with the proposed budget.

The process will continue as planned. Thanks were extended to BG, KJ, and KH for their patience and for absorbing additional responsibilities during this period.

5. AOB

The Board were made aware that Glen Issacs the Region's Masters Manager was extremely unwell. The Board expressed their best wishes for Glen's recovery.

In the interim, BD, BG, and KH have been supporting the Masters group in preparation for the Short Course event. This highlighted the importance of having robust succession planning in place. ML reported that a risk analysis and contingency plan have been developed for swimming, identifying who would assume responsibilities should a key individual become unavailable. It was discussed that similar risk assessments should be conducted across all disciplines to ensure continuity and resilience. This should form part of a wider strategy for succession planning. There is also a need to rethink recruitment strategies, moving beyond "who do we know", to more structured approaches.

AI Policy, a query was raised regarding Swim England's position or policy on AI. Further clarification was needed.

**Action: BG/ST**

6. Date of Next Meeting –

Sunday 16<sup>th</sup> November, Holiday Inn Guildford

21:00 meeting closed



**RMB Agenda – 7pm 16<sup>th</sup> September 2025 Online**

- 1 Apologies
- 2 Minutes from previous meeting 22<sup>nd</sup> June 2025
  - 2.1 - Matters Arising not covered in agenda (From landscape sheet)
- 3 Items for Decision
  - 3.1 Equality, Diversity and Inclusion (EDI) Lead ST
- 4 Items for Discussion / Information
  - 4.1 Chairs Report ST
  - 4.2 Communications Report BD
  - 4.3 Welfare report AG
  - 4.4 Regional Staff update BG
  - 4.5 Regional affiliation – Rari Nantes Waterpolo and Swimming (Slough) BG
  - 4.6 Correspondence –  
Swim England SOC Minutes June 2025  
Swim England Board Minutes April 2025
  - 4.7 Staffing Sub-Group Update ST
- 5 AOB
- 6 Date of next meeting –  
Sunday 16<sup>th</sup> November Holiday Inn Guildford.



## Regional Management Board

Draft Minutes of Meeting held on 22.06.25 10am Holiday Inn Guildford

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<b>Present:</b>	Sara Todd (ST)	Chairperson
	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 Penfold (RFP)	Board Member
	Roger Prior (RGP)	Board Member

### In attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
Andy Giess (AG)	Regional Welfare Officer
Kate Hutchinson (KH)	Regional Club Development Officer
Kristie Jarrett (KJ)	Regional Club Development Officer
Peter Roycroft (PR)	Regional President

### 1. Apologies

George Adamson (GA)	Board Member
Carol Butler (CB)	Open Water Manager
Di Hughes (DH)	Artistic Swimming Manager
Glen Issacs (GI)	Masters Manager
Carys Jones (CJ)	Board Member
Matt Pipe (MP)	Diving Manager

### 2. Minutes from previous meeting 15<sup>th</sup> May 2025

The minutes were approved as an accurate record.

- 2.1 Matters Arising not covered in agenda (From landscape sheet)
  - 2.1.1 Trophies – ML reported that this was progressing. Support may be required in due course from the office for the disposal of trophies.

### 3. Items for Decision

### 3.1 Finance –

Affiliation Fees 2026 – The recommendation to keep the Regional Affiliation Fees at the same rate as 2025 was agreed;

Club Train - £5  
Club Compete - £6  
Club Support - £0  
Subject to a £25 minimum fee

A review will be completed looking at closing down costs and the Region's reserves policy. A paper will be produced in due course.

**Action: CL/BG**

Budget 2025 – The changes to the 2025 budget were approved. After adjustment the revised overall budget deficit is -£89,976.15.

**Action: BG**

Concession Agreement – The current agreement ends on 31 December 2025. The recommendation of the Finance Group was approved.

**Action: BD/BG**

### 3.2 Regional Awards –

The following were appointed to the panel to review nominations: CL, BD, RG & ML.

Members were asked to consider nominees for the Harold Fern & AH Turner Awards. Any suggestions to be submitted to ST by Friday 4<sup>th</sup> July.

It was agreed that a donation would be made in memory of Eileen Adams of £100 to the families suggested charity. ML to share details. It was also agreed that a trophy could be introduced for Volunteer of the Year in Eileen's name. A trophy should be repurposed for this.

**Action: BG**

It was agreed that criteria for Long Service Awards within the Region should be developed, with consideration given to what forms of recognition would be most meaningful. The aim is to have a framework in place for next year. This will be reviewed by the awards review panel.

**Action: CL/BD/RG/ML/BG**

## 4. Items for Discussion / Information

4.1 Chairs Report – A brief report was circulated in advance of the meeting. ST provided an update covering key meetings and developments including the Aquatics GB meeting, Swim England AGM, Staff Update and presentation event at Electric Eels.

4.2 Finance Report – This item was covered earlier in the meeting.

4.3 Incorporation Update – A draft transfer document had been put together and sent on for review from a legal perspective. Once feedback has been received this will be sent on to the accountants to check in terms of tax. We will then look to proceed with official transfer looking to be on 31 December at the end of the accounting year. This will come back to the Board for approval in due course.

4.4 Communications Report – The report highlighted current activity across different age groups on social media platforms. It was noted that Snapchat should be explored further due to its popularity among younger audiences. Messaging strategies should be tailored to different age groups to ensure relevance and engagement. The issue of phones in changing rooms was discussed and it was felt further consideration is needed around policies.

4.5 Welfare Report – The report was circulated in advance of the meeting. AG reported that the rollout of Globacol was still planned. It was requested that an update goes in the next newsletter requesting that clubs ensure their Club Welfare Officer's details are clearly displayed on their website. Access to poolside at events and accreditation was discussed. Clarification on the distinctions between level 1,2,3 incidents was requested, AG to follow up.

**Action: BD / AG**

4.6 Staff Update – The report was circulated in advance. Those present gave an overview of their work areas.

4.7 Regional Affiliation – An application for affiliation had been received from a new water polo club in Slough. This has been sent to the County Association for feedback.

4.8 Correspondence – There was no correspondence to report.

## 5. Regional Strategy

The Strategy document was circulated in advance of the meeting. The Strategy & Development Group had met to agree the proposed strategy, the meeting was well attended with representatives from across the disciplines and coaches forum.

Following discussion it was agreed that the mission should be amended to; To support and enable the delivery of delivery of enjoyable aquatic experiences in a safe and inclusive environment within the South East Region. ST will review wording.

The Board undertook an exercise to prioritise key focus areas, these ranked in order of importance as below;

1. Events
2. Access to water
3. Talent Pathways
4. Clubs
5. Welfare & Safeguarding
6. Culture
7. Learn to Swim

We will need to review the current status of each of these areas and define where we aim to be. Discipline Groups will also be asked to look at this, they could have their own focus/priority areas. This will help inform and support any future funding requests.

The Board **approved** the Strategy. The next steps will involve asking the discipline groups to look at their priority areas. These will then be reviewed by the Strategy & Development Group, who will review the current position and begin putting together a plan. The group will report back to the Board in due course.

**Action: ST/BG**

6. Governance Update

The Governance Update was circulated in advance.

Succession Planning

The board discussed succession planning, with a focus on identifying and approaching future candidates as part of longer-term planning. These individuals may not be ready to step into roles immediately but could be well-suited in the coming years. It was noted that future Board members do not necessarily need to have a background in aquatics. It was clarified that independent board members do not have to be from outside the sport and could still be Swim England members, they are just not elected.

Tools for recruitment were also discussed, such as LinkedIn which could support wider recruitment efforts. It was felt that there was a need to improve the communication around Board roles. This includes developing clearer role descriptions and explanation of the Board's purpose and impact. This could support recruitment both within and beyond the aquatics community.

Members were asked to consider potential candidates and send details to BG. The possibility of athlete representation on the Board was discussed.

**Action: RMB**

7. AOB

Swim England AGM – An item was raised concerning the proposed use of reserves by Swim England, as outlined in the AGM papers. The board noted that further detail is required to fully understand the rationale and potential implications. ST will raise this matter through the Regional Chairs, and it will be scheduled for discussion at a future meeting.

**Action: ST**

8. Date of Next Meeting –

Tuesday 16<sup>th</sup> September  
15.09 meeting closed

## AGENDA ITEM 2.1

## MATTERS ARISING FROM RMB MEETINGS

Updated as at 11.09.25

	SUMMARY OF AGREED ACTIONS	MIN REF	ACTION	COMMENTS
1	<p><b>Regional Trophies</b></p> <p>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. <b>Update</b> – 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.</p> <p><b>Update:</b> ML will try to visit the storage early in the new year to progress this further and decide what help is needed.</p> <p>ML To make inventory – bring to board in due time all agreed plan to take 1 box at a time to catalogue.</p> <p>ML – 7 trophies completed rest to be done</p> <p>Update – trophy store audit to take place 24<sup>th</sup> January</p> <p>Update – Trophy audit has taken place. ML will develop a proposal on next steps.</p> <p>Update – Storage unit in Basingstoke has now been terminated and ML will be looking at disposal of the trophies as agreed.</p>	29.11.19 Min 164 Updated 10.09.20 Min 123 Updated 19.11.23 Min 141	CL, GA, ML & BD	<i>In Progress</i>
2	<p><b>Incorporation</b></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> <p>Update - New company information to go onto website – CL, RGP to inform BD so information can be published on website.</p> <ol style="list-style-type: none"> <li>1. Remains ongoing meeting to be held between SE, region and Charter house to establish way forward</li> </ol> <p>Update – ST and CL collated information gathered from other regions, meeting is being set for January to discuss this further with Charterhouse.</p> <p>Update – meeting with Charterhouse has taken place and written advice has now been received. This will be reviewed by the Finance Group.</p> <p>Update - A draft transfer document had been put together and sent on for</p>	12.09.23 Min 101	BG    RGP  CMB  Finance Group	Ongoing

	review from a legal perspective. Once feedback has been received this will be sent on to the accountants to check in terms of tax. We will then look to proceed with official transfer looking to be on 31 December at the end of the accounting year. This will come back to the Board for approval in due course.	22.06.25 Min 4.3		
3	<p><b>Swim Manager Role</b></p> <p>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> <p>Advert to be drafted for Swim England jobs board</p> <ul style="list-style-type: none"> <li>- Suggested possibly to be put forward to a paid role, to be taken in consideration as part of the Regional staffing review</li> </ul>	13.02.24 Min 16.2  10.09.24 Min 2.1.2 17.10.24 Min 2.1.3	ML  ST/ML/CB  ST	<i>In Progress</i>
4	<p><b>Finance</b></p> <p>A review will be completed looking at closing down costs and the Region's reserves policy. A paper will be produced in due course.</p>	22.06.25 Min 3.1	CL/BG	
5	<p><b>Regional Awards</b></p> <p>It was agreed that criteria for Long Service Awards within the Region should be developed, with consideration given to what forms of recognition would be most meaningful. The aim is to have a framework in place for next year. This will be reviewed by the awards review panel.</p>	22.06.25 Min 3.2	CL/BD/RG/ML/BG	

*Updated 11.09.25 BG*

# Job Description



**Job Title:** Equality, Diversity and Inclusion (EDI) Lead

**Region:** >Insert Region<

**Reporting to:** >Insert main contact<

**Direct Reports:** None

**Location:** Home-Based (some Regional travel possible)

## Job Purpose:

The EDI Lead is responsible for supporting their Region, and the Counties and Clubs within it, to meet their EDI responsibilities e.g. Creation of Diversity and Inclusion Action Plans (DIAP).

Whilst not solely responsible, they will play a key role in driving the consideration of EDI within their Region.

## Values:

Quality



Purpose



Togetherness



Fun



Resourceful



## Key responsibilities

- Drive EDI within the Region
- Monitor the Regional DIAP
- Update Regional Board on EDI progress within the Region
- Act as a point of contact for EDI-related queries from Counties/Clubs
- Work closely with Swim England Head of Diversity and Inclusion to promote equality, diversity and inclusion across the Region
- Support Counties/Clubs with EDI-related governance requirements
- Identify training needs and opportunities within the Region
- Assist with the dissemination of Swim England EDI resources and programmes
- Promote effective data capture via Swim England's 'Diversity Profile'
- Ensure best practice is recognised and celebrated
- Ensure any claims of discrimination are appropriately dealt with as per Swim England's policies and procedures

## Skills and experience required

### Essential:

- A passion for EDI
- Willing to act as an advocate for underrepresented communities within aquatics
- A strong teamwork ethic, with the ability to collaborate and communicate effectively
- Responsive and communicative
- Asks questions if unsure
- Proficient IT skills
- A willingness to learn
- Able to navigate large quantities of complex information

In March of this year, Swim England published in full the findings of an [independent listening research report](#) commissioned as part of our pledge to create a better future for everyone involved in aquatic sports. We are committed to only recruiting individuals who are as passionate as we are about being on this journey.

The EDI Lead is a core part of this commitment and provides a great opportunity to be involved in genuine cultural change.

To : RMB  
From: Sara Todd  
Re: Chair's Report June 2025

**Key Activity and focus since last RMB June 2025**

- Aquatics GB Audit & Risk Committee meeting
- Swim England Board Meeting in Loughborough
- Swim England Senior Leadership Team Introductions at SportPark
- Appointed Chair of Governance Review
  - Established Terms of Reference
  - Supported selection of independent experts
  - Kick off meeting and subsequent bi-weekly meetings
- Launch of Swim England Organisational Review
  - Regional Chairs Meeting moved to monthly
- Regional Staff structure review led by 2 Regional Chairs
- Established visits to County Management Teams
  - Consult on Strategy
  - “Ask me Anything”
  - Sussex completed
- Staffing sub-committee
  - Finalised recommendation for Regional Team structure ( see Staffing Board Paper)
  - Review of Board Succession Plan

**Areas of Focus in October / November**

- Complete County Meetings
- Embrace feedback and enhance strategy with Operational plan
  - Consider feedback mechanisms to measure quality impact of delivery
- Regional team structure : implement agreed roles and responsibilities
- Board / Discipline Succession Planning; establish levels of interest.
- Review activity regarding Governance code
- Progress incorporation as required
- Swim England Board Strategy Day
- AGB Board Meeting / Annual Awards in Wales

## **Swim England Organisational Review**

The primary objective is to design an organisation that can deliver the ONE Swim England Strategy effectively and efficiently ; a new strategy needs a new organisation structure and the newly designed SLT needs to ensure roles and responsibilities are aligned and appropriately staffed. Associated policies and procedures need to be reviewed to ensure fairness and transparency across the organisation. Additionally , current organisation costs are circa 40% higher than other sports NGB's which suggests a review is appropriate and timely.

This is part of a modernising programme, in response to the Listening Report and subsequent roadshows , which is also considering enhanced support for members. Examples include a contemporary approach to Safeguarding & Welfare and investment in outdated and unsupported technology.

### **Regional Staff structures**

Given the variety in approach to regional organisations ( as presented to RMB ) the Regional Chairs Forum recommended a review of roles and responsibilities with the ambition to develop an optimum model to deliver an aligned and improved service to our members. This is in parallel to the broader organisational review and is led by Alex Haines (London) , John Hidle ( East Midlands) supported by Helen Marney (Swim England)

### **Governance Review**

Supported by, and aligned with, the Regional Chairs Forum, the brief for the review is to “start with a blank piece of paper”, to explore what best practice governance structures and procedures could look like. The review will be rooted in the current sporting landscape with an eye on future challenges and opportunities rather than how things have always been done. The steering group has been selected to represent a diverse range of expertise from other sports and governing bodies and the ambition is to make recommendations to the Board before the end of this year.

### **AP Race**

An MOU has been reached with AP Race ( See attached)

### Welfare Officer's Report – Sept 2025

During the summer there has been positive contact made with the active partnerships by several of the county welfare officers and clubs. This is still work in progress as other counties make initial contact and work together.

There has been some reporting that some clubs in the region who are finding it difficult to recruit club welfare officers and in some clubs retain them. There is still a vacancy for a county welfare officer in our region.

There is no further update on globocol and the plan to include county welfare officers and a few more clubs is still work in progress. Without a recording system its very difficult to gauge trends and what incidents are being dealt with which would be useful to guide any necessary training courses.

The number of incidents being dealt with by national is to be advised

Regional involvement has been to join partnership meetings when requested, to be part of the national welfare network, and join the other regional welfare officers when ever a meeting is called. To offer support when requested from clubs and fulfil acting as welfare/safeguarding officer for school/universities/masters when needed.

There has been some discussion about south east regional events which i understand have been resolved.

It has been noted that some regions have run conferences for welfare officers in there region but at present with such a large region i only propose county officers meeting when there is some item that is relevant i.e. news on globocol .

Andy

09/09/2025

**Staff update September 2025**

<b>Bryony</b>		
Financial management		
RMB attendance & administration		
ACM administration		
Regional Awards Administration		Award winners have been announced and letters have gone out to all recipients and their clubs
New club affiliation		Affiliation was agreed for a new water polo club - Rari Nantes Waterpolo and Swimming (Slough)
Communicate with the counties		
Time to Listen pre course checks & post course admin		Pre Course Checks for September to be completed
Management of the team		
Regional Governance Code Support		The last meeting of the Governance Code group (with Swim England) was cancelled. We should receive further information in due course on what year 2 of the code will look like.
Regional Governance / Incorporation		
Regional Development / Strategy Group		Next meeting to be planned shortly
Newsletter collation		
Website maintenance		
Para Swimming Records		All records were updated in July
Manage the office e-mail account/ phone and answer/redirect enquiries		
Coach bursaries		
Meet licensing		Up to date. There is a slight delay with licence numbers being issued by Swim England currently
<b>Kristie</b>		
Club affiliation (Surrey, Hampshire, BSB) Plus former Swim Mark clubs (103)		All clubs successfully completed last quarter. New affiliation Hedge End are almost complete and the new club in BSB - Rari Nantes WPs will be contacted to start once the paperwork is complete.
County liaison (attend two meetings per year)		Surrey meeting 22nd September/ Hampshire 25th September
Regional swimming development programme.		First camp for this season took place on the 7th September - all went well.
Regional off shore camp		Planning for this is underway and to be discussed at the next forum meeting (17th Sept)
Regional open water development		Camp complete. We are looking at an additional pool day with Olympian Sharon Van Rouwendall, possibly a 2nd one for masters only in November - cost neutral TBC. Budget setting meeting is planned with Carol and Brian.
National club leadership group attendance		
Regional Development/ strategy group		Club bursary proposal drafted for the development groups approval.
Regional swimming group attendance		Meeting attendance September. Planning to attend 1 day of short course champs.
Regional swimming coaches' forum		Next meeting - 17th September
National coaching strategy group		This has now been launched. The coaches forum will be discussing this at the September meeting. I have been asked to organise a CPD in the Autumn around ethical coaching this will be run in conjunction with Swim England. There might be a small budget request once the costs are confirmed.
Time to Listen course planning		All booked until the end of the year. The new course should be available from January 2026.
Swimming coach mentoring programme		We will be able to support all coaches applying for a place on the programme. We welcome 4 new coaches and 4 completing their second year.
Club support		A national sub group is looking at this and how collectively we will build on current work through the strategy.
G9 Group/ Swim England and regions		The next face to face meeting will be on the 6th October in Birmingham.

<b>Kate</b>		
Team manager training		
Young volunteer training		Two programmes now overlapping (one running Jan-Dec 2025, the other Sep 25-Sep 26)
County Liaison (attend 2 meetings per year)		
Club affiliation (ONB, Sussex and Kent)		Have spoken recently to Brian (Sussex), Shelley (Kent) and hope to attend ONB this month
Regional Development/ strategy group		
Discipline Support - Para swimming		Short of officials in final week
Discipline support - Water polo		
Discipline support - Artistic swimming		
Discipline support - Diving		
Discipline support - Masters		
club support		

To: Regional Management Board, Swim England Sout East Region  
From : Sara Todd, Regional Chair, on behalf of the Staffing sub-group  
Date: September 2025  
Regional Restructure Update

## **Context**

The RMB approved the recommendation to enhance the Regional Team by restructuring to include a full time Aquatics Development Lead, an Aquatics Development Officer and an Event and Administration Co-ordinator. The former two are essentially enhancements to the existing roles of Kristie and Kate. The latter is an entirely new role, designed to support overall communications and the delivery of regional events across all disciplines. The team would continue to report into a Regional Manager, currently Bryony.

It was assumed that employees were jointly employed with Swim England ('SE') and therefore the People Team were consulted regarding the Job Descriptions and Job Evaluations. Due to both change in personnel and significant current workload of the SE team, this process has taken much longer than envisaged. At the same time, advice was taken regarding TUPE implications following the South East Region's move to incorporation.

The process revealed that there is no common contract structure for our employees. They are all jointly employed but with slightly different entities! It shouldn't, however, be a problem to align this in preparation for incorporation.

There are also a few other things that have occurred in the time since the RMB decision which require consideration as part of this process:

1. The launch of the SE Organisational Restructure – required to deliver the ONE SWIM ENGLAND strategy (this does not include the Regional Teams)
2. The associated launch of the Regional Management Team structure review – aimed at designing the optimum structure to work with SE and deliver the OSE strategy, ensuring that Regional Chairs can maintain a non-executive role, which some regions are finding difficult.
3. The end of the fixed term contract for Caroline Burke who left us at the end of July.

Having reviewed the situation and considered the options, the Staffing sub-group unanimously agreed to continue with the current plans in the Sout East Region, with one minor exception, and that is to offer a fixed term contract (rather than a permanent role) for the Events Co-ordinator given the ongoing organisation reviews. The rationale includes:

1. Our requirement for an additional resource, especially now Caroline has left
2. The need to maintain the morale of the current team, especially Bryony and Kristie who put so much effort into the design.
3. Being the most complex region with the smallest number of FTE means it is highly unlikely that any new structure would lead to a required reduction in the current team.

The role evaluations and application of the recommended Swim England pay scales have been completed and the financial implications are within the projections described to the RMB in May. The period of consultation, not legally required for such a small group of impacted employees but recommended by Swim England, has been completed with no significant concerns or challenges recorded.

Our intention is to proceed with the changes as soon as possible, including the hiring of the new Events & Administration Manager. We will be supported by Swim England throughout this process.

Many thanks for your support.