



Swim England East Region
Minutes of the Regional Operations Committee (ROC) Meeting
Tuesday 20th September, 2022

Present	Ian Cotton (IC)	Chairman
	Keith Belton (KB)	Finance Director
	Sheila Mackenzie (SMM)	Member Nominated Member
	Helen Stephens (HS)	Member Nominated Member
	Lottie Thompson (LT)	Member Nominated Member
	Tom Baster (TB)	Independent Member
	Stewart Murray (SM)	Independent Member

Also present; Leanne Brace (LB), Regional Manager.

22/27 **Apologies and Chairman**

22/27.1 Gerry Metcalf, Member Nominated Member, sent her apologies prior to the meeting.

22/28 **Declarations of conflict of interest**

22/28.1 There were none.

22/29 **Minutes**

22/29.1 The minutes of the meeting 16th June 2022 were agreed to be an accurate record of the meeting subject to some grammatical errors, a change to the numbering, and a change of initials.

22/30 **Matters arising**

22/30.1 *22/17.1 Risk Register to be circulated to the ROC-* Circulated with the meeting papers.

22/30.2 *22/18.3 Board to update ROC on the outcome of President Elect applications-* Completed.

22/30.3 *22/19.3 Board to discuss whether ROC could decide regional award winners instead of a separate panel, given that most of the reps are the same people-* Completed- as the panel was already confirmed for this year, it is left as is, but for 2023 the ROC can discuss nominations instead of a panel.

22/30.4 *22/20.1 LB to circulate a summary of development entry fees to discipline managers-* Attached with meeting papers. Members of the ROC agreed that

whilst it is good to standardise our fees, there is an element of variation required as facility requirements vary greatly for each discipline, and the number of participants are significantly different. It will be sent to Discipline Managers for their information.

- 22/30.5 *22/20.4 LB to discuss development activity with the coaches at the next Coaches' Forum.* Completed- was an agenda item at the last forum, although no suggestions received. Coaches have been asked to feed in ideas- none received to date.
- 22/30.6 *22/23.4 It was suggested the Group (disability) look at a shared online space to save files, as this was good practice and was working well with diving. LB to ask discipline managers to consider this option.* - This has been included in the Discipline Manager Guide which appears on the agenda for this meeting.
- 22/30.7 *22.24.1 Board to review the invitation list to the AGM.* Completed. All Leadership Group Managers/ Chairmen are to receive an invite. IC apologised that it had previously been invites to Discipline Managers. Going forward, Discipline Chairmen will also be invited.
- 22/30.8 *22/24.2 Board to review the purpose of ROC.* Survey conducted. Results used to guide future agenda items and discussions.

22/31

Finance

- 22/31.1 i) To receive questions for the Finance Director
KB informed the Committee that the Water Polo and Diving budget had been amended based upon changes to delivery of events and timescales. There were no questions.
- 22/31.2 ii) To discuss regional membership fees for 2023
Members of the ROC discussed a variety of options for the 2023 fees. It was agreed that the ROC would recommend to the Directors that fees for 2023 would not be increased.

Action- Board to confirm membership fee prices for 2023.

22/32

Regional Bursary Scheme

- 22/32.1 TB gave some context to a bursary scheme proposal he has recently put forward to the Directors. It would be for east region members who are selected onto national and international camps and will also cover competition expenses. He thanked the staff and Directors for creating a draft scheme so quickly.
- 22/32.2 It was agreed that the bursary scheme would launch as a 12 month pilot to support our athletes in the region. The Directors would tweak the draft documents to factor in recommendations from the ROC and will publish as soon as possible.

22/33

Regional staff structure

- 22/33.1 IC notified the members of the ROC that LB had tendered her resignation as Regional Manager. IC thanked LB for her services to the region during the 10 years in her role, and the three years with Swim England prior to that.
- 22/33.2 A report on possible new staff structures had been circulated with the meeting papers, as well as the role description for the Regional Manager position. Thoughts were welcomed from the ROC.
- 22/33.3 A number of possibilities were discussed and would be looked at in more detail by the Board of Directors. Recruitment would commence shortly.

22/34

Strategy

- 22/34.1 Members of the ROC discussed how the Strategy needs to be a short-term meaningful document with its values being referred to when items are placed on the website and social media.
- 22/34.2 It was agreed that the current draft strategy would be more useful in a years' time once the region was in a better position post pandemic. For the interim a recovery document would be more useful. It would need discipline Leadership Group input to produce a meaningful document which aligns to the 12-month plans.
- 22/34.3 Action- LB to create a Recovery Plan and circulate it to the Discipline Managers/ Chairmen for input.

22/35

Leadership Groups

- 22/35.1 i) To request feedback from ROC members on the Discipline Manager Guide
ROC members provided feedback on the Guide and once the edits are made it will be distributed to the Discipline Managers.
- 22/35.2 ii) Any questions from minutes from Leadership Groups
There were some edits required on some of the minutes. These will be sent to the appropriate manager to action. In future, the minutes will be circulated to members of ROC as soon as the minutes become available, rather than at the quarterly ROC meetings.
- Action- LB to ask Emma Winter to circulate discipline minutes once they have been signed off by the Discipline Manager.**
- 22/35.3 Members of the ROC asked if they could also have sight of the County Forum minutes.
- Action- LB to ask Emma Winter and Chris Vinter, Chair of the County Forum, to arrange for the minutes to be circulated to members of the ROC.**
- 22/35.4 iii) Future attendance of Discipline Managers to ROC
It was agreed that Discipline Managers would be invited to attend ROC meetings if they would like to share something with the Committee, but would not be required to attend the meetings.

22/36

Any other business

22/36.1 It was agreed SM will become the new ROC representative for Open Water.

22/37

Items for future agendas

22/37.1 Members of the ROC were asked to send IC any suggestions for future agenda items.

22/38

Confidential items

22/38.1 There were none.

22/39

Dates for future meetings

22/39.1 The next meeting is scheduled for 7th December 2022 via Zoom. LT asked that her apologies are recorded, as she is not able to attend on that date.

22/39.2 Further dates were agreed as Tuesday 28th March 2023, Wednesday 28th June 2023, Tuesday 26th September 2023, and Wednesday 13th December 2023.