

June Board Meeting Minutes

Wednesday 21st June 2023

7.30-9.00pm - By Zoom



In Attendance: Ian Cotton (*Chair, IC*), Keith Belton (*Finance Manager, KB*), Ian Mackenzie (*Director, IM*), Helen Stephens (*Director, HS*), Yvonne Stead (*Director, YS*), Joshua Devine (*Regional Manager, JD*)

Also in attendance: Claire Coleman (*SE Head of Development, CC*), Jo Stalley (*Regional Operations Officer, JS*) Emma Winter (*Regional Administrator, EW*)

REF	Draft Meeting Minutes
23/62	<p>Apologies and Introductions 23/62.01 – Everyone was welcomed to the meeting including Claire Coleman from Swim England to present on 23/64 and Jo and Emma who joined for this item. IC provided a overview of the strategy and the process in place with Regional Chairs reviewing a regional strategy template.</p>
23/63	<p>Declarations of conflicts of interest 23/63.01 – no declarations of interest made at the time of writing.</p>
23/64	<p>Aligning East Region Strategy to Swim England ‘Access Aquatics’ Strategy: <i>Claire Coleman attended to delivery overview of the plans/templates to support the development of a regional strategy.</i></p> <p>23/64.01 – IC provided an overview of the strategy and the process in place with Regional Chairs reviewing a regional strategy template.</p> <p>23/64.02 – CC provided a brief overview of the work Swim England have been doing on Access Aquatics and provided comparisons to other NGBs and Sport England in looking at a 10-year strategy for aquatics. There are three main strands to the strategy which are Capability, People, and Water – these are supported by financial robustness and the highest standards of governance and compliance - https://www.swimming.org/swimengland/swim-england-strategy/</p> <p>23/64.03 – A question was asked about “All aquatics deliverers will be enrolled on a nationally regulated scheme..” within the People strand and if this impacted volunteers or just employed staff. CC stated that full process for this is still under review, but Swim England are working with CIMSPA and the Institute of Swimming to review the various qualifications offered and how this information would be recorded.</p> <p>23/64.04 - There is a desire for Swim England and the eight regions to have greater alignment and collaboration, where appropriate, to better support our sport and capitalise on the joint resources through regional strategies.</p> <p>23/64.06 – As part of the process of supporting regions to align their strategies to Swim England, CC went through the key aims of the Swim England strategy to show which were felt to be “essential” and “optional” criteria for the region. The main focus for the regions will include a network of financially robust clubs, how clubs can further engage local communities, focus on talent systems and the athlete pathway for all disciplines.</p> <p>There was a discussion around the role of clubs and the region in terms of learn to swim. It is most likely this will be around Inspire to Try and Club Link programmes as well as supporting clubs build these links with pool operators.</p> <p>One of the main targets here is to increase the number of children leaving primary school being able to swim at least 25 metres – this will be mainly focussed on learn to swim and school swimming.</p> <p>23/64.07 – Within the ‘Water’ heading of the strategy, Swim England are looking for regions to support maintaining existing sport infrastructure within their localities, particularly in relation to the disciplines that require deep water.</p> <p>23/64.08 – All regions would have access to a template to produce their own strategy, branding and marketing on their strategies to ensure a visual alignment across all nine bodies. The template was briefly reviewed during the meeting and the region will receive the final version in due course. Regions will focus</p>

	<p>on strategy through to 2027 as agreed by Regional Chairs. Each region will also receive a data pack with various strands of information to highlight each region's needs.</p> <p>23/64.09 – Several questions were raised by the directors –</p> <p>23/64.09.01 – while Swim England are working with Counties on Governance we are not yet planning to take this to Counties at this time.</p> <p>23/64.09.02 – there is the opportunity to look at the age of facilities, but also consider the current state of these facilities in terms of how they have been maintained and/or refurbished.</p> <p>23/64.09.03 – the strategy references a 'Sports Pool' and this was confirmed to be a facility that can be accessed regularly by clubs and members</p> <p>23/64.10 – it was suggested that we look at a working group to drive the production of the strategy which could be agreed in due course.</p>
23/65	<p>Minutes of Previous Meeting:</p> <p>23/65.01 – There was a short discussion on the format of the minutes and it was agreed that IC and JD would revisit these going forward.</p> <p>23/65.02 – Minor errors were mentioned to items 23/53.03, 23/53.01, and 23/58.07 which were corrected.</p>
23/66	<p>Matters Arising:</p> <p>23/66.01 – IC apologised for sharing the incorrect version of the Matters Arising document. This would be updated fully for the next meeting.</p>
23/67	<p>Finance Update:</p> <p>23/67.01 – The monthly reports had been previously circulated and there were no specific issues of note.</p> <p>23/67.02 – A budget variation request had been received by the Finance Manager for an additional Time to Listen course at cost of £120. A query was raised on if we charge for this course, but it was believed that this was free to participants as this a course all Welfare Officers attend. This was agreed.</p> <p>23/67.03 – A further budget variation had been received by the Regional Manager in relation to Diving CPD with additional cost of £187.80. The training session will focus on rigging led by British Diving coach. This was also agreed.</p> <p>23/67.04 – Another budget variation was also received for Open Water in relation to the safety of the championships taking place next month. It had been necessary to pay for additional water safety staff due to less volunteers this year – this additional cost would be £1,617.20. It was agreed as the safety of the participants is paramount.</p>
23/68	<p>Safeguarding and Welfare Update:</p> <p>23/68.01 – All regions have now had an individual meeting with Jane Nickerson to discuss Welfare Officers for each region with some still electing to move forward with volunteers. A draft Job description has been shared with the National Safeguarding team for their comment and to ensure that it fits with the national roles. We are chasing a response.</p> <p>We have shared the details with London as a potential job share, and they are supportive of this option, but wish to explore potential funding from Swim England. IC is arranging further discussions with London so we can move forward with recruitment process.</p> <p>23/68.02 – It was asked if the intention was still for this role to replace the County Welfare Officer role as had previously been muted. This is very much the plan and Swim England are supportive of this. However, it was raised that counties would need to consider how they cover this role at county competitions and training camps.</p> <p>23/68.03 – There was a short discussion about the options if London decided not to join us in the job share for this role. If this was the case, we would consider a part-time option or consider job share with other regions, although the other region bordering East Region is East Midlands who are currently looking at continuing with volunteer role.</p>

	<p>23/68.04 – It was also asked about the thinking that the Regional Welfare Officer role could deliver Team Manager and Time to Listen training courses. It was felt that the role could support the delivery of current training if required.</p>
23/69	<p>Sport England Governance Code: 23/69.01 – It had been hoped to circulate the document showing the expectations for the regions for this meeting, but this has not yet been received by the Chairman. There has been a working group examining a Tier 2.5 for regions to work towards – this will sit between Swim England complying to Tier 3 and Counties to Tier 2. We will consider a working group to support compliance and implementation within the region.</p>
23/70	<p>Regional Manager Update:</p> <p>23/70.01 – a report had been circulated with the Board papers.</p> <p>23/70.02 – The potential change to the athlete bursary scheme is ongoing as requests have been made to other regions to confirm what schemes they may offer. It was also suggested that we look at coaching bursary scheme as well and also see if any hardship fund may be feasible. JD to produce update for next meeting.</p> <p>23/70.03 – It was requested that we look to increase the pay rates for support staff of regional development delivery and the new rates were agreed as £16.00 and £10.32.</p> <p>23/70.04 – A request had been received to financially support a staff member with volunteering at the World Para-Swimming Championships later this year. After some discussion, it was agreed that we would not support this activity – the directors are keen to support staff with their personal development but needs to be specific to the role they undertake. IC would contact staff member to inform them of decision.</p>
23/71	<p>Risk Register Update: 23/71.01 – There are no changes to report</p>
23/72	<p>Director / ROC Member Roles: 23/72.01 – The current overview of Director and ROC member roles supporting leadership groups was reviewed and it was agreed that YS would pick up support for the Swimming Officials group. This would also be reviewed at the next ROC meeting.</p>
23/73	<p>Diving – Host National Skills Final: 23/73.01 – A request had been received from the Diving Leadership Group (DLG) for the region to consider hosting the 2024 and 2025 Swim England Diving National Skills Finals. It was reported that the DLG did not take place last Thursday, but it was noted that last time we hosted the event we did make a profit.</p> <p>23/73.02 – After a short discussion where it was noted that Swim England provide £2000 of funding to support the host region, and also support with branding and management for the event. The Directors were supportive of the bid to host the finals and the DLG would be notified of this. IC would contact Diving Manager to confirm support.</p>
23/74	<p>Next Board Meeting: 23/74.01 - The next meeting is due to take place on 11th July 2023. Yvonne stated that potentially she would be dialling in remotely work commitments and travel.</p>
23/75	<p>Any Other Urgent Business 23/75.01 – Three athlete bursary scheme applications had been approved since the last meeting.</p> <p>23/75.02 – KB reported that Hastings Wade had been in contact to confirm that they are looking to retire later this year, and we will need to look at alternative independent examiners. He will begin this task and may explore options with London Region who also currently use Hastings Wade. KB would lead on looking at potential new independent examiners.</p> <p>23/75.03 - Close the meeting 21:35</p>