

## Regional Operations Committee

**Date:** Tuesday 28<sup>th</sup> March 2023

**Time:** 7.30 to 9.00pm

**Venue:** By Zoom

**In Attendance:** Ian Cotton: IM (*Regional Chair*), Keith Belton: KB (*Finance Manager*), Helen Stephens: HS (*Director/President 22/23*), Ian Mackenzie IM: (*Director*), Sheila Mackenzie: SM, Gerry Metcalf: GM, Lottie Thompson: LT, Stewart Murray SMu, Josh Devine: JD (*Regional Manager*)

<b>Minutes</b>	
1.	<p><b>Apologies and Chairman:</b></p> <p>1.1 Tom Baster could not attend 1.2 Stewart Murray joined the meeting from item 6.2.4.1</p>
2.	<p><b>Declarations of conflict of interest:</b></p> <p>2.1 No raised or conflicts noted</p>
3.	<p><b>Minutes:</b></p> <p>3.1 SM raised 22/45.2 STO is referred to twice, requires amendment to full – Swimming Officials Group 3.2 LT raised minutes to be published without zoom log in details 3.3 Minutes approved and ratified</p>
4.	<p><b>Matters Arising:</b></p> <p>4.1 Swimming Officials Leadership Group 4.2 LT, Diving Leadership Group meeting missed for June 15<sup>th</sup>, please can we include - JD</p>
5.	<p><b>Finance Update:</b></p> <p>5.1 KB opened the finance section asking for questions and thoughts on draft accounts shared. 5.2 KB updated the board that the independent examiner process is far smoother this year than previous years 5.3 LT queried sign of date 5.4 KB and IC informed that the 11<sup>th</sup> of April is the aim to sign off the accounts ahead of the AGM, but will hold an extraordinary Board meeting ahead of the AGM if required. 5.5 SM questioned the process for submission 5.5.1 KB detailed the process for approval of the finances to be printed and signed by the Chair and Independent Examiner, with one copy retained by the examiner, one by Ian and one submitted to companies house by the examiner 5.5.2 KB noted that he would also submit an additional set for the charities commission, however, this has a more generous timeline.</p>

6.	<p><b>Heart of Aquatics (HoA) – Swim England:</b></p> <p>6.1 IC provided an overview of the HoA documentation and how it has affected the strategy and the affect it may have on the Sport England funding submission.</p> <p>6.2 IC updated the board on the regional chairs meeting on the 27<sup>th</sup> March 2023. Swim England are building a new Safeguarding and Welfare team with nine roles within the team headed by Kevin Suckling.</p> <p>6.2.1 IC Swim England aim to deal with the identified able risk to a child concerns or issues directly with clubs and individuals as well as wider partners.</p> <p>6.2.2 IC Welfare will be dealt with the lower level club, poor practise issues that can be support through regions with potential new regional Welfare Officers taking more of a lead role. Discussion are in place to look at if this will be an employed role to better support regional members and counties. Should this structure come into place, it would negate the need for County Welfare Officers.</p> <p>6.2.3 IC confirmed that further discussions would take place between the Directors on how to progress the Welfare Role for the region.</p> <p>6.2.4 HS noted that the Sport Resolution recommends a panel to review and adjudicate on concerns and outcomes. Would there be a panel similar to this at a regional level?</p> <p>6.2.4.1 IC confirmed there would not be a need for a panel at regional level within the new structure. There is also now a new central tracking system in place for the Safeguarding team centrally, which will help provide better data for regions.</p> <p>6.2.5 SM queried that a clear process would be needed to help inform clubs, counties and regions, and when the implementation date would be.</p> <p>6.2.5.1 IC clarified that there would be clear flow charts and communication on the new structure and process, shared with all concerned. Further training would also be available for specific volunteers as well. No date is yet set for implementation, however, this is a priority for Swim England National at all levels</p> <p>6.2.6 JD questioned if the regional WO would be centrally or nationally employed</p> <p>6.2.6.1 IC Confirmed that employment of a regional WO would be covered at Board level.</p> <p>6.2.7 LT are Swim England currently on track with their timeline</p> <p>6.2.7.1 IC confirmed that the timeline set out is currently being met, with the launch of the new SE Safeguarding Refresher launched on the 27<sup>th</sup> March 2023 and that the HoA is only year one and this would be reviewed for 2024.</p>
7.	<p><b>Regional Development Opportunities:</b></p> <p>7.1 IC: provided an overview of the regional finances and that we are in a position to provide additional development opportunities. The floor was then opened for the ROC members to contribute ideas.</p> <p>7.2 GM asked on the attendance of the Discipline Managers Meeting</p> <p>7.3 IC noted we had five of eight managers in attendance</p> <p>7.4 HS: what were the ideas that came forward</p> <p>7.4.1 IC noted that the majority of ideas were related to IOS courses and better development for coaches. IC noted that LT had raised some cross discipline development days to help foster better relationships between athletes and help spread the cost.</p> <p>7.4.2 There were some concerns of staff number and Discipline Managers had requested work be done to explore better recruitment.</p> <p>7.5 LT: can there be better communications for presenters used by individual disciplines and she would happily share existing diving contacts.</p> <p><b>7.5.1 ACTION – JD and EW to develop regional directory of practitioners</b></p> <p>7.6 HS: What universities within the region run courses that could be useful to our disciplines, such as physiotherapy, nutrition.</p>

	<p>7.6.1 GM and LT agreed that this should be explored <b>ACTION – JD to explore and research universities within the region and add this to the directory above.</b></p> <p>7.6.2 SM asked if those disciplines who did not attend the manager meeting would be contacted</p> <p>7.6.2.1 IC confirmed that both he and JD were in contact with discipline managers to ensure all voices were heard.</p> <p>7.7 SMu noted that there is a good company (parents in sport), who could provide good workshops for development days to help engage parents.</p> <p>7.8 SMu also recommended Aimee Booker (nee. Willmott) on discussion on puberty</p> <p>7.8.1 LT agreed that this topic is import and could the staff team start to note and flag courses and workshops they see to Discipline Managers</p> <p>7.9 IC closed the item and advised that further ideas are welcomed and should be directed to himself and JD.</p>
8.	<p><b>Club Health Tracker:</b></p> <p>8.1 IC handed over to JD, who provided a brief overview of the regional uptake and initial results.</p> <p>8.2 JD updated that in round 2 we would be runner a regional incentive to help engage</p> <p>8.3 ACTION – JD and IC to follow up if this will be a rolling system in place or an annual</p> <p>8.4 HS, what is the benefit to clubs at this time for completing this</p> <p>8.4.1 IC: at this time we are unsure, but form the data thus far it is engaging those clubs who do seem to have concerns and problems and while we are not yet sure on the incentive, it presents a formal process to link directly with the central team</p> <p>8.5 KB if we have 24 completed and six red flags, this is a 25% concern.</p> <p>8.5.1 SMu noted that this was similar to the national responses as well, but that 24 is a very low number of returns regionally</p>
9.	<p><b>Leadership Groups:</b></p> <p>9.1 SM artistic swimming on 4<sup>th</sup> of March, meeting was called with two days to go, but SM was in Cardiff, so there was not ROC representation.</p> <p>9.1.1 IC will follow up with Artistic Swimming Manager to ensure meetings are called with responsible time lines.</p> <p>9.2 SMu – OW leadership was on 21<sup>st</sup> March, please can this be added to the list – <b>ACTION – JD to get EW to update</b></p>
10.	<p><b>Any other business:</b></p> <p>10.1 New regional records officer in place. Would the ROC like to continue printing certificates or should we move to a more digital process.</p> <p>10.1.2 LT requested insight into what this is and IC provided insight.</p> <p>10.1.3 GM do we still write to members who represent the country – IC yes this is still in place</p> <p>10.1.4 SM perhaps we could provide a presidential letter to each record breaker and then a digital certificate</p> <p>10.1.5 LT perhaps we have a digital certificate with the offer of a printed certificate if they wish.</p> <p>10.1.6 HS letters are limited in number but significant to those who receive them.</p> <p>10.1.7 GM who is the new records officer</p> <p>10.1.7.1 Louise Hughes from Hertfordshire has taken on the role</p> <p>10.2 GM noted that she sits on the Masters Leadership Group and the Manager was upset</p>

	<p>10.3 LT flagged a huge thank you to HS for attending East Region Diving Skills and that they had used a new SumUP card machine, which had a positive impact to the takings for the day.</p> <p>10.4 IC thanked everyone for their attendance and closed the meeting.</p>
11	<b>Confidential items</b>
12	<b>Dates for Future Meetings</b> The following dates are proposed for future meetings: Wednesday 28 <sup>th</sup> June 2023, Tuesday 26 <sup>th</sup> September 2023, Wednesday 13 <sup>th</sup> December 2023