

Swim England East Region
Minutes of the Regional Operations Committee Meeting
Tuesday 26th September 2023 at 7.30pm

Present	Ian Cotton (IC)	Chairman
	Keith Belton (KB)	Finance Manager
	Sheila Mackenzie (SM)	Elected Member
	Stewart Murray (SMu)	Elected Member
	Lottie Thompson (LT)	Elected Member
	Tom Baster (TB) – present for part of meeting	Elected Member

- 23.23 **Apologies**
- 23.23.1 Apologies were received from Gerry Metcalf (GM).
- 23.24 **Declarations of conflict of interest**
- 23.24.1 No conflicts were raised.
- 23.25 **Previous minutes**
- 23.25.1 The minutes of the previous meeting on 18th July 2023 were discussed and the following amendments were required –
- LG needs defining as Leadership Group
 - Correct the spelling of Sheila’s name
 - Josh Devine does not need to be included in apologies
- 23.26 **Matters arising**
- 23.26.1 There was an update on the current matters arising with following updates –
- 7.5.1 and 7.6.1 remain ongoing.
- 23.16 – Awards Panel have met and agreed award winners.
- 23.17.2 – regional calendar is in place. **IC will re-circulate link as SM had not received.**
- 23.17.3 – IC and SMu due to discuss role of Club Leadership Group and how this could link with County Forum.
- 23.26.2 SM raised that the March 2023 minutes needed amending to define STO in full – this was part of the December 2022 minutes as well. In addition, SM’s name needed correcting in March 2023 minutes. **IC to action.**
- 23.27 **Finance Update**
- 23.27.1 It came to light that the finance reports had not been circulated to members of the committee in recent months. **KB agreed to check with Jo Stalley and arrange for those not received to be shared.**
- 23.27.2 The process for plans and budgets is about to begin with the leadership groups and the timeline was shared. As part of the process, the next meeting would be brought forward by a week to allow the review of these budgets and plans. KB requested the support of the members of the committee to develop plans and budgets with the leadership groups they are involved. This was agreed.

- 23.27.3 SMu asked if it would be beneficial to invite the leadership group managers to the next meeting so they can be part of the discussions around the plans and budgets. This was agreed and **IC would arrange to invite them.**
- 23.28 **Regional Strategy**
- 23.28.1 The current documents to support the development of the regional strategy had been shared including strategic outcomes and SWOT analysis. The varied responses from various members to input in this was helpful.
- 23.28.2 A working group is using this and information received from Swim England to build picture of the current landscape which will form basis of future targets. The final document is due to be finalised over the next 4-6 weeks and will be shared with Swim England to produce the final formal document.
- 23.28.3 SMu asked about the relevance of showing the membership numbers from 2019. These were being used as a guide to see how the region can get back to the numbers and above as part of the strategy.
- 23.28.4 There was a discussion on the inclusion elements of the strategic outcomes, and how we can create and/or improve a welcoming environment. We will receive support and guidance from Swim England, and one focus will be on teaching and coaching workforce to help it reflect the local communities.
- 23.28.5 The targets set within the strategy will be aspirational and the document will be reviewed. It is intended to guide us to see how can impact and achieve the outcomes required.
- 23.29 **Terms of Reference Review**
- 23.29.1 The current Terms of Reference for the committee had been shared and discussions are taking place to ensure we can utilise the skills of the group to its fullest.
- 23.29.2 TB stated that there was significant expertise within the members of the committee, and he is concerned that the current guidelines only allow individuals to serve two terms. A key role of this committee is to help find volunteers who can go on to lead the region in 10 to 12 years times. It is an ongoing challenge to find the right volunteers who are willing to engage and support key roles within the region.
- 23.29.3 LT suggested that youth panels can help with succession planning, while SM feels we need to consider the best people who may be interested in being part of specific leadership groups / committees. If we can encourage volunteers to shadow and be mentored by those currently in roles, this will help them gain the experience to then take roles on in the future.
- 23.29.4 There was an acknowledgement that need to consider how the region is seen at county and club level so that we can encourage volunteers to come forward. **IC agreed to take this away as an action to review links with counties and clubs.**
- 23.29.5 Following the discussions, **LT agreed to take a more detailed look at the Terms of Reference and feedback to IC.**
- 23.30 **Regional Reset / Leadership Groups**
- 23.30.1 The directors are looking at a summary document to remind committees and leadership groups of the standard processes the region follows. This is also designed to show we can best support the leadership groups.
- 23.30.2 It was agreed that need to ensure administration support is given where required and they produce the minutes to keep records of meetings.
- 23.30.3 SMu stated that affiliation and accreditation is being handled well by Jo Stalley and so no real for additional support here. This means that there may be opportunity to merge County Forum and Club Leadership Group as long as clear the role the group will play. Clubs do not directly attend County Forum, but can possibly use county representatives to help us understand how we can better support clubs. **IC and SMu will follow further to discuss this in more detail and consider best way forward.**
- 23.31 **Club Health Tracker Incentive**

- 23.31.1 There was a discussion on the paper received about consideration for incentive for clubs to complete the health tracker during this second period of its release. It was felt that this is not appropriate at this time as there was hope more clubs would complete this time around as the timing of its release was more helpful to the majority of clubs. Those present agreed not to recommend an incentive.
- 23.32 **Leadership Group Minutes**
- 23.32.1 A query was raised in relation to the Club Leadership Group minutes from 20th July 2023 as to whether the club had been suspended. SMu reported that the club had provided the evidence in time and so no suspension had been required.
- 32.32.2 SM raised concern of Artistic Swimming Leadership Group and the number of cancelled meetings. They are being rearranged at short notice and so impacting on the attendance of members of the group. **IC agreed to raise with the staff to see how this could be improved and look at options to use the regional calendar and more formal meeting invites.**
- 23.33 **Any Other Business**
- 23.33.1 The members of the committee were informed that the interviews for the Regional Welfare Officer role were taking place tomorrow. The applications had been positive and so we hope to be able to appointment after the interview process.
- 23.34 **Confidential Items** – none.
- 23.35 The date of the next meeting was changed to Tuesday 5th December 2023 with the main focus being the leadership group plans and budgets.