

**Swim England East Region
Minutes of the County Forum Meeting
Tuesday 31st October 2023, 19:30 – 20:30**

In attendance:

Chris Vinter (CV)
Ian Cotton (IC)
Helen Stephens (HS)
Angela Eguakhide
Karen Woodhouse (KW)
Kevin Rumsey (KR)
Phil Pelling
Sheila Mackenzie (SM)
Joshua Devine (JD)

Chairman / Suffolk Secretary
Regional Chairman / Suffolk Chairman
Regional Director / Essex Swimming Manager
Essex Secretary
Norfolk Secretary
Norfolk Chairman
Bedfordshire Secretary
Hertfordshire Secretary
Regional Manager

Meeting Minutes

- 23/35 **Apologies, welcome and introductions:**
- 23/35.01 No formal apologies. CV welcomed Helen Stephens to the meeting, in attendance as one of the regions directors.
- 23/36 **Declarations of conflict of interest:**
- 23/36.01 No declarations of interest.
- 23/37 **Previous Minutes:**
- 23/37.01 SM raised concerns over the consistency of the layout of the minutes. In addition, SM had a number of amendments to make the previous minutes which she would share for these to be updated accordingly. These would then be recirculated.
- 23/37.02 It was also raised whether the County Forum minutes should be published on the website – this would be checked.
- 23/38 **Matters Arising:**
- 23/38.01 No matters arising from previous meeting.
- 23/39 **Regional Updates:**
- 23/39.01 IC provided an update on the regional fees for the next year which will remain unchanged.
- 23/39.02 IC informed the forum of the appointment of Fran Vesztröcy as the new employed Regional Welfare Officer and the contact details for Fran would be circulated to counties. The role is there to support all counties – both those with voluntary Welfare Officers in place or if they wished for Fran to listed in this role for the county.
- 23/39.03 AE asked that as this is a paid employee, would counties be able to utilise this resource, and would this come at a cost or be within the normal working hours? IC explained that there would be no charge for any county or club to access support from the Regional Welfare Officer.
- 23/39.04 PP asked about the hours of work as role part-time. JD provided overview of Fran’s working days with three set days of six hours and then six additional hours to account for out of hours contact and support with clubs.
- 23/39.05 CV asked about how the role would work with split of Essex clubs between East and London regions. AE explained that she envisaged it matching the existing split of clubs in London boroughs going through London and those outside falling within the East.
- 23/39.06

IC provided an update on the progress of the new regional strategy and the budget submission process for regional discipline leadership groups.

23/40

Matters raised by Counties:

23/40.01 – CV – New event licensing and reporting criteria

23/40.01.02 – SM – given current

23/40.01.03 – AE- process live on the 3rd of October, so it is only those event licensed from then that will be affected moving forward.

23/40.01.04 – IC – Leanne is leading on this at a national level, but she is also support counties with the national Team Manager, Coach and Chaperone Pass, which for those who do not charge, are not being provided a specific pass, but a generic, which Leanne is investigating and will hopefully have additional clarity in the coming weeks.

23/41

Role Region Can Play in supporting Counties and Clubs in 2024:

23/41.01

IC outlined the work being done on the strategy, disciplines and various work streams of the region, we are seeking ideas and suggestions on how the region can further support counties. Current work that will take place is;

- Quarterly update on affiliations and accreditations
- Reinstate a Regional Chairs Forum and a new Welfare Forum for our relevant club officers.

23/41.02

AE raised a question on mandatory attendance at workshops in relation to Club Affiliation for Club Chairs, Membership Officers and Club Welfare Officers. JD provided a brief update from Helen Weeks but IC and JD said they would investigate further and supply full update.

Please note the following information was received after the meeting -

“From November -

- *The Foundations of Inclusivity is part of the EDI addition to Swim Mark and Club Affiliation and will be mandatory from then but will be checked at time of renewal so some clubs may wait until their renewal in April / July etc.*
- *The Governance Workshop will be mandatory for Chairs and Welfare Officers*
- *Foundations of Inclusivity is a recommendation for Chairs, WO, Head Coach and whoever else it could be relevant to, as it is free.”*

23/42

Any other business:

23/42.01

PP requested contact with JD regarding and update on actions regarding Luton Diving Club. This will be followed up outside the meeting.

CV updated the forum on his intention to step down as the Chair of the Forum. AE thanked CV for his commitment and dedication to the group and for providing such a welcoming environment, which was echoed by the group.

23/42.02

AE requested an update on the repair works at Basildon 50m pool. IC had no update at present, but once information is available the relevant clubs, county and individuals will be involved in the discussions.

23/43

Confidential items

No confidential items raised.

23/44

Future meetings:

The next meeting will take place on 6th February 2024.