

Swim England East Region
Minutes of the County Forum Meeting
Tuesday 06th February, 2024, 19:30 – 20:30

In attendance:

Ian Cotton (IC)	Regional Chairman / Suffolk Chair
Chris Vinter (CV)	Suffolk Secretary
Angela Eguakhide (AE)	Essex Secretary
Karen Woodhouse (KW)	Norfolk Secretary
Kevin Rumsey (KR)	Norfolk Chairman
Brian Thompson (BT)	Hertfordshire Chairman
Sheila Mackenzie (SM)	Hertfordshire Secretary
Joshua Devine (JD)	Regional Manager

- 24/01 **Apologies, welcome and introductions:**
- 24/01.01 IC welcomed everyone to the meeting and noted that while we work to recruit a new chair for the County Forum he would Chair this evening's meeting.
- 24/01.02 Apologies were received from Jo Stalley (Beds), Phil Pelling (Beds) and Anna Rodwell (Cambs)
- 24/02 **Declarations of conflict of interest:**
- 24/02.01 No conflicts were recorded.
- 24/03 **Previous Minutes:**
- 24/03.01 SM raised the following queries on the minutes from the last meeting:
- 23.40 Matters Raised by Counties – needs to be re-written for clarity.
 - 23.41.01 – amend capital letters to reflect correct Club Chairs
- 24/04 **Matters Arising:**
- 24/04.01 There were no matters arising.
- 24/05 **Regional Updates:**
- 24/05.01 IC updated the forum that the Regional Strategy has been finalised and is with Swim England for the final production. This is due to be received shortly.
- 24/05.02 IC provided an update on the ongoing work of the Regional Welfare Officer (RWO), linking into the work of the National Welfare team and their reporting system. He also updated the Forum on the new Club Welfare Officer Forum that would be taking place every other month, hosted by the Regional Welfare Officer. He noted that this forum would be a safe space for Club Welfare Officer (CWO) to seek guidance and talk through any worries, as well as providing an opportunity to engage with wider partners such as Active Partnership Sport Welfare Officers and other invited guests.
- 24/05.03 SM requested confirmation that the County Officers would be invited directly, which was confirmed by IC.
- 24/05.04 CV raised a concern that the National Safeguarding and Welfare team did not initially seem open to the Regional Welfare Officer supporting the County. It was confirmed that the Club Development team are fully aware and the region will follow up if required.
- 24/05.05 The Annual General Meeting (AGM) will take place on 24th April 2024 and the roles requiring nominations will be advertised shortly via the regional website. Counties will be asked to confirm members of the Members Forum, based on the membership numbers of each County later this month.
- 24/05.06 The Annual Report for the region has been drafted and this will be circulated in due course to the appropriate bodies ahead of the AGM.
- 24/06 **County Updates:**
- 24/06.01 The counties were asked for an update on their progress with County Governance.
- BT – Hertfordshire have completed their Diversity and Inclusion Action Plan (DIAP) signed off with two risk assessments being reviewed, along with feedback received on the minutes from the last

- 24/06.02 Annual Council Meeting (ACM). The County had updated Online Membership System (OMS) and are in the process of uploading this work.
KR – Norfolk: New constitution has been agreed and they are working through their risk assessments, as well as completing the relevant Officers statements for the County. Huge thanks to Keith Belton and Chris Galer for the support provided.
- 24/06.03 AE – Essex: Progressing positively with their work, which is ongoing with all risk assessments and relevant policies being updated as required.
- 24/06.04 CV – Suffolk: Submitted their existing constitution, which has had no issues raised and are working to get their risk assessments finalised for submission. CV raised if there would be a revised deadline or if Counties would be permitted to work through this in their own time
- 24/06.05 IC requested that Counties please confirm their representatives to the Regional Disciplines Leadership Groups where applicable and the Leadership Group membership allows.

24/07

Club Affiliation and SwimMark Update:

- 24/07.01 IC noted that all regional clubs bar one has successfully moved through Club Affiliation and SwimMark this quarter. Jo Stalley will be contacting some clubs to see if they wish to move their affiliation forward as it is a very busy period for some clubs, and so they may prefer to complete the process at another time in the year.
- 24/07.02 Jo Stalley also asked that when counties are speaking to clubs please could they remind them to ensure that their officers are monitoring expiry dates for Disclosure and Barring Service (DBS) checks and Safeguarding training to reduce the number that expire – this is the main issue clubs have when completing Club Affiliation or SwimMark process.
- 24/07.03 JS also request if counties could remind clubs about the mandatory Chair and Welfare Forums that are now required by Swim England for both Club Affiliation and SwimMark.
- 24/07.04 IC updated the forum that information would be circulated tomorrow regarding the new review that is due to take place for SwimMark to ensure it is fit for purpose and supporting our clubs and membership in the best way possible.

24/08

Any other business:

- 24/08.01 BT raised a concern regarding the lack of communication from the Regional Swimming Leadership Group, who are not regularly circulating their minutes or significant updates. IC will raise this with the Swimming Manager.

24/09

Confidential items:

- 24/09.01 No confidential items raised.

24/10

Future meetings:

- 24/10.01
- 7th May 2024
 - 6th August 2024
 - 5th November 2024