

Swim England East Region
Minutes of the Joint Board of Directors
and Regional Operations Committee Meeting
13th August 2024

Present	Ian Mackenzie (IM)	Interim Chairman
	Keith Belton (KB)	Finance Director
	Helen Stephens (HS)	Director
	Tom Baster (TB)	Regional Operations Committee (ROC) Member
	Gerry Metcalf (GM)	ROC Member
	Stewart Murray (SMu)	ROC Member
	Lottie Thompson (LT)	ROC Member
	Sheila Mackenzie (SMA)	ROC Member

Also in attendance: James Salmon (JSa) Regional Manager

24/80		Apologies and introductions
	24/80.1	No apologies received.
24/81		Declarations of conflict of interest
	24/81.1	There were no declarations of conflict of interest.
24/82		Minutes of the last meeting
	24/82.1	The content of the minutes were approved. There were some spelling and grammatical errors which will be corrected before publishing.
	24/82.2	IM requested to be sent the minutes of the confidential item which was discussed at 9 th July meeting.
24/83		Matters arising
	24/83.1	The matters arising were updated.
24/84		Ratification of items agreed since 9th July 2024
	24/84.1	There had been an application for a variation to the Artistic Swimming budget due to the plan to attend the Regional Games and run four development days before this competition. This had been agreed.
	24/84.2	Another variation request to cover the cost of two Time to Listen courses had also been agreed.
	24/84.3	Both items were ratified.
24/85		Finance

24/85.1	The budget reports had been circulated with the agenda for this meeting.
24/85.2	<p>The region had hosted the National Skills final (Diving) on behalf of Swim England. A report was being prepared for submission to Swim England, but LT was still waiting for some invoices to come in before this can be completed. Swim England will then reimburse the region.</p> <p>LT predicts that there should be a surplus made from this event and proposed consideration of how this can be used this for the benefit of the region.</p> <p>The competition had been a great success in itself, as well as providing volunteer development and financial advantage. LT was thanked for all her work to deliver the event.</p>
24/85.3	Regarding the Open Water Championships, KB commented that the additional entries from the London Region and the fee charged will make up for the shortfall in East Region entries. The surplus showing was due to not all invoices being received yet, including the venue hire.
24/85.4	Applications for the Coaches ASCA Clinic bursary have been approved and paid. Three recent athlete bursary applications have been approved and paid.
24/85.5	<p>KB Informed the meeting that an anomaly had been found in the region's remuneration rates, where the region is paying more per hour in the day rate than in the hourly rate.</p> <p>Also assistant coaches should be being paid more than the minimum wage as they have to have a qualification for this role. KB proposed a new hourly rate based on the 2019 rates, increased in line with the minimum wage for both lead and assistant coach.</p> <p>KB proposed the removal the pay band for the Technical Specialist and Sport Sciences and replacing this with 'By Negotiation'.</p> <p>Although the assistant coach rate is incredibly low, there were no issues in getting coaches at that rate.</p> <p>It was pointed out that the rates are for coaches taking part in development activities, compensating them for their time. This rate is not equivalent to that paid to a coach to come and deliver a session at a club.</p> <p>IM stated that the regional rates should be benchmarked against those of the Swim England (SE) Talent Team.</p> <p>Action: IM to check SE rates</p>

24/86		Chairman, Board and President update
	24/86.1	The advert for Regional Chairman is now live on both the Swim England and regional websites. There was a delay in getting this out, so the closing date has been extended to 15 th September, so that the advert can be included in the September newsletter. It was requested that the advert is publicised in any way possible.
	24/86.2	<p>KB Informed the Board that three out of the four ROC members who had agreed to become Board members had returned the required information. He proposed the formal appointment of Stewart Murray, Gerry Metcalf, Tom Baster and Sheila Mackenzie as Directors of the company.</p> <p>This was agreed by all other Directors (IM declaring a conflict of interest).</p> <p>Stewart, Gerry and Tom will be registered as both Directors of Swim England East Region and charity trustees of Swim England East Region. Sheila will be registered as soon as her information is received back.</p>
	24/86.3	<p>The receipt of a nomination from someone who has not previously been a county president prompted discussion about the caveat that was in place for the regional president to have previously been a county president.</p> <p>The caveat was in place to stop numerous applications from nominees with no experience, but the caveat has not always been applied. What was important was finding the right person, and by applying the caveat the right person could be excluded.</p> <p>The Directors asked if the two candidates had completed a nomination form, and if they had been asked if they wanted to be considered.</p> <p>It was suggested that an advert is put on the website, with the application form, and that the two who have been nominated are made aware of this.</p> <p>Action: JSa to put advert on website. IM to contact the two nominated people.</p>
24/87		Risk register
	24/87.1	There are no changes to the risk register.
24/88		Regional Manager's report
	24/88.1	Although it had been planned to cover the workload created by Emma Winter's maternity leave, no action had been taken, and now there was an urgent need to provide cover. Having someone to produce the minutes would ease the workload.

		<p>JSa stated that it is planned to use someone to produce the minutes for the meetings. The meetings would be recorded and shared with them in a secure way. Someone has been identified and agreed to do this. It would be a temporary role.</p> <p>JSa confirmed that the person would be engaged as a casual worker, with the Swim England People Development department carrying out all necessary checks.</p> <p>TB requested that it was minuted that he would have preferred recruiting a graduate assistant. This had been discussed at the previous Board meeting.</p> <p>It was suggested that, in order to ensure the process is open, an advert, with clear job specifications, should be placed on the East Region website, for applications to be submitted.</p> <p>Action: JSa to put advert for a minute-taker on the website.</p>
	24/88.2	<p>There was concern about how Swim England Cambridgeshire could be planning to deliver County Championships when there is no executive in place. There was the issue of the finances, as well as the insurance cover, even if there was a team willing to organise the Championships.</p> <p>There had not been a chairman for a while, and this role had been covered by the secretary and treasurer. The secretary and treasurer now did not have enough time owing to other commitments.</p> <p>Contact has been made with the former secretary of Cambridgeshire who is still doing some of the work.</p> <p>There was discussion about the way forward, as athletes would be disadvantaged if no Championships could be held because of a lack of governance. A meeting needs to be held, ideally in September, perhaps with representatives from all clubs, or maybe as an open meeting for all members in Cambridgeshire.</p> <p>An online meeting would be preferable, starting at 11am to maximise attendance, on a date in September where there are no clashes on the meet calendar.</p> <p>It was decided that a Special General Meeting will be organised to attempt to sort the issues. IM would chair this, and would welcome attendance from the Directors as well as any input regarding the agenda.</p> <p>Action: JSa to contact Anna Rothwell, one of the former officers, and inform her of the planned meeting.</p> <p>Action: IM to contact Helen Weeks (Swim England) for guidance</p>

24/89		Any other business
	24/89.1	<p>An image of the proposed Past President pin was shared for approval. Being smaller and lighter, the new pin would be more practical for attachment to clothing.</p> <p>It could be decided at the next meeting whether the fixing is by a pin or by a bar.</p> <p>The new pins are not required until April 2025.</p>
	24/89.2	<p>JSa informed the Board that the regulations changed on August 1st 2024, and coaches and welfare officers for adult-only clubs now needed to be Disclosure and Barring Scheme (DBS) checked, but they could not use the free checks via Swim England. They need to use the standard gov.uk website and pay £18.</p> <p>The clubs have been informed via communication from SE and via the regional newsletter.</p> <p>If the region were to re-imburse the cost to these adult-only clubs, currently, in the region, there would only be a maximum of eight coaches and eight welfare officers who could claim this.</p> <p>SMu confirmed that SwimMark states that it is important that there is not a two-tiered approach to safeguarding, depending on whether adults or children are involved. A basic DBS check can be requested at gov.uk but there is no mention of costs.</p> <p>Action: JSa to confirm with Helen Weeks (SE) if adult-only club personnel are eligible for the no-cost DBS checks with SE.</p>
	24/89.3	<p>The minutes from the Leadership Group (LG) meetings should be sent to the Directors as they are issued.</p> <p>IM stated that if there is a minute-taker, then this person would support all meetings. LT was happy for this to include the Diving Leadership Group meetings.</p> <p>If the meeting is being recorded in order to produce minutes, JSa stated that a staff member would start the meeting and the recording, but control could then be handed over to the manager. The staff member would not have to stay for the duration of the meeting.</p> <p>It was confirmed that there is still a Director-representative for each LG meetings.</p> <p>There should be an agenda item concerning budgets for all LG meetings, and the budget report sent to each manager should be discussed, and any necessary amendments considered.</p>

		IM stated that the role of the ROC will be discussed at the next Board meeting.
	24/89.4	The Awards Panel membership was confirmed as the current President, the Past President and Helen Stephens. The Regional Manager also attended, but did not vote.
	24/89.5	<p>There had been no interest shown in fulfilling the role of Regional Chairman.</p> <p>TB stated that there had previously been discussion about the role being streamlined to make it more appealing. The advert states that the role is 16 hours per week and voluntary. TB felt that there was a need to redistribute some of the responsibilities to enable more people to cover the role, as it was unlikely that time commitment of this nature would be found.</p> <p>IM responded that in the time available it was not possible to reorganise the Chairman's role. It would be the first job of a new Chairman to redefine the post, a very difficult task because of the overlap of responsibilities and information sharing.</p>
24/90		Confidential items
	24/90.1	Confidential items discussed at the meeting were minuted separately.
24/91		Next meeting
	24/91.1	The next Board meeting is due to be held on Tuesday 10 th September 2024.