



**Swim England East Region**  
**Minutes of the Regional Operations Committee Meeting**  
**Wednesday 16<sup>th</sup> June, 2021**

<b>Present</b>	Joan Wheeler (JW)	Regional Chairman
	Keith Belton (KB)	Finance Director
	Ian Mackenzie (IM)	Director
	David Metcalf (DM)	Director
	Tom Baster (TB)	Independent Member
	Ian Cotton (IC)	Member Nominated Member
	Sheila Mackenzie (SMM)	Member Nominated Member
	Gerry Metcalf (GM)	Member Nominated Member
	Stewart Murray (SM)	Independent Member
	Lottie Thompson (LT)	Independent Member

**Also present;** George Wood (GW), Swim England Sport Development Director, and Leanne Brace (LB), Regional Development Manager.

- 21/01 Apologies**
- 21/01.1 All members were present.
- 21/02 Declarations of conflict of interest**
- 21/02.1 None were declared.
- 21/03 Finance**
- 21/03.1 Finance Briefing - Keith Belton, Finance Director reported on Finance. KB provided a summary of the bank accounts to date. He explained the Co-Op bank account for the old association will soon be closed. The new Santander bank account is yet to be opened due to a delay caused by the requirement of a face to face appointment.
- 21/03.2 The income from membership renewals had been around 30% down on this time last year. Expenditure on staff salaries was reduced due to the decision not to fill vacant posts.

- 21/03.3 Due to the current uncertainties, budgets have not been set for the disciplines, but as activity builds up, a budget will need to be agreed for each event.
- 21/03.4 Review of the Expenses Policy- KB reported that the Board had reviewed the existing Expenses Policy, in the light of reduced income and a similar review by Swim England. The Directors had decided that mileage should be reduced from 45p to 30p per mile, which was the rate currently used by the Diving Group. Changes to the subsistence allowances had also been agreed with lunch being reduced from £10 to £5 and evening meal from £20 to £15. Changes would take effect from 1<sup>st</sup> July. As regional staff were jointly employed with Swim England the Swim England Conditions of Service would continue to apply.
- 21/04** **Presentation from the Regional Development Manager**
- 21/04.1 Clubs- LB gave a presentation on the general status of East Region clubs. This included a graph showing the number of East Region clubs each year, against the number of SwimMark accredited clubs. A summary of the key struggles clubs were facing was given, along with detail of some of the successes clubs have had as an outcome of the pandemic.
- 21/04.2 Development- The presentation also looked at the development that had happened during lockdown, and then detailed some of the plans to start bringing back activity in the Region.
- 21/04.3 Competitions- The presentation concluded with a slide summarising some of the initial plans to return to competition in the Region. They were subject to budget approval, and the easing of the Government's restrictions.
- 21/05** **Swim England**
- 21/05.1 GW gave a presentation on the strategic challenges Swim England was facing, which included safeguarding, Stronger Affiliation, funding, and inclusion. Discussion followed on the under representation of groups from diverse backgrounds, and the challenges faced by schools to help get children swimming – especially post-pandemic.
- 21/05.2 GW explained that, as a result of reductions in income from membership, award sales and courses during the pandemic, Swim England had implemented reductions in expenditure including a 30% reduction in staffing. There were some positives, for example Swim England has been successful in accessing additional talent funding and bringing the DiSE (Diploma in Sporting Excellence) programme 'in-house', which is positive news.
- 21/06** **Governance**
- 21/06.1 JW circulated a report on Governance matters in advance of the meeting. The report summarised the main issues dealt with by the Board of Directors since the start of the calendar year.



- 21/06.2 In the discussion that followed it was clarified that the Board minutes were not published, but were sent to the Audit, Risk and Probity Committee for scrutiny. As they had only recently been finalised, the Terms of Reference for Leadership Groups were not currently on the website but would be published in due course.

## 21/07

### Awards

- 21/07.1 Summary of the Swim England Recognition Awards- LB provided detail on the National Recognition Awards Programme 2021, and explained that the Region will receive the nominations from the East Region members to select regional winners from. The regional winners will be selected mid-September. This year the nominations are based upon the theme Innovation and Inspiration, recognising the work that people have done to keep the clubs going during the pandemic.
- 21/07.2 Terms of Reference for the Awards Panel- The Terms of Reference (TOR) were circulated prior to the meeting and were noted.
- 21/07.3 ROC Appointments to the Awards Panel- As the membership of the Awards Panel included four representatives from the ROC, JW sought nominations. Ian Cotton, Gerry Metcalf, Stewart Murray, and Sheila Mackenzie were appointed.
- 21/07.4 IM reported that Sharyn Bord had been awarded the Swim England Harold Fern Award. The Committee congratulated Sharyn on the award and agreed that this was excellent news for Sharyn, the Region, and Diving.

## 21/08

### Leadership Groups

- 21/08.1 Terms of Reference for Leadership Groups- JW explained the TORs for the Leadership Groups were almost complete and had been standardised to include reference to working in partnership with Swim England and counties and compliance with regional policies.
- 21/08.2 ROC Representatives on Leadership Groups- As the ToRs for the Leadership Groups made provision for a ROC representative, the Board had reviewed former appointments. The suggested representatives for the Groups, circulated as a proposal in advance of the meeting, were approved. It was confirmed that if the ROC representative was unable to attend a meeting, a substitute ROC representative should be sought.
- 21/08.3 Minutes from Leadership Groups- Available minutes were circulated in advance of the meeting. It was noted that there was a numbering issue with the Diving Leadership Group minutes from 8<sup>th</sup> April. LB would correct this.

21/08.4 A question was asked about the county representatives on the Open Water Leadership Group. It was clarified that one county had found a replacement representative, and the other was aware of the vacancy.

21/08.5 It was noted that at the recent Water Polo Leadership Group, there were multiple representatives from the same club. As this was contrary to the ToR, IM would discuss this with the Water Polo Manager.

**21/09 Any other business**

21/09.1 There was no other business.

**21/10 Confidential items**

21/10.1 There were none.

**21/11 Next meeting**

21/11.1 The next meeting will take place on 20<sup>th</sup> September 2021. Further meetings are planned for 9<sup>th</sup> December 2021 and 10<sup>th</sup> March 2022. All meetings will start at 7.30pm and be held via Zoom.