



**Swim England East Region**  
**Minutes of the Regional Operations Committee (ROC) Meeting**  
**Thursday 10<sup>th</sup> March, 2022**

<b>Present</b>	Keith Belton (KB)	Finance Director
	Ian Mackenzie (IM)	Director
	Ian Cotton (IC)	Member Nominated Member
	Sheila Mackenzie (SMM)	Member Nominated Member
	Tom Baster (TB)	Independent Member
	Stewart Murray (SM)	Independent Member
	Lottie Thompson (LT)	Independent Member

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

**22/01 Apologies and Chairman**

- 22/01.1 Joan Wheeler, Regional Chairman (JW), David Metcalf, Director (DM) and Gerry Metcalf, Member Nominated Member (GM) all sent apologies prior to the meeting as they were out of the country.
- 22/01.2 KB chaired the meeting on behalf of JW.

**22/02 Declarations of conflict of interest**

- 22/02.1 There were none.

**22/03 Minutes**

- 22/03.1 The minutes were agreed to be an accurate record of the previous meeting, subject to spelling corrections.

**22/04 Matters arising**

- 22/04.1 21/26.3- LB would circulate the Artistic Swimming minutes when available. – Complete.
- 22/04.2 21/27.2 – Work is ongoing with the Risk Register, and being updated as required.
- 22/04.3 21/28.4 – TB raised an issue with the lack of places on the Senior Coach Programme nationally. Members of ROC agreed there should be more places available. JW agreed to pick this up with George Wood, Swim England Sport Development Director. GW provided an update at the meeting. There were 3

applications from the East Region for the last course, and all 3 were successful in gaining a place. The full (previously known as Level 2) Coach Course changed in 2018 to make it more applicable for the head coach role, with the Senior Coach course aimed at a higher level. GW was asked to check this was suitably mentioned in the advertisements of both courses. TB suggested there needed to be more opportunities to upskill as a coach outside of courses.

22/04.4 21/28.5- The Youth Advisory Panel vacancies had been advertised. The Panel's first meeting will be taking place in the coming weeks.

22/04.5 21/32.1- Members of the Members' Forum all now receive the Monthly Newsletter from the region which will provide a good understanding of events and updates. No further ideas have been received.

## 22/05

### Board report

22/05.1 i) To receive an update from the Chairman  
JW circulated a report with the meeting papers and KB invited questions from the members. The report summarised some of the main issues the Board had dealt with since the last ROC meeting.

22/05.2 It was clarified that the Trustees Report and the End of Year Accounts will be sent to the Audit, Risk and Probity Committee this week.

22/05.3 ii) Proposal to amend the Terms of Reference (TOR) for the Regional Operations Committee  
The Board has reviewed the TOR for the Regional Operations Committee. It is the Board's view that the current TOR in relation to the membership of the committee, is unnecessarily complicated and it is therefore proposed that the TOR be amended to allow for six elected Committee members, all being elected by the Members' Forum via nominations submitted to the Nominations Committee.

22/05.4 Members of the Regional Operations Committee voted and agreed to the proposed change to the TOR. There will now be a call for nominations for two elected Regional Operations Committee members, to be elected for terms of three years.

22/05.5 Dependent on the outcome of the vote on a change to the Articles, it is also intended to reduce the number of Directors on the ROC to three. This will give more independence to the Committee and reduce the workload for Directors.

## 22/06

### Swim England

22/06.1 GW gave a presentation on the 'Big Ticket Items' Swim England is working on. These included rising energy cost impact lobbying; tackling inequalities through place-based work with Sport England; welfare, and providing the support and guidance as required; finance, continuing to monitor the position of Swim England; and recruitment, to expand the services the Governing Body provides.

22/06.2 IM asked GW why counties and regions were yet to receive funds from membership renewals. GW agreed to look into this.

- 22/06.3 GW then described the Birmingham 2022 preparation and legacy work going on. He also covered in his presentation, information on coaching courses, Talent and Performance programmes progress, inclusion, and events.
- 22/06.4 The presentation concluded with an update on the governance of counties. There is a current lack of clarity nationally about the role of counties, and the governance associated with this. Swim England is doing some work during 2022 into the role of the county, and will include a focus on different disciplines within this.

**22/07 Report from the Regional Manager**

- 22/07.1 A table showing competition and development activity dates had been circulated with the agenda. LB provided detail on the events that had taken place, along with some of the plans staff have put in place for future activity.
- 22/07.2 LT and TB gave some further insight into activity for diving and swimming respectively. Questions were invited.
- 22/07.3 TB mentioned the National Open Water Championships are going to be quite late on this year into the Summer, and therefore the region should look at coach welfare, making sure clubs were considering coach wellbeing. LB would look into this.

**22/08 Finance**

- 22/08.1 A monthly budget report was circulated with the meeting papers. KB provided a summary of the finances. There were questions for KB on finance.

**22/09 Leadership Groups**

- 22/09.1 Minutes of the Leadership Group meetings that were available, were circulated with the meeting papers. There were no questions on any of the minutes.
- 22/09.2 DM is unable to attend the next Open Water Group Meeting on 5<sup>th</sup> April, and will therefore require a substitute to attend. IC agreed to attend on behalf of DM.

**22/10 Awards**

- 22/10.1 Members of the Regional Operations Committee were invited to nominate individuals for the Regional Pin awards. The link to nominate had previously been circulated to the Committee on the agenda.

**22/11 Any other business**

- 22/11.1 LT asked whether there were plans to ask the Discipline Managers to attend the Regional Operations Committee to allow questions to be answered directly. It was agreed the Board would look at this at a future meeting.
- 22/11.2 Members of the Committee would like to formally thank Joan Wheeler for all she has done for the region over the last 8+ years as Chairman. The region will be forever grateful for the progress in governance she has made during this time. The Committee wished her well in her future endeavours.

**22/12 Confidential items**

22/12.1 There were none.

**22/13 Next meeting**

22/13.1 The next meeting is scheduled for 16<sup>th</sup> June 2022. The meeting will start at 7.30pm and be held via Zoom. Further meetings are scheduled for 20<sup>th</sup> September, and 7<sup>th</sup> December 2022.