



Swim England East Region
Minutes of the Regional Operations Committee (ROC) Meeting
Tuesday 7th December, 2021

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

Also present; Leanne Brace (LB), Regional Development Manager.

21/23 Apologies

21/23.1 IM had sent apologies for lateness and joined the meeting during item 8, after attending a Swim England commitment.

21/24 Declarations of conflict of interest

21/24.1 LT, DM, and TB all declared a conflict of interest for item 8- plans and budgets 2022 in respect of their roles as discipline managers.

21/25 Minutes

21/25.1 The minutes were agreed to be an accurate record of the previous meeting.

21/26 Matters arising

21/26.1 21/17.3 – referencing ongoing issues with opening up a new bank account- KB has now resolved the issue by moving the remaining money into an alternative regional account, and consequently has now been able to formally close the previous association.

21/26.2 21/17.6 – LB will arrange for monthly budget reports to be sent to Regional Operations Committee members. This has been completed.

21/26.3 21/19.1 – Referenced that LB would circulate the Artistic Swimming minutes when available. They had become available on 1st December, and therefore would be circulated following this meeting as they were not attached to the papers.

21/27

Board report

- 21/27.1 i) To receive an update from the Chairman
JW circulated a report with the meeting papers and invited questions from the members. The report summarised some of the main issues the Board had dealt with since the last ROC meeting.
- 21/27.2 ii) Risk Management
A Risk Register was circulated with the meeting papers. JW explained the Register was a requirement of being an incorporated company and that the Board had produced the draft for comments. Members of ROC were invited to comment on the Register and suggest alterations. A few suggestions were noted, including the addition of a table of terms.
- 21/27.3 iii) Regional Pins
Regional Pins are used to recognise both the long service of volunteers in the region and outstanding contribution to the sport in the region. A report was circulated to the members of ROC to propose a variation to the existing criteria for both gold and silver pins.
- 21/27.4 The report included a recommendation for gold pins to be presented for long service to members of the Board, Regional Operations Committee, Audit Risk and Probity Committee, or in the role of manager or officer, with the discretion to award to other members of Leadership Groups who hold specific responsibilities.
- 21/27.5 The recommendations also proposed that silver pins be presented only to members who have given service to the region. It was proposed that a call for nominations is made to the Board, Committees and Leadership Groups annually in January, with the Awards Panel considering nominations, and awards announced at the AGM.
- 21/27.6 All recommendations in the report were approved.

21/28

Report from the Regional Manager

- 21/28.1 i) Disciplines
LB gave an update on the development events and competitions which had taken place since the last ROC meeting. There were no questions on the update.
- 21/28.2 ii) Teacher and Coach shortages
A report on teacher and coach shortages was circulated prior to the meeting. LB summarised to the Committee some ways in which the region could help with the issue and welcomed any further suggestions.
- 21/28.3 LT suggested the Helpers Course might help clubs in retaining older swimmers until they are old enough to attend a teaching/ coaching course. LB explained that this course was on hold at the moment due to a revamp, but would request an update on this from Swim England.



- 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 Director of Sports Development.
- 21/28.5 iv) Youth Advisory Panel
A report was circulated prior to the meeting which included detail about a Regional Youth Advisory Panel. The members of ROC were in favour of the idea, and the recommendation would be referred to Board to discuss further.
- 21/29 Finance**
- 21/29.1 A Detailed Summary Report was circulated with the meeting papers. There were no questions for the Regional Finance Manager.
- 21/30 Plans and budgets 2022**
- 21/30.1 LB introduced the item by reporting that Leadership Groups had found it challenging to produce plans and budgets during such an uncertain time, but that the region needed a basis to plan from. It was noted that the plans and budgets would need to be altered as Government restrictions changed and that the Directors would consider variation requests during the year.
- 21/30.2 Development activities and competitions were summarised for each discipline and questions were invited. KB explained a few alterations to submitted budgets that had been made prior to this ROC meeting.
- 21/30.3 Members of ROC noted the plans and budgets and were supportive of the proposals.
- 21/31 Leadership Groups**
- 21/31.1 Minutes of the Leadership Group meetings that were available, were circulated with the meeting papers. It was noted that the role title in the Diving minutes needs amending for IM. It was also noted that there was an error in the SOG minutes when referring to the point at which a member joined the meeting. These would be addressed.
- 21/32 Any other business**
- 21/32.1 IC raised whether Members of the Members' Forum should be receiving regular updates, and have wider engagement. It was agreed that JW would look into the possibility of inclusion of regular updates. LB would sign up the Members to the regional monthly newsletter. JW welcomed any ideas or suggestions others had on the matter.
- 21/33 Confidential items**
- 21/33.1 There were none.

21/34

Next meeting

21/34.1

The next meeting is scheduled for 10th March 2022. The meeting will start at 7.30pm and be held via Zoom.