

## Minutes of the Board of Directors

12<sup>th</sup> July 2022 at 7.30 pm

By Zoom

### Members Present:

Ian Cotton (IC)	Chairman
Ian Mackenzie (IM)	Director
David Metcalf (DM)	Director

### Also Present:

Leanne Brace (LB)	Regional Manager
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<b>22/78</b>		<b>Apologies</b>
	22/78.1	KB had sent his apologies at the previous meeting.
<b>22/79</b>		<b>Declarations of conflicts of interest</b>
	22/79.1	There were none.
<b>22/80</b>		<b>Minutes</b>
	22/80.1	The minutes of the meeting held on 14 <sup>th</sup> June 2022 were confirmed as a correct record of the meeting.
<b>22/81</b>		<b>Matters Arising</b>
	22/81.1	21/146.5 Website Performance LB shared an email from David Hutson, Apphut. After discussion, it was agreed that LB would arrange a meeting between David Hutson, KB, DM and LB to discuss potential improvements to the speed of downloads. The meeting has now taken place, and a new server has been recommended. Directors agreed to go ahead and make this move. Staff will also be undergoing a data cleanse on the back end of the site.  <b>ACTION- Website to be moved to a new server.</b>
	22/81.2	22/70.1 LB to look into expenditure for regional disability training days. Completed.
	22/81.3	22/70.3 KB to circulate forms round Directors to update signatories. Ongoing.
	22/81.4	22/75.1 LB to arrange for delivery of Long Service Pins. Completed.
<b>22/82</b>		<b>Items raised from ROC</b>
	22/82.1	i) <u>Can we make Regional Operations Committee (ROC) more meaningful?</u> At the last ROC meeting, members asked whether the role of the Committee could be reviewed as they were keen to get involved in the running of the region. This had

		<p>been referred to the Board for further discussion. Directors agreed that in order to get the best outcome for ROC, its members should be individually consulted on their views.</p> <p><b>ACTION- Survey to be produced and sent to members of ROC and the Directors.</b></p>
	22/82.2	<p>ii) <u>Discipline Manager attendance at ROC</u>  A question would be put to the ROC in the survey mentioned above, to find out if this would benefit the region. Further discussions could then take place. One option discussed was were managers attended for 30 minutes of the meeting.</p>
	22/82.3	<p>iii) <u>Regional Awards- Do we need an Awards Panel?</u>  As a panel has already been agreed for this year, the region would continue this year as planned. Dependant on the ROC survey feedback, the ROC may take on the role of the panel next year.</p>
	22/82.4	<p>iv) <u>Discipline minutes and sharing with ROC more regularly</u>  The Directors could see the benefit of circulating Leadership Group minutes to the ROC as they come in. This will be added to the survey to find out the views of the ROC representatives.</p>
<b>22/83</b>		<b>Finance</b>
	22/83.1	<p>i) <u>To discuss the budget reports for June</u>  There were no questions on the budget report.</p>
	22/83.2	<p>i) <u>To discuss any requests for variations to the Plans and Budgets 2022</u>  None had been submitted.</p>
<b>22/84</b>		<b>Regional Manager Report</b>
	22/84.1	LB had circulated a report prior to the meeting.
	22/84.2	<p>East Region Talent Camps 2022- 2026- Directors were happy with the proposals received from the Swim England talent team to alter the existing delivery format to encompass a season programme for both development, and long distance development.</p> <p><b>ACTION- LB to now discuss proposals with Swimming Manager and Open Water Manager.</b></p>
	22/84.3	Awards Panel- Directors ratified Gerry Metcalf be added to the list of panel members.
	22/84.5	<p>PAT testing- Directors are happy to LB to arrange a date at the store room for PAT testing to take place.</p> <p><b>ACTION- LB to arrange a PAT testing date.</b></p>
	22/84.6	<p>Staff training- LB had confirmed that Swim England Data Protection and Equality training is still not available despite being 'in progress' for 9 months now. Directors agreed for LB to investigate external training costs.</p> <p><b>ACTION- LB to look into training costs of Data Protection and equality.</b></p> <p><b>ACTION- Training delay to be added to the Risk Register.</b></p>
	22/84.7	<p>Stock insurance- LB had investigated quotes just prior to lockdown and then the decision was made to no longer have an office. After a discussion, Directors agreed to get some stock insurance.</p> <p><b>ACTION- LB to revisit stock insurance.</b></p>
<b>22/85</b>		<b>Discipline Manager Document</b>

	22/85.1	<p>Directors reviewed the 'How to Guide' that had been previously circulated. The reference to previous versions will be removed, and the reference to the regional accident report form needs to emphasise it is now online. The reference to gender data collection needs an explanation adding to explaining that gender is only required if it is relevant to the event.</p> <p>As KB was not on the call, and IM's signal was intermittent at this point, LB will circulate to ask for their feedback on the document.</p> <p><b>ACTION- LB to ask KB and IM for feedback on the document.</b></p>
<b>22/86</b>		<b>Regional Chairs Meeting</b>
	22/86.1	A meeting has not taken place since the last Board meeting although there is one coming up.
<b>22/87</b>		<b>President Elect</b>
	22/87.1	<p>As KB was unable to attend the meeting, it was agreed IC would circulate an email with the applications attached, asking Directors to vote.</p> <p><b>ACTION- IC to circulate email regarding the President Elect applications.</b></p>
<b>22/88</b>		<b>Swim England East Region Strategy</b>
	22/88.1	<p>It was agreed the strategy should be for a maximum of 2 years and that it should be referenced regularly. IC and LB will meet to discuss a survey to begin consultation.</p> <p><b>ACTION- IC and LB to meet to discuss a draft consultation survey.</b></p>
<b>22/89</b>		<b>Next Board Meeting</b>
	22/89.1	The next Board meeting is on the 9 <sup>th</sup> August at 7.30pm via zoom.
<b>22/90</b>		<b>Any Other Business</b>
	22/90.1	<p>DM suggested the region could publish an article on the East volunteers that are helping at the Commonwealth Games coming up.</p> <p><b>ACTION- LB to look into publishing an article on the commonwealth games volunteers from East region.</b></p>