

Swim England Group Board

Minutes of the meeting held on 18th July 2017

SportPark, Loughborough

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| Present: | Mike Farrar Lisa Wainwright Stuart Cain Simon Johnson Sue Smith Ian Mackenzie (phone) Bernard Simkins Keith Ashton Jane Nickerson Brian Havill | Chairman Senior Independent Member Independent Member Independent Member Independent Member SGB Representative SGB Representative SGB Representative Chief Executive Officer Chief Financial Officer |
| Staff: | Mike Thompson Ali Sibcy-Allen | Chief Commercial and Marketing Officer Senior Administration Officer |
| Invited: | Jeremy Beard Bruce Philips Adam Mason | haysmacintyre Altius Altius |

Min No:

1.1 Welcome and Announcements

1.1.1 The Chairman welcomed everyone to the meeting, introducing Sue Smith as the new Independent Member and Brian Havill as the newly appointed Chief Financial Officer.

1.2 Declarations of Interest

1.2.1 Jane Nickerson – Director, Swimming Times
Bernard Simkins – Director, Swimming Times
Ian Mackenzie – Director, Institute of Swimming, Spouse a member of the Rules Committee
Brian Havill – Director, Institute of Swimming and Interim Chair of Swimming Trust

1.3 Apologies

1.3.1 Richard Barnes and Damian Stevenson

1.4 Minutes of the Group Board Meeting held 23 May 2017

1.4.1 The Chairman highlighted that previous discussions surrounding the innovation fund had not been included and reiterated the Board's commitment to support potential projects in applying for funding. Simon Johnson was appointed to review requests for the use of this funding on behalf of the board.

The minutes had also not reflected the additional funds allocated to the Synchronised Swimming, Start Water Polo and Play Polo Programmes, supporting the Commonwealth Games team preparations and delivering the Swim England Health Commission health conference and reports.

The minutes were accepted.

1.5 Action Points from the Group Board Meeting held 23 May 2017

1.5.1 Min 34.1: New British Swimming CEO appointed to take up post in October. He has stated a willingness to ensure notifications to the HN's, with an understanding that it won't be possible at all times if there is a need for confidentiality. Additional information provided on the lower Swim England contribution to British Swimming with reduced Sport England funding highlighted along with Swim England having made staff redundancies.

1.5.2 Min 25.1.3: Incorporation briefing paper sent to regions.

1.5.3 Min 26.4.1: Letter sent to Tanni Grey-Thompson and moving ahead with action plan.

1.6 Update from the Sport Governing Board held 7/8 July 2017

1.6.1 An overview of the meeting was provided, with the Membership Review report being highlighted.

2.1 Chairman's Update

2.1.1 The Chairman recognised that the Board is currently in limbo due to the proposals for the new governance structure but that members should be proud of the following achievements:

- Health Commission work: a number of NGBs have tried to produce something similar but Swim England's is first to be so widely accepted and signed by the Chief Medical Officer. DCMS pleased that the report highlights mental wellbeing and social benefits and discussion with health organisations are ongoing.
- Demonstrating the Educational Benefits of Swimming in Adolescence: too early to say if exclusive to aquatic activities but could put us in a very strong position.
- Primary School Leavers Swimming: led by the Swim Group with Swim England leading the programme.

Moving forward, it was suggested it would be beneficial to focus on increasing consciousness around social mobility in sport as well as championing women's sport and the value of sport following Brexit.

The update concluded with the Chairman advising that Sport England are encouraging NGBs to consider all possible revenue streams to generate income for the future.

2.2 Chief Executive Report

2.2.1 The report was presented with additional information provided on the following areas:

- School Swimming Review: now launched to the education world with a group being set up to implement the recommendations.
- Health and Wellbeing Swimming Report: if it can be proven that the health benefits of swimming could save the NHS money there may be an option to secure additional funding for projects.

- Political Engagement: Not possible to set up the APPG before Parliamentary recess but numbers are nearly there and an AGM has been set for September.
- Sport England Governance Code: verbal confirmation received stating there is no problem with the plan and it will be signed off but funding cannot be received until this has happened.
- Facilities: Discussion ongoing with Myrtha Pools and Total Swimming in relation to putting pools in retail units.
- Shared Services: currently no appetite to buy into our services or to move to a shared service option but some interest demonstrated in buying our training offer.
- Charities Forum: more likely to be successful in bidding if the event is a project that HRH The Duke of Cambridge can join in with or it involves children.
- Synchronised Swimming: Kate Shortman has reached the solo free finals at the World Championships demonstrating notable improvement in her scores

2.3 Altius Presentation

2.3.1 Altius informed the Board of their approach and actions taken so far, the current position and the next steps. They also confirmed that the focus of the offered package is Learn to Swim.

2.4 KPI Dashboard

2.4.1 The dashboard was explained along with the underlying tracker. The Board agreed it was beneficial while recognising that as there is a lot of information it is important to monitor any amber / red items. It was agreed that identifying the direction of travel of the item from the previous quarter would be beneficial.

2.5 2017 – 2021 Income Strategy

2.5.1 An overview of the strategy was presented, with the Board asked to provide feedback. It was advised that included figures were conservative and the forecast is prudent.

Highlights from the supporting implementation plan were presented with recognition being given to the size and scope of facilities and the requirement for this to be a stand-alone project.

2.6 Incorporation

2.6.1 Confirmation was provided that the proposed amendments to Law 7.1 had been approved via email prior to the meeting.

The draft articles were presented with the advice that these will be submitted as part of the Charity Commission Application. Authorisation was given for the Chief Executive Officer, Chief Financial Officer and the two members of both the Group and Sport Governing Boards (Ian Mackenzie and Bernard Simkins) to sign the necessary documentation.

Discussions continued relating to the formation of the nominations committee for the Unitary Board should incorporation be approved. It was agreed that two independent members of the Group Board would be appointed to the committee along with a member from the Sport Governing Board, a representative of the Regional Chairs and an individual who is independent of the organisation to Chair

the committee. Agreement was given for the Chief Executive Officer and the Chief Financial Officer to approach potential independent Chairs for the committee.

2.7 Report from the Swimming Times Board Meeting held 28 June 2017

2.7.1 The minutes were provided with the advice that the meeting had focused on the future strategy of the Swimming Times. The statutory accounts were signed by the Board and management accounts for May were reviewed, further management accounts will be circulated to the Board at least quarterly.

2.8 Report from the Institute of Swimming Board Meeting held 7 July 2017

2.8.1 A short report was given with the recommendation that the IoS Managing Director is invited to a future Group Board meeting to present. It was confirmed the statutory accounts were signed by the Board.

2.9 Report from the Audit, Risk and Probity Committee held 28 June 2017

2.9.1 It was recognised that the Group Board and ARP Committee need to work closer together with the Chief Financial Officer and ARP Chair confirming remedial action will be taken to ensure this happens.

The key points highlighted during the audit were the lease of SportPark and the loan covenant, with discussions continuing on these areas.

The External Auditor added that the process had gone well with nothing of great concern transpiring. It was noted that they would welcome the opportunity to build the relationship with the Chair of the ARP Committee.

2.10 Statutory Accounts

2.10.1 Statutory accounts of subsidiary companies: the subsidiary accounts were presented with the advice that all accounts have been signed off by the relevant Board.

2.10.2 Consolidated statutory accounts: the accounts were presented and explained. Details were provided on the increase to senior management costs being a result of a combination of a number of staff now directly reporting into the Chief Executive Officer as well as the payment of redundancy monies. Further clarification was provided on the reasoning behind the Chief Executive Officer's and the Chief Financial Officer's salaries being included within Board Remuneration. It was stated that it is standard practice to include all members and indeed a legal requirement for incorporated companies. A request was made for staff salary bands to be included in the paper circulated to ACM delegates.

The Group Board confirmed they approved the accounts and they were signed by the Chairman and the Chief Financial Officer.

2.11 Legal Report

2.11.1 ACM Agenda: the agenda was noted.

2.11.2 Annual Child Safeguarding Report: the report was noted.

2.12 Health Commission Update

2.12.1 Postponed until September meeting.

2.13 Equality and Diversity

2.13.1 It was unanimously agreed to adopt the Commitment Statement.

The Advanced Equality Standards for Sport submission was considered with reference to whether the submission should be joint with British Swimming or independent. It was determined that, given British Swimming's current position, the documentation should be submitted for Swim England only with support provided to British Swimming when they submit.

- 3. AOB**
None.