

Swim England Group Board

Minutes of the meeting held on 5th September 2017

SportPark, Loughborough

Present:	Mike Farrar	Chairman
	Sue Smith	Independent Member
	Ian Mackenzie	SGB Representative
	Bernard Simkins	SGB Representative
	Keith Ashton	SGB Representative
	Jane Nickerson	Chief Executive Officer
	Brian Havill	Chief Financial Officer

Staff:	Mike Thompson	Chief Commercial and Marketing Officer
	Richard Barnes	Director of Legal
	Damian Stevenson	Insight and Partnership Director
	Ali Sibcy-Allen	Senior Administration Officer
	Sian Breen	Senior Administration Officer

Min No:

1.1 Welcome and Announcements

1.1.1 The Chairman welcomed everyone to the meeting.

1.2 Declarations of Interest

1.3 Apologies

1.3.1 Lisa Wainwright, Stuart Cain, Simon Johnson

1.4 Minutes of the Group Board Meeting held 18th July 2017

1.4.1 The minutes were accepted

1.5 Action Points from the Group Board Meeting held 18th July 2017

1.5.1 Min 2.4.1: KPI Dashboard - Included as part of agenda.

1.5.2 Min 2.6.1: Incorporation - Nominations Committee identified, now able to approach potential Chairs.

1.5.3 Min 2.10.2: Statutory Accounts – Staff salary bands will be sent out in Council Delegate Packs in October.

2.1 Chairman's Update

2.1.1 The Chairman highlighted that it had been a quiet period for the Board and discussions with the Executive recognise they are looking forward to Council.

It was noted that Sport England are encouraging NGBs to develop self-sustaining financial strategies which likely points to lower funding moving forwards.

It was confirmed there are processes in place for the recruitment of the potential new Board.

2.2 Chief Executive Report

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

- All-Party Parliamentary Group for Swimming: It's expected more than 30 people will attend the AGM and that Swim England will provide the secretariat role. It is possible that Open Water will be linked into the group.
- Commonwealth Games 2022: Cricket will no longer be included so there will be a push for this to be replaced by Diving.
- Sport England Outcomes and Targets: Following the request to provide more robust Equality and Diversity figures targets will be identified for April 2018 onwards to be added to the implementation plans. Further information has also been requested on influencing work by Strategic Partnerships.
- Training Tender: The tendering requirements and process were discussed in detail, with the Board agreeing a fully costed bid should be submitted at the first stage. It was agreed the costs should include the full cost of staff to complete the work to ensure that existing work programmes are not affected.

2.2.2 The Chief Executive provided information on the following items:

- Royal Visit: The Duke of Cambridge has scheduled a visit to Guinea Gap Leisure Centre, Wallasey which will include Wallasey Swimming Club, British Sub-Aqua Club and the English Schools Swimming Association, as he is patron of the three organisations.
- Play, Space Bid: Sport England have 19 bids to shortlist and we are looking to contact unsuccessful applicants to see if we can work with them.
- Facility Provision:
 - It was highlighted that there is the possibility of private builds leading to a saturation of empty LTS tanks which could lead to a shortage of community facilities and that we are looking at working with a partner to support clubs to build their own pools.
 - We are looking at various funding options to support private builds with partners and Sport England with a Swim England subsidiary possibly becoming an asset owner. A Full business proposal will be presented to the Board as this progresses.

2.2.3 The dashboard for Quarter 1 was presented and it was noted that of the 49 measures only four are currently red (more than 10% off target), with one having already been rectified. The dashboard was widely welcomed by the Board.

Further information was presented on the items rated red:

- Just Swim: Aggressive internal target for year 1 which matches Sport England's 4 year target. Measures identified to assist with increasing the current numbers. Currently no funding is received from usage of the app but there is the potential for this to change moving forwards.

- IoS Membership: A drop had been anticipated with pool operators providing insurance for their teachers. The target is to maintain the level of membership with initiatives to do this being considered.
- 11 – 15 year olds swimming weekly: The drop in numbers is reflective of the previous 4 year cycle. The target is ambitious but it is recognised there is more we can do and we need to give operators reasons to engage.
- Total Awards Sales: Recognised that this is affected by operators and their selling approach. A pilot scheme for parents to buy badges directly with a kickback to the operators was highlighted.

2.3 Finance Update

- 2.3.1 Management Accounts: Format clear and the explanations welcomed. Actual figures for membership were noted as being down against those budgeted, while IoS members were generally above budget. Other variances were low enough to not cause a significant issue.
- 2.3.2 Incorporation: A discussion relating to the timescales of the Unitary Board being formed, should incorporation be agreed, was held, along with the impact on other committees that report into the Boards and their constitution.
- 2.3.3 Loan Covenant: Solutions relating to the covenant were presented and the most preferable solution agreed.
- 2.3.4 Governance: It was proposed that exit interviews for current Board members who would not sit on the Unitary Board should be held. Recognition was given that Board members appraisals and an assessment of the Board's effectiveness would be completed in line with the organisation's policies.

2.4 Legal Update

- 2.4.1 The implications of the General Data Protection Regulations were discussed, focussing on safeguarding issues. An action plan has been drafted with policies and procedures being reviewed.

An audit of cybersecurity has already been completed by haysmacintyre resulting in seven recommendations, two of which remain as not fully addressed. On course with agreed timetable.

2.5 Marketing Update

- 2.5.1 The report was taken as read, with an update that all Swim Group agreements have been signed and filming conducted on 4th September. The first campaign is due to launch early October. Following their introduction at the previous meeting, it was noted that Altius are making progress and an updates will continue to be provided.

2.6 Insight and Partnerships

- 2.6.1 The report was taken as read. A request for a progress update on the Swimming Times following the focus groups was received.

Feedback was provided on the Awarding Body / Educator survey and the support provided to other departments completing surveys.

It was suggested that the Strategic Partnership team could look to engage with local planning departments as they could provide useful information to assist projects.

2.7 Health Commission Update

2.7.1 The update was deferred until the next meeting or, if incorporation is approved, an early meeting of the Unitary Board.

A brief update was provided where it was identified that the individuals who supported the development of the 'Benefits of Swimming' report are involved in delivering the recommendations and that there is the opportunity to continue engagement and raise the profile of the report.

Information was provided on the recent Tackling Inactivity workshop which had identified that Swim England were clearly knowledgeable on the topic. The model still needs development and should be considered as a key priority for the organisation.

3. AOB

3.1 Check to see if the Swim England Awards invitations have been distributed.