

Swim England Sport Governing Board

Minutes of the meeting held 19-20 January 2018

SportPark, Loughborough

Present:	Chris Bostock Kay Grimshaw Ian Mackenzie Brian Collis Bernard Simkins Neil Booth Ray Gordon Robert Margetts Roger Prior Pippa Jones Jane Nickerson	Chairman London Region East Region East Midlands Region West Midlands Region North West Region North East Region South West Region South East Region Sport Specialist Chief Executive Officer
Non-Voting:	Richard Whitehead	President (Friday only)
Staff:	Richard Barnes Brian Havill Emma Griffin George Wood Mike Thompson Alison Clowes Siân Breen	Director of Legal (Friday only) Chief Financial Officer (Friday and Saturday until 10.30am) Operations Director (Friday only) Sports Development Director Chief Commercial & Marketing Officer (Up to agenda item 4) Head of Media & Public Affairs (Up to agenda item 4) Senior Administration Officer

Min No:

1. **Welcome and Introductions**
 - 1.1 The Chairman welcomed everyone to the meeting.
2. **Apologies**
 - Liz Sykes
 - Mike Farrar
 - Barry Saunders
3. **Declarations of Interest**
 - Ian Mackenzie – The National Arena Swimming League
4. **Changes to Swimming Times**

4.1 An overview of the changes, and the reasons for these, were presented. Feedback on the first issue was provided by the Board. The performance of the magazine was discussed, with the 2018 forecast loss lower than budgeted due to reduced print costs and advertising performing better than expected. It was noted all but one company, who has been offered advertising space on the website, renewed their advertising contract with the updated magazine.

5. **Legal Update**

5.1 With regards to GDPR the Board was informed the Data Protection Bill is awaiting a further hearing in the Commons which is not expected until February. Work is ongoing for this to include a desired safeguarding amendment.

The Director of Legal confirmed the intention that initial GDPR guidance would be issued to clubs by the end of January, which would include signposting to the ICO's guidance for small organisations. The possibility of online training tools for volunteers is being reviewed.

A question was raised regarding individuals being required to update a great deal of information for online accounts. It was explained this was a requirement to bring historical account holders to the new system and was not related to GDPR requirements.

5.2 The proposed nominations to the British Swimming Judiciary were all accepted.

5.3 Due to the transition to the new structure it was agreed the 2018 Handbook would be in digital form only. It was noted there had only been a few changes to the Handbook and no changes had been made to the Judicial Regulations so the 2017 printed Handbook could still be used during 2018. A concern on the usability of the digital handbook's search facility was raised, with a request that potential improvements be investigated.

It was noted references to the new company do not need to be made until there is full transfer of power and responsibilities etc to the incorporated company. There was a request that guidance is issued with regards to this, including information on model constitutions.

6. **Finance**

6.1 Confirmation was provided that the November Management accounts showed very little change to the September and October accounts.

It was noted due to the changes required in incorporation, it will not be possible to have meaningful year on year comparisons for at least the next two years, which the CFO acknowledged as being normal for many sporting bodies on a permanent basis due to major event timings.

Property and the loan were highlighted as being the two greatest issues with incorporation and confirmation was provided that discussions will take place with the University and the bank respectively to ensure these are effectively transferred to the incorporated company.

It was noted the Regulations of the new incorporated charity need to be settled by the beginning of July and will then be agreed at the AGM.

The CFO further emphasised that the Board of the incorporated charity is not yet sufficiently established and that the Sport Governing Board and the Group Board should both continue at least until this point is reached.

7. **Final Quarter Fees Review**

7.1 The introduction of fees in the final quarter of the calendar year was stated as having led to a notable influx of new members in January. In order to address this a proposal was put to the Board that the fee for the October-December period be reduced to 50% starting from October 2018.

This was agreed by a Board vote:

- 10 in favour
- 1 abstention

8. **League Fees Paper**

8.1 It was explained that Howdens, the Swim England insurance broker, had deemed the three directly affiliated leagues could be provided with public liability insurance at no additional cost. The Board agreed this should take place and the leagues be included in the insurance renewals going forwarded.

8.2 The proposal to halt the distribution of direct affiliation fees amongst the Regions was passed:

- 9 in favour
- 1 abstention
- 1 against

9. **President and Vice-President Paper**

9.1 The decision was made that each President should be provided with a dated pin, to wear as appropriate for the occasion and their preference.

9.2 In collaboration with the Events department it was agreed the President should determine hospitality provision at competitions to understand if there would be a requirement to provide for any guests in the case where lunch and/or dinner for guests is not provided as part of the event.

9.3 It was established a President's job description would be too prescriptive, instead the Presidential Protocol should be circulated to Regions to assist in the selection of an appropriate individual.

9.4 The Board concluded a dress code policy for medal presenters would be difficult to enforce and occasionally unsuitable for those who were presenting. There was agreement the President was able to select individuals for medal ceremonies and a formal policy would be inappropriate for the sport.

10. **Qualifications guidance to teachers and coaches**

10.1 In response to the numerous queries received relating to insurance cover, the Board was presented with a paper on Coaching and Teaching in Clubs that had been approved by Swim England's insurers. It was stressed the paper did not change Swim England's position, rather provided emphasis on existing advice and guidance. Following approval by the Board the paper will be distributed among Swim England Officers and is then intended to be added to the Club Hub.

There was discussion around risk assessments and the funding of an online tool and app for coaches, funded by Howdens, was presented. A request to clarify the degree of risk assessment training in Teacher and Coach courses was raised.

11. **Chief Executive Officer Update**

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

- Curriculum Swimming and Water Safety: The next meeting takes place at the end of January and cost of resources will be a major focus.
- Commonwealth Games 2022: there have been discussions with Myrtha on the potential for a package pool deal. In addition, at a visit to the Myrtha factory, dialogue has taken place on a potential partnership to build a multi-functional pool. Land would be required for this project and the CEO acknowledged that successful delivery requires a specialist, and possibly a facility group. The chairman of the Group Board has agreed recruitment should begin for an individual on a short term contract.
- Dashboard: A query was raised with regards to the action Swim England is taking on falling Category 1 membership. It was explained that wherever possible those who have changed to a swim school model are contacted to ensure understanding of the ramifications. It was noted Regions often have better knowledge of such instances and could work with Swim England to educate clubs. There was agreement there is insufficient data to fully understand the scale of the issue and thus investigation is required.
- National Security: the CEO attended a security symposium and the changing requirements for sport was discussed.
- British Swimming: the CEO advised the MOU has been satisfactorily agreed with correct historical information now included.

12. **Actions arising from the meeting held 17 November 2017**

12.1 All actions were noted as being complete.

13. **Minutes of the meeting held 17 November 2017**

13.1 The Minutes were accepted.

14. **British Swimming Board Minutes 3-4 November 2017**

14.1 Discussions took place on the following minutes:

- 10.1.1 Culture Health Checks: Sport England will not be doing a similar initiative to that funded by UK Sport for British Swimming. However, UK Sport is investigating Health Checks for the three funded talent disciplines and further information is expected later in the year.
- 10.5.1 Glasgow 2018 Staff Engagement Programme: It was noted any Swim England involvement would have to be funded. An issue was also raised with regards to loss of senior volunteers to this event.
- 13.2.2 Marketing, Commercial and Events Strategy: Swim England will work with British Swimming to develop opportunities that provide benefits across the organisations.

14.2 Clarification was provided on the British Swimming AGM minutes whereby the UK Sport Governance Code had to be followed regarding Independent Members on the Nomination Group.

14.3 An update on the Swim England para-swimming appointments was provided.

15. **Policy for the appointment of the Jury of Appeal for ASA National Events**

15.1 The Board agreed that the policy was not fit for purpose and required review. It was noted the policy does not relate to Water Polo but should be discussed

with the other disciplines to determine whether one new policy could be applicable to all.

Action: Roger Prior to undertake redraft of policy in conjunction with all disciplines besides Water Polo.

16. **To note any decisions made by email between meetings**

16.1 None.

17. **Open discussion on the roles, responsibilities and structure of future sub committees**

17.1 Recommendations were sought from the Board on proposals to be put to the incorporated Board on future structure. The proposals from the Board will be taken forward as part of the consultation with the Group Board and Regional Chairs.

18. **Any Other Business**

18.1 The Board was asked whether they had any feedback to be raised at the next Swimming Management Group committee meeting regarding the licensing calendar. It was agreed that the Licensing panel had the authority to make changes as required.

18.2 It was noted Jenny Gray had been inducted into the Hall of Fame and a congratulatory letter will be sent from the Board.

18.3 There was discussion around posting on Social Media and it was confirmed there is a policy for Swim England staff but no specific document for volunteers.

19. **Date of Next Meeting**

The next meeting will be 16 – 17 March at SportPark.