

Amateur Swimming Association (Swim England) Limited Board Minutes

02 February 2022

Via Zoom

Present

Richard Hookway – RH (Chair)
Neil Booth- NB
Ali Breadon – AB
Barry Saunders – BS
Caroline Green – CG
Sarah Gregory - SG

Brian Havill – BWH
Aysha Kidwai – AK
Raj Kumar – RK
Jane Nickerson – JMN
Bernard Simkins – BS
Joan Wheeler - JW

Officers in attendance:

Julie Wileman - Administrator

Min No:

1. **Welcome & Apologies**

The Chair welcomed all members and introduced and welcomed Barry Sanders to the Board. It was noted that Ali Breadon would break from the meeting for a short period at 2.00pm due to work commitments.

2. **Declarations of interest**

No new declarations.

3. **Minutes of the meeting of the Board of Amateur Swimming Association (Swim England) Limited held 13 December 2021**

The Minutes were agreed as an accurate record of the meeting with the following clarifications and one amendment.

3.1 Item 2: NB will be technical operations manager for Swimming & Para Swimming rather than for the full Commonwealth Games.

3.2 Item 10.7: CG had offered to try to identify potential independent members with a legal background.

Action: CG

3.3 Item 8: It was agreed to amend this minute to make it clear that the Transgender Policy was not being removed as a policy but has been taken down from the website whilst a revised policy is being drafted. Minute to note that this is an extremely important and sensitive topic and careful consideration is being given to the re-drafting.

Action: RH

4. **Review of actions arising from the meeting held on 13 December 2021 to note progress**

4.1 Schedule to be updated to correct incorrect dates – 2021 should be 2022 in places.
Action: RH

4.2 Point 4 (Transgender policy) to be updated in line with point 3.3 above.

5. **Confirmation of decisions made by e-mail**

It was confirmed that there were no decisions made by email.

6. **Chairman's report**

6.1 The Chair advised the Board he will be attending a Sports & Recreation Alliance Chairs' meeting in the coming weeks. The last meeting had been postponed and therefore there is no update for the board.

6.2 The Chair reiterated comments regarding the importance of the Transgender policy and stated that sporting organisations across the globe are reviewing their policies and considering the complex issues of fairness at elite performance level and inclusion within the sport.

7. **CEO's report**

The paper was taken as read with the following updates:

7.1 We have now been invited by Sport England to start discussion on our next five year funding cycle which commences on 1st April 2022.

7.2 There is a Collaboratorium meeting on 1st March.

7.3 An offer has been made for the Water Polo Lead Officer and is awaiting confirmation of acceptance.

7.4 The British Swimming restructure is still ongoing and an update can be provided on request.

7.5 SportPark has now re-opened whilst retaining both the University and Swim England's Covid protocols. Blended working is the favoured model of most staff with some back in the office full time. Individual arrangements are in place, agreed with Heads of Department. Face to face meetings are also starting up but these are respectful of attendee's feelings and confidence levels.

7.6 Following the re-structure last year, there is now a need to recruit additional posts. Some posts, for example Digital, are hard to fill at present. Recruitment issues are following the pattern reported by all employers, regardless of sector. Board members suggested it may be worth contacting Universities or external short term placement agencies for support on digital posts.

7.7 JMN advised that we will be holding a team conference and team awards in the Autumn with a focus on re-engagement.

- 7.8 JMN confirmed that many NGBs are undertaking an audit by BDO as they are the appointed governance auditors by Sport England and have been commissioned to undertake these audits of all funded NGBs on a rotational basis.
- 7.9 JMN provided additional detail on the B2022 legacy project and assured members that specific targets are included in the implementation and delivery plans. There was a general feeling that it would be good to expand this work across the country. JMN explained that this funded work would provide us with an opportunity to test the success of all the different elements of it, and to see how it could be expanded to other areas providing funding is available.
- 7.10 NB updated the Board on the current position of the review of judicial processes. An initial meeting has taken place, with the next meeting planned for February which will allow for an update to the Board in March. The review has highlighted areas for improvement, including working with Safeguarding on definitions to give clarity to membership on Safeguarding thresholds. The Judicial Management Group are supportive of this review.
- 7.11 A formal case management system is needed to ensure complaints are tracked effectively.
- 7.12 There is work ongoing to move to a position whereby complaints are managed early by the Regions before escalation to the judicial office. It was agreed there is a need for training for both volunteers and staff. It was noted the Regional Chairs are supportive of this.
- 7.13 Other areas under review include:
- Confidentiality/transparency: looking at how and what areas can be shared whilst retaining confidentiality/data protection and what is needed in order to facilitate change.
- Language: Ensuring language used is less legalistic and is clear and transparent to the reader.
- 7.14 JMN updated the board on a current ongoing Safeguarding issue which is likely to attract some media coverage. JMN asked members to advise our Communications team if approached for comment. NB is attending meetings as Safeguarding lead on this issue and will update and feedback to the board as appropriate.

Action: NB

8. CFO's report

The papers were taken as read

- 8.1 BWH gave a summary of pre-issued papers. IoS & Award sales are near to 2019 level. Indications are that this will continue but too soon to say we are 'back to normal' due to only having a few months' figures. There have been significant expenditure savings which are largely Covid related; mostly due to cancellation of talent camps and business meetings and low recruitment.
- 8.2 Cash balance at end of January 2022 is similar to that at the end of 2021. Membership income closer to 2020 figure than 2021. (2020 membership was pre-Covid due to the timing of the collection of fees.)

8.3 BWH advised that he and JMN will be meeting with the University on Monday 7th Feb regarding dilapidation costs. BWH will update on outcome of this meeting if appropriate.

Action: BWH

8.4 **November 2021 abbreviated management accounts**
Furlough income split out by department as requested at last meeting.

8.5 **2022 Statutory accounts for old unincorporated ASA**
BWH noted that he would circulate updated accounts for agreement by email for he and RH (Chair) to sign on behalf of the Board.

Action: BWH

8.6 **BDO Update**
As per email to the Board in January, responses and timescales submitted early in New Year. Final report issued by BDO.

Progress on action points to be discussed at March Audit Committee, with report to the March board. BWH noted that as before he would update the board by email if appropriate.

Action: BWH

8.7 **Loans and reserves**
BWH proposed that the repayment of the Coronavirus Business Interruption Loan (CBIL) is deferred until either the Sport England grant from April 2022 is known or the SportPark re-sale of Floors 1 and 2 has been finalised. The meeting agreed. Board approval for the re-payment will be requested at the appropriate time.

Decision: Defer repayment of CBIL

9. **Committee/Working Group reports – meetings held since last meeting**

9.1 **Sports Operations Committee held 17th January 2022**

NB updated the board as follows:

9.1.1 Event planning for 2022 is under way and the event calendar will be similar to 2019. It was agreed that the calendar would be circulated to all Board members who are encouraged to attend events, ensuring coverage across all disciplines. Board members to advise which events they would like to attend. It was agreed that protocols for attendance at the events should be produced by SOC.

Action: NB

9.1.2 It was noted that 2 SOC committee members have completed their 4-year tenure and wish to stand down and therefore recruitment for vacant posts will be initiated.

9.1.3 Terms of Reference for the Rules Committee have been revised. The current members have advised they no longer wish to continue in this role. It has been agreed to wait until the new Director of Legal is in post and then determine the way forward.

9.1.4 Recruitment for Health & Safety committee – (this committee has been reformed to be fit for purpose to support H&S within sport rather than within the organisation) Terms of Reference (TOR) have been agreed. Job descriptions will be reviewed to ensure members are aware of the skills required.

9.2 **Regional Chairs' meeting held 31st January 2022**

JW updated the meeting on the following points:

- 9.1 CEO provided an update which was based on her board report.
- 9.2 CFO provided a report on finances, similar to that provided to the board.
- 9.3 The Group discussed the role of counties in relation to the relationship with regions. The East, London and South East regions will hold separate talks due to the geographical issues around split counties.
- 9.4 Some Chairs raised a concern that whilst there has been progress there is still a shortage of tutors and courses for some disciplines, especially water polo.
- 9.5 The Chairs were advised of the opportunity to nominate volunteers to be a member of the Commonwealth Games Queen's Baton Relay, Nomination is via an online process and closing date is 14th Feb. RH asked that GW send the link out to board.
Action: JMN

10. **Knowledge Sessions**

JMN presented the previously circulated paper.

- 10.1 The board approved the concept and agreed to send in thoughts regarding content, timings of sessions, etc. to JMN by Monday 7th February.
Action: All
- 10.2 It was agreed these sessions should be open to other volunteers and team members with the possibility of some closed sessions in board meetings.
- 10.3 JMN to finalise a schedule when responses have been received.
Action: JMN

11. **Anti-Racism Statement**

A revised statement based on previous feedback was put to the meeting. Further comments were made and a revised statement will be submitted for board approval in March.

Action: JMN

12. **Strategy Process and Timeline**

A briefing drafted by George Wood was considered by the board. The recommendations set out in the paper were agreed with the addition of more check in points for the board.

13. **2021 Membership Analysis**

The board reflected on the data presented and asked for the following additional information:

Data by age up to 18 years of age
Data covering the last 5 years.

JMN to provide this additional data by March.

Action: JMN

14. **Any other business**

14.1 There is a need to change the May Board meeting date and the draft May AGM date as the chair is out of the country. Doodle poll to be sent out.

Action: BWH

14.2 The chair closed the meeting by thanking all board members for the contribution and asking JMN to pass on thanks and congratulations to all team members for the massive amount of work being undertaken.

Action: JMN

Summary of Decisions made

Minute	Item	Decision
8.7	Loans and Reserves	Defer repayment of CBIL