

# Meeting of the Board of the Amateur Swimming Association (Swim England) Limited

1 February, 1pm

Zoom

## **Present:**

Richard Hookway – RH (Chair)  
Barry Saunders – BSa  
Brian Havill – BH  
Bernard Simkins – BSi  
Lois Jarvis – LJ  
Neil Booth – NB

Aysha Kidwai – AK  
Jane Nickerson – JMN  
Joan Wheeler – JW  
Katie Walcott – KW  
Ali Breadon – AB (*until item 9.9*)  
Caroline Green – CG

## **Apologies:**

Raj Kumar – RK

## **Officers in attendance:**

Hannah Foster (HF) – Executive Operations Manager

1. **Welcome and Apologies**
  - 1.1 RH welcome all to the meeting and outlined the agenda.
  - 1.2 It was noted that at the last meeting that RK sent apologies and specified he could not join today.
2. **Declarations of Interest**
  - 2.1 BSa and BSi continue to be Regional Directors and may have conflict in regards to any business related to the regions.
  - 2.2 There were no further declarations of interest.
3. **Minutes of the board meeting of ASA (Swim England) Ltd – 14 December 2022**
  - 3.1 In minute 16.1 of the 14<sup>th</sup> December 2022 meeting, The Board noted that Swim England were found compliant with all 33 points of the UKAD E-Net learn platform and this was signed off by UKAD for all the Aquatic sports.
  - 3.2 No further amendments and the minutes were approved as a true and accurate record.
4. **Actions arising from previous meetings – to note progress**
  - 4.1 Actions 69, 71, 75 are now complete.

- 4.2 Action 70 regarding committee schedule for 2023, the schedule is almost complete and will be checked and circulated by the end of February.
- 4.3 JMN discussed the progress of Action 72 in terms of Swim England Strategy Review. RH noted an adjustment to the date will be discussed later in the meeting.
- 4.4 Action 73 - Transgender Policy. Intention is to launch the policy and implementation plan around March for implementation on a date agreed with the Sport Operations Committee.

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

- 5.1 None.

## 6. **Chair's report**

- 6.0.1 RH gave a verbal report.

### 6.1 **Sport England/Sport Resolution Report**

- 6.1.1 Noted that we complied with the request of Sport England to respond to the Sport Resolutions report by 20<sup>th</sup> January.

- 6.1.2 RH and JMN confirmed meetings have been held with Tim Hollingsworth (Sport England CEO), regarding the report.

- 6.1.3 RH confirmed that the main concern posed by Sport England relates to the culture of the sport. However, it was noted that the Sport Resolutions recommendations were mainly centred on policies, processes and systems.

- 6.1.4 The meeting have had sight of the response and covering letter.

- 6.1.5 Highlighted that culture change might contradict with the focus on medal winning and competing against various other countries.

- 6.1.6 The board had a wide-ranging discussion on culture, safeguarding and welcomed the approach being taken by the Executive to produce an action plan.

### 6.2 **CEO Retirement**

- 6.2.1 RH advised the board that JMN had spoken to her last summer regarding her intention to retire at the end of 2023. To assist succession planning it was agreed that a long notice period would be preferable and therefore formal notice has now been submitted providing the organisation with 11 months to appoint a successor.

- 6.2.2 RH shared appreciation for the commitment and leadership of JMN and noted that she has had an extraordinary career and has been a brilliant leader as CEO.

- 6.2.3 JMN commented that swimming has been her entire life, it was a difficult decision and that there is a lot to do before end of year. Next steps will be making the SLT and rest of the staff aware and then sharing it with the wider sport.

- 6.2.4 RH noted the timing of the decision was to ensure there was enough time to find the right candidate for the future position.

- 6.2.5 Board members all shared their individual appreciation.

## 7. CEO's report

- 7.1 The report was taken as read.
- 7.2 JMN highlighted the lobbying work being undertaken by Swim England and partners to try to overturn the decision by the Government to exclude leisure from additional support on energy costs from April 2023.
- 7.3 JMN suggested that on an individual basis, to keep writing to MPs why pools should not close, with emphasis on the *why*, such as community isolation, people who cannot exercise elsewhere. It was stated that support is needed from as many people as possible to write in.
- 7.4 **Action: JMN to send template letters and key points to enable Board members to write to MPs.**
- 7.5 Noted that a commercial deal is nearing agreement and a decision is expected within the next two weeks. Discussions with two other brands are ongoing.
- 7.6 The contract with Vinix terminated at the end of January but under the terms of the contract, they will continue to negotiate on the leads they have brought forward.
- 7.7 The board agreed the recommendations of the CEO to extend the current contract for 2 months.
- 7.8 **Decision: The Board approved to roll over the Vinix contract for 2 months. Unanimous decision.**
- 7.9 JMN advised the Board that the Sport England Board are due to meet on 28<sup>th</sup> March. Our funding submission will be discussed at that meeting.
- 7.10 A meeting of the Home Country CEOs and British Swimming Interim CEO has taken place regarding the MOU between the Home Countries and British Swimming. Swim England have made it clear that we are not in a position to make proposal at present due to the uncertainty around Sport England funding. Subject to receiving funding at the same level, JMN recommended that we continue with the present system of paying 11% of our commercial surplus, awards income and membership income. It is further recommended that British Swimming pay the whole cost of running the British Swimming Water Polo and Artistic Swimming programme from April.
- 7.11 The Board noted a paper recommending that the launch of the strategy is deferred to May when we would know the level of Sport England funding.
- 7.12 **Decision: The Board approved a change in date of the launch of the strategy to May 2023.**
- 7.13 The Board discussed the current project focusing on development longer distance swimmers. The project has been discussed at the Swimming Leadership Group and will be sent to the Sport Operations Committee.

## 8. Director of Legal's report

- 8.0.1 The report was taken as read.

8.0.2 The Board discussed the issue of a shortage of “Friends” at present. It was agreed the process of identifying and training needs to be reviewed and all regions encouraged to comply.

## 8.1 **Welfare & Safeguarding**

8.1.1 The Board discussed the creation of the Supervisory Committee, in order to oversee implementation of the Sport Resolutions recommendations and any cultural changes.

8.1.2 It was proposed that the committee comprises of the following members:-

- (i) Independent member with experience in safeguarding and welfare or judicial processes (Chair)
- (ii) Independent member with experience in organisational culture or change management
- (iii) Swim England Chair
- (iv) Swim England Safeguarding Board Champion
- (v) Swim England Chief Executive Officer
- (vi) Member of Swim England’s Senior Leadership Team

8.1.3 Support was offered by CG to NB to draft the terms of reference for this committee.

## 8.2 **Sport Resolutions & CPSU**

8.2.1 It was confirmed that a response has been issued to Sport Resolutions.

8.2.2 LJ has set up a working group to implement the recommendations contained within the Sport Resolutions report. The group are working through the implementation plan to specific timescales. The group are meeting bi-weekly to work through action, provide updates and implement support where needed.

8.2.3 The Board reaffirmed their commitment to working on the cultural aspects of the sport and organisation, in addition to the policy and process recommendations, which are set out within the Sport Resolutions report.

8.2.4 Swim England has and will continue to consult and engage with experts in the field in order to help on this journey.

8.2.5 We have, and will continue to consult experts in the field.

8.2.6 The Board acknowledged the importance of engaging with our membership on this journey and supported the proposals of holding listening groups with a wider range of members in order to identify areas of good practice and understand where we fall short.

8.2.7 This listening and learning will help identify actions.

8.2.8 The Board supported this proposal and acknowledged the importance with a clear articulation of our values, which would help frame discussions.

8.2.9 It was agreed to start this process of club level and the importance of it being resourced adequately.

8.2.10 The Board offered their support in regards to additional resources where necessary.

8.2.11 A question was posed on the progress of boosting the team.

8.2.12 LJ responded by noting that we are currently working with People Development to try and resolve this and that discussions will be had around additional resources.

## 9. **CFO's report**

9.1 The report was taken as read.

9.2 BH noted it was a brief report for the time of year.

9.3 On track to meet the forecast.

9.4 Broke even in IoS in December, which is good as generally there is low activity in December.

9.5 In terms of the Membership income, we were accurate for 2022 and intend to be the same for 2023.

9.6 Not envisioning any issues for Year End audit.

9.7 Waiting for outcome of appeal on the Swim England Qualifications / IoS issue. Once the outcome has been received, we will decide then what action (if any) needs to be taken.

9.8 **Action: BH to send out draft accounts in March 2023.**

9.9 *AB left the meeting.*

9.10 A question was raised about the energy crisis in terms of the 2023 forecast.

9.11 BH responded by noting that historically there had only been one forecast a year as budgets had proved to be accurate. A likely reason for an early forecast in 2023 would be significant pool closures.

9.12 RH questioned that in the event of a deferral from Sport England, would a note need to be put in the accounts.

9.13 BH responded by highlighting that action had been taken such as a stop on recruitment. Accounts do disclose Sport England as a large risk, as only have Sport England funding guaranteed until 31 March 2023.

9.14 He added that in terms of stock levels, he was relaxed on the stock figure. A policy decision was made in 2020 to order a significant amount of stock from China in case of Covid19 impacted deliveries. There has also been a change of buying patterns, in terms of badges.

9.15 Stock is not perishable and the stock provision will be slightly down in December, and small monthly reductions should continue in 2023.

## 10. **2022 Membership Analysis**

10.1 The paper was taken as read.

10.2 The Board members accepted the report and there were no questions.

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

- 11.1 **Regional Chairs' Meeting held 28 November 2022**
- 11.1.1 RH gave an update.
- 11.1.2 Discussed strategy and has updated the group on safeguarding and welfare.
- 11.1.3 The group are engaging in conversations with counties.
- 11.2 **Institute of Swimming Board held 29 November 2022**
- 11.2.1 The meeting was reported on during the last Board meeting.
- 11.2.2 There was an SEQ sanction and this was reported on in the CFO report.
- 11.3 **Trading Board held 6 December 2022**
- 11.3.1 It was noted that the meeting was reported on during the last Board meeting.
- 11.4 **Audit, Risk & Probity Committee held 9 December 2022**
- 11.4.1 Confirmed that the minutes have been circulated and have been taken as read.
- 11.4.2 A member of this committee is on another safeguarding committee.
- 11.5 **Sport Operations Committee held 17 January 2023**
- 11.5.1 The minutes have been taken as read.
- 11.5.2 Confirmed that attention was drawn to discussion of strategy, which is to be imbedded into plans of leadership groups and was agreed to be led by staff.
- 11.5.3 JW and George Wood (Sport Development Director) have met individually by which common concerns were raised around succession planning.
- 11.5.4 Looked at Volunteer Sharing Policy and the need for this to be relaxed due to Covid19, but will be reviewed annually.
- 11.5.5 Growing trend from the leadership groups for national events to be nationally managed.
- 11.5.6 Agreed that there is capacity issue.
12. **Dates for next meetings**  
 Wednesday 15 March 2023 (In person)  
**AGM** – Monday 15 May (Zoom)  
 Wednesday 17 May 2023 (In person)  
 Wednesday 12 July 2023 (Zoom)  
 Wednesday 13 September 2023 (In person)  
 Wednesday 13 December 2023 (Zoom)
13. **Any other business**
- 13.1 RH checked with all members of the board and no other business was raised.

## Summary of Decisions made

Minute	Item	Decision
7.8	CEO's Report	Roll over contract for 2 months with POC from Vinix
7.12	CEO's Report	Launch date of strategy change to May 2023