

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

11 July, 1pm

Zoom

Present:

Richard Hookway – RH (Chair)
Barry Saunders – Bsa
Caroline Green – CG
Joan Wheeler – JW
Brian Havill – BH
Katie Walcott – KW

Aysha Kidwai – AK
Neil Booth – NB
Jane Nickerson – JMN
Bernard Simkins – BSi
Lois Jarvis – LJ
Raj Kumar – RK

Apologies:

Ali Breadon – AB

Officers in attendance:

Hannah Foster (Executive Operations Manager)
Kerry Watkiss (Head of Insight) – item 3 only
Ash Jones (Water Safety and Drowning Prevention Manager) – item 13 only

1. Welcome and apologies

- 1.1 RH welcomed the members to the meeting and outlined the agenda.
- 1.2 Apologies were received from AB (annual leave).

2. Declarations of interest

- 2.1 The Regional roles of Bsa and BSi were noted.
- 2.2 There were no further declarations of interest.

3. Listening Programme

- 3.1 RH welcomed Kerry Watkiss (KWa) to the meeting, who is the project lead for the Listening Programme.
- 3.2 KWa explained that the Listening Programme is an element within the Heart of Aquatics. An overview was provided, detailing the four aims of the programme: exploring current experiences, exploring past experiences, unveiling the community's hope for the future and people's view on Swim England.
- 3.3 Independent experts were appointed through a panel consisting of Senior Leadership Team members, KWa as Head of Insight, and Dr. Karen Gray as the representative from the Oversight Committee.

- 3.4 The Behavioural Architects were hired as a credible agency, to ensure the Listening Programme was independent and robust.
- 3.5 KWa detailed the proposal from the Behavioural Architects, the timelines and expectations of the project were shared with the Board.
- 3.6 British Swimming have been informed of the Listening Programme.
- 3.7 The Board had a discussion around supporting individuals both internally and externally following the publication of the report.
- 3.8 **Action: Swim England Board to hold a joint meeting with both the Oversight Committee and Behavioural Architects before publication of the report.**
- 3.9 The Chair thanked KWa for her time.
4. **Minutes of the board meeting of ASA (Swim England) Ltd – 17 May 2023**
- 4.1 There were no amendments and the minutes were taken as read and approved as a true and accurate record.
5. **Actions arising from previous meetings – to note progress**
- 5.1 Reference Action 07: An ongoing action whereby LJ is working with the Audit, Risk and Probity Committee and the Oversight Committee.
- 5.2 Reference Action 08: The CEO has received the first draft of the Commercial Strategy which is being further developed.
- 5.3 Reference Action 10: BH confirmed that training will be provided on the legal requirements for the Board during the next Board meeting in September.
- 5.4 Reference Action 14: ARP Compliance report: The Board agreed to discuss at a future meeting.
- 5.5 Reference Action 15: The schedule of policies has been circulated to ARP and recommendations have been provided.
- 5.6 Reference Action 16: Mostly complete, as awaiting one meeting with a Regional Chair, due to take place on 21 July.
6. **Confirmation of decisions made by e-mail**
- 6.1 None.
7. **Chair's report**
- 7.1 RH gave a verbal update.
- 7.2 In regards to the CEO recruitment process, the panel have had longlist and shortlist review meetings. Several weeks have been added to the timeline to expand the candidate pool. A total of six candidates have now been shortlisted.
- 7.3 RH stated that the first stage interview panel will consist of Phil Smith (Sport England), NB and JW. The second stage interview panel will consist of Tim Hollingsworth (Sport England), RH and AB.
8. **CEO's report**
- 8.1 The written report was taken as read and the CEO provided an update.

- 8.2 Sport England are working with DCMS on targets and metrics linked to the new government strategy, and it is likely a new method will be developed for evaluating partners' performance.
- 8.3 Swim England has registered to be considered for the Workforce Governance and Registration Scheme Project pilot.
- 8.4 The CEO acknowledged the successes of the Team Engagement Survey results. The response rate was 90%, and the overall satisfaction score was up by 1.45% to 80.21% in comparison to the previous year. A high engagement score for the organisation at 86.23%. It was noted that due to the horizontal structure of Swim England, the career progression and development area is always a concern to team members, in addition to the ability to switch off when taking time off work. It was highlighted that actions have been produced as a result of the survey and will be communicated and implemented.
- 8.5 Board members joined the Chair in congratulating the CEO for the staff survey results.
- 8.6 It was noted that the Government are not currently planning any legislation to regulate artificial intelligence, and consequently the Board discussed the ramifications of AI. The Board encouraged the Executive to consider introducing a Swim England policy regulating the use of AI in the workplace.
- 8.7 Commercially, Swim England are at contract point with the company discussed in prior meetings. Currently challenging one clause within the contract. The terms have not substantially changed as this has been approved by Board prior, it was agreed that there is no need to re-approve and that the CEO is authorised to sign the agreement providing there are no substantial changes to the terms.
- 8.8 British Swimming are planning to appoint a brand agency to develop a new brand which will move to become 'British Aquatics'.
- 8.9 Sport England reviews have been positive and they have agreed to pay the first 6 months of this year's funding.
- 8.10 Richard Wheeler is due to start the role as Director of Sport, at Loughborough University on 1 September taking over from John Steele.
9. **CFO's report**
- 9.1 The report was taken as read. BH gave an update.
- 9.2 Revenue costs are not envisaged to impact on the budget in 2023. It is unlikely that any major capital spend will take place this year but if this does prove to be the case, it will not be before proposals come to the Board for approval in the usual way.
- 9.3 The IoS have had an exceptionally good first five months and will prepare a forecast for the full year with their half year accounts. It is expected that Rebecca Cox and her team will achieve record profits given the growth in business.
- 9.4 There has been additional staffing costs as the safeguarding team has expanded.
- 9.5 In a good position financially, particularly given Sport England are to pay 50% of the annual grant.

10. **Director of Legal's report**

- 10.1 The report was taken as read. LJ provided an update.
- 10.2 A response was received from Sport England on 26 May. LJ is working to ensure proposals are proportionate to Swim England and accepted by Sport England. The Chair emphasised the importance of finding a resolution to the outstanding issues quickly, to enable a new Complaints policy to be agreed with Sport England and implemented. In addition, the Chair offered support to assist in discussing with Tim Hollingsworth (Sport England CEO) alongside Swim England CEO, if this was deemed beneficial.
- 10.3 Currently there are two safeguarding appeals in progress.
- 10.4 In terms of judicial processes, LJ notified the Board that there would be further changes to comply with the recommendations laid out within the Sport Resolutions report and we were working through the impact upon the regulations.
- 10.5 LJ proposed the change of Regulation 44.2 – for the Board to approve any changes of the judicial regulations going forward.
- 10.6 **Decision: The Board approved the change to the procedure and wording of the Regulation 44.2.**
- 10.7 The Board agreed for LJ to communicate the change of regulation to the Judicial Management Panel alongside NB.

11. **Safeguarding & Welfare report**

- 11.1 The report was taken as read. LJ provided an update.
- 11.2 Wavepower updates are being thoroughly developed, which is due for completion by the end of the year.
- 11.3 The development of the Adult Safeguarding Policy is continuing to be developed in collaboration with the Ann Craft Trust.
- 11.4 Work has commenced with pilot clubs who are utilising the case management system which Swim England use nationally. This allows clubs to log and record safeguarding and welfare matters, in addition to monitoring trends at club level.
- 11.5 The formal CPSU review meeting will take place with JMN, NB, LJ and Kevin Suckling (Head of Safeguarding and Welfare) and the Board will be advised once the meeting takes place.
- 11.6 The safeguarding team are continuing to work through the backlog of cases which were inherited. There are two open cases from 2018 and two from 2019 which have had additional delays due to Covid19 and prosecution delays.
- 11.7 The Board discussed and clarified the closure procedures for cases.

12. **Confirmation of National Reps for British Swimming AGM**

- 12.1 The CEO agreed the 3 Swim England members on British Swimming Board should hold all the votes on behalf of Swim England at the forthcoming British Swimming AGM.

12.2 **Decision: The Board unanimously agreed that the 3 Swim England members on British Swimming Board should hold all the votes on behalf of Swim England at the forthcoming British Swimming AGM.**

13. **Swim Safe & Water Safety**

13.1 The Chair welcomed Ash Jones (AJ) to the meeting.

13.2 The drowning and fatalities statistics were shared with the Board, and AJ explained the swim safe skills that are fundamental to users, and how they link to the Learn to Swim framework.

13.3 Statutory requirements and challenges at KS2 for school swimming were discussed.

13.4 AJ informed the Board of the current strategic activity including: advocacy and policy, the National water safety forum, and partnerships. Projects of delivery include: Inclusion 2024, Inspire 2022, and Swim Safe.

13.5 AJ explained the purpose is to half the number of primary school children unable to swim by making members, the community and the nation safer, whilst aligning with the Swim England strategy.

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

14.1 **Swim England Qualifications held 16 May 2023**

14.1.1 The paper was taken as read. There were no questions from the Board.

14.2 **Regional Chairs' held 5 June 2023**

14.2.1 The paper was taken as read. RH provided an update.

14.2.2 A safeguarding and welfare update was provided.

14.2.3 The Regional Chairs were informed of the current development of the Regional and County Governance Code Project.

14.2.4 A discussion took place on the alignment of National and Regional strategies.

14.2.5 The Board discussed the significance of EDI, specifically around club culture, and how clubs could engage with disassociated communities.

14.3 **Audit, Risk & Probity held 27 June 2023**

14.3.1 BSi provided a verbal update.

14.3.2 The Whistleblowing Policies are to be reviewed at the September ARP meeting.

14.3.3 The Business Continuity Plan has been developed and a Disaster Management Group has been set up.

14.3.4 Marie Cooper (People Development Director) updated ARP members about the people related strategic risks and the mitigations in place.

14.4 **Sport Operations Committee held 27 June 2023**

14.4.1 The paper was taken as read. JW provided an update.

14.4.2 There are potential changes in regulations to allow water polo athletes the opportunity to compete at a younger age.

- 14.4.3 There was reflection on the successes in artistic swimming and water polo in recent competitions, recognising the hard work and development that has taken place to achieve this.
- 14.4.4 The latest statistics continue to show Learn to Swim programmes face the issue of teacher shortages, especially with a growth in learn to swim.
- 14.5 **Oversight Committee held 6 July 2023**
- 14.5.1 NB gave a verbal update.
- 14.5.2 The terms of reference for the committee was discussed to provide an understanding of the relationship with the Board.
- 14.5.3 The Oversight Committee has requested to observe the Board to comprehend how it operates. This has been discussed with the Chair of the Board and agreed with RH.
- 14.5.4 The Sport Resolutions report took precedence within the meeting, with a presentation of the Listening Programme and the Heart of Aquatics action plan.
15. **Dates for next meetings**
British Swimming Board meeting with ASA Board: Friday 8 September 2023
(In person)
Wednesday 13 September 2023: 9am – 1pm (Zoom)
Tuesday 12 December 2023: 11am – 5pm (In person)
16. **Any other business**
- 16.1 None.

Summary of Decisions made

Minute	Item	Decision
10.6	Director of Legal's report	The Board approved the change to the procedure and wording of the Regulation 44.2.
12.2	Confirmation of National Reps for British Swimming AGM	The Board unanimously agreed that the 3 Swim England members on British Swimming Board should hold all the votes on behalf of Swim England at the forthcoming British Swimming AGM.