

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

13 September, 9am

Zoom

Present:

Richard Hookway – RH (Chair)	Aysha Kidwai – AK
Caroline Green – CG	Neil Booth – NB
Raj Kumar – RK	Jane Nickerson – JMN
Joan Wheeler – JW	Bernard Simkins – BSi
Brian Havill – BH	Lois Jarvis – LJ
Katie Walcott – KW (from item 8)	

Apologies:

Ali Breadon – AB
Barry Saunders - BSa

Officers in attendance:

Ali Sibcy-Allen (Operations Administration Manager)
Phil Brownlie (Head of Public Affairs, item 12)

Invited:

Andrea Chilton – Chair of Oversight Committee

1. **Welcome and apologies**

1.1 RH welcomed the members to the meeting and outlined the agenda before introducing Andrea Chilton (Chair of the Oversight Committee) to members as an observer of the meeting.

1.2 Apologies were received from AB and BSa.

2. **Declarations of interest**

2.1 The Regional roles of BSi, NB and JW were noted.

2.2 There were no further declarations of interest.

3. **Minutes of the board meeting of ASA (Swim England) Ltd – 11 July 2023**

3.1 There were no amendments and the minutes were taken as read and approved as a true and accurate record.

4. **Actions arising from previous meetings – to note progress**

4.1 Reference Action 07: An ongoing action whereby LJ is working with the Audit, Risk and Probity Committee and the Oversight Committee.

4.2 Reference Action 08: The draft commercial strategy was discussed and further work has been requested.

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

5.1 None.

6. **Chair's report**

6.1 RH provided a verbal update.

6.2 The joint meeting with British Swimming has enabled reflection of areas relevant to other Home Nations and British Swimming, recognizing the lack of distinction between organisations for those external to the sport.

6.3 Andy Salmon has been recruited as CEO. A six month notice period is in place with his current employer. JMN has agreed to extend her notice until end of February to assist with a handover. Thanks were extended to NB, JW and AB as well as Marie Cooper (MC, People Development Director) who have been heavily involved in the recruitment process.

7. **CEO's report**

7.1 The written report was taken as read with verbal updates provided.

7.2 British Swimming have started their Provisional Programme Planning (PPP) meetings with UK Sport to discuss the next cycle of funding.

7.3 The Swim England 'Don't Put a Cap on Swimming' campaign, linked to the Value of Swimming, will be launched on 14 September.

7.4 British Swimming are looking at a rebrand to align with World Aquatics. Consideration to be given by SE in due course.

7.5 British Swimming looking to work with the Home Nations on commercial rights and have drafted an MOU. JMN and RK to review content before forwarding to RH for approval.

7.6 Transgender policy launched 1 September alongside process for managing category challenges.

8. **CFO's report**

8.1 The report was taken as read with additional updates provided.

8.2 An increase in numbers learning to swim has positively impacted awards sales with a net commercial income projection for IOS for the full year now a record £1.2 million. Membership numbers are close to pre-pandemic levels, with income expected to better 2019 figures.

8.3 2024 budgets will be brought to the December meeting. The biggest issue is expected to be a flat income with high inflation.

8.4 Consideration should be given to ranking projects requiring investment following identification of priorities.

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

9.1 The report was taken as read. LJ provided further updates.

9.2 Sport England are satisfied with the action plan and the Complaints Policy, which is now live. The action plan is being worked through prior to the deadline of 31

March 2024.

- 9.3 The GDPR action plan is completed to ARP satisfaction. Reports to the ARP committee will now focus on data breaches and areas of concern with an annual report on the plan.
- 9.4 An update to the Oversight Committee TOR was requested to clarify their remit in challenging the Board. Following discussion, the Board approved the change.
- 9.5 One safeguarding appeal was successful while another remains ongoing. Additional appeals are in the pipeline.

10. **Safeguarding & Welfare report**

- 10.1 The report was taken as read. LJ provided an update.
- 10.2 Work on Wavepower updates is ongoing, completion is expected by the end of the year.
- 10.3 The development of an adult policy, working with the Ann Craft Trust, is underway and will be brought to Board following SLT approval.
- 10.4 Staffing levels have increased. Requirements are continuing to be reviewed. Recruitment is underway for a Talent Welfare Officer. A replacement National Safeguarding Officer and an additional Case Officer are to be requested.
- 10.5 Work is continuing with the regions on their individual proposals.
- 10.6 CPSU audit was held on 31 August. A lot of detail was provided to the CPSU, NSPCC and Sport England to demonstrate the changes and how they have been embedded. The formal response is expected shortly.
- 10.7 LJ confirmed plans are in place to provide further support for the team hearing disclosures. Further details to be provided in due course.
- 10.8 JMN thanked LJ and her team for the work completed prior to the CPSU audit. This was echoed by NB.
- 10.9 Clarity was provided on the timescales for closing cases, recognizing the scheduling of Case Management Groups may skew data in the report.
- 10.10 LJ updated on the establishment of the Home Countries safeguarding meeting, enabling the sharing of best practice and regulations.

11. **Policy Approvals**

- 11.1 SEF5013 Insurance Policy: Approved by the Board.
- 11.2 SEF5015 Fraud and other Financial Irregularities: Approved by the Board.
- 11.3 SEF5021 Donations and Gifts Policy: Approved by the Board.
- 11.4 Discussion considered how the policy would relate to volunteers. LJ to pick up with Emma Griffin (EG, Chief Operating Officer).
- 11.5 SEF2022 Subsistence and Entertaining: Approved by the Board.
- 11.6 SE1027 Equality, Diversity and Inclusion Policy: Approved by the Board.

11.7 LJ to pick up with MC regarding the tracking and reporting of issues.

11.8 DP9006 Retention of Personal Data Policy: Approved by the Board.

12. **Value of Swimming**

12.1 PB was introduced to the meeting.

12.2 An update on the Government sport and physical activity strategy was provided highlighting a synergy with the SE aims of tackling inactivity, integrity and sustainability. The strategy has a cross-Government approach with a taskforce created to support delivery.

12.3 An update was provided on the Value of Swimming report and the social value of aquatics as well as the direct savings for the NHS since the previous report in 2019.

12.4 The report will be launched on 18 September at a Houses of Parliament reception due to be attended by the Minister for Sport and an additional 150 attendees.

12.5 PB outlined the key aim of the Don't Put a Cap on Swimming campaign as being to deliver a network of sustainable pools and blue spaces.

12.6 Details of key activities and the corresponding dates were provided.

12.7 The Board conveyed their thanks to both PB and the team delivering the report.

13. **Listening Report Publication**

13.1 Details of key internal dates were proposed for agreement.

13.2 LJ advised The Behavioral Architects have cancelled the interim report session to avoid causing bias in their work. The Oversight Committee will continue to meet to review the interim report.

13.3 The Board agreed the proposed publication date.

13.4 Board members agreed that a presentation is expected on the final report and recommendations. LJ to feed back to EG and Kerry Watkiss (Head of Insight).

13.5 Talking points will be required for the Board prior to the report publication.

13.6 NB to discuss plans with EG for the Winter Meet.

14. **Dates for 2024 meetings**

14.1 Any issues with proposed dates should be reported to BWH.

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

14.1 **Regional Chairs' held 31 July 2023**

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

14.2 **Oversight Committee held 14 August 2023**

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

14.2.2 The Committee clarified where to access processes. Areas of the organization are to be asked to attend to respond to queries. There were no questions from the Board.

- 14.3 **Swim England Qualifications held 22 August 2023**
- 14.3.1 A verbal update was provided, with most of the information included in the CEO report. There were no questions from the Board.
- 14.4 **Audit, Risk and Probity Committee, held 4 September 2023**
- 14.4.1 BSi provided a verbal update.
- 14.4.2 MC attended to advise on staff training requirements.
- 14.4.3 Details of the audit tender process and key dates were provided.
- 14.4.4 BWH to review policies and determine those to be reviewed by ARP and those that would be better reviewed by a different committee.
- 14.4.5 There were no questions from the Board.
- 14.5 **Trading Board, held 7 September 2023**
- 14.5.1 RK provided a verbal update.
- 14.5.2 A meeting with RK and Rebecca Cox (Managing Director of the IOS and SE Director of Business Engagement) to discuss the re-focus of the commercial strategy is to be held to clarify priorities and funding sources.
- 14.5.3 There were no questions from the Board.
- 14.6 **Institute of Swimming Board, held 7 September 2023**
- 14.6.1 BWH provided a verbal update.
- 14.6.2 The financial situation is positive.
- 14.6.3 Details were provided of marketing initiatives.
- 14.6.4 There were no questions from the Board.
- 14.7 **Sport Operations Committee, held 12 September 2023**
- 14.7.1 JW provided a verbal update.
- 14.7.2 The proposal for a Club Junior membership was not supported and referred back for further work.
- 14.7.3 An update on safeguarding was received including information from a survey with junior club members.
- 14.7.4 Details of the listening exercise were presented.
- 14.7.5 BWH attended to present on historic and 2023 numbers and will be attending in November to discuss the 2024 budget.
- 14.7.6 There was approval to bring the Harold Fern and A. H. Turner awards into line with the National Awards. A paper will come to the Board if required.
- 14.7.7 The proposal for Affiliation for Third Party Organisations was approved which will strengthen safeguarding requirements for clubs in schools.
- 14.7.8 SOC appraisals are to be held w/c 18 September.

14.7.9 There were no questions from the Board.

14.8 **Report from Remuneration Committee**

14.8.1 RH provided a verbal update.

A 6% increase will be accounted into the 2024 budget to support salary increases. A meeting will be held in early 2024 to determine the actual amount based on benchmarking and for implementation from 1 April 2024.

There were no questions from the Board.

15. **Dates for next meetings**

Tuesday 12 December 2023: 1pm - 5pm (Zoom)

16. **Any other business**

16.1 None recorded.

Summary of Decisions made

Minute	Item	Decision
9.	Oversight Committee TORs	The proposed amend was approved.
11.	Policies	All presented policies were approved.