

**President: Dr Brian Armstrong**

**Minutes of the Regional Directors Meeting held on Wednesday 12<sup>th</sup> April 2023  
via Zoom, Commencing at 19.00.**

**Present:**

|             |    |                 |
|-------------|----|-----------------|
| C Robinson  | CR | Chair           |
| D Corbett   | DC | Cornwall        |
| R Downing   | RD | Devon           |
| A Smart     | AS | Dorset          |
| B Armstrong | BA | Gloucester      |
| M Coles     | MC | Somerset        |
| D Lee       | DL | Wiltshire       |
| G Pearce    | GP | Finance Officer |

**Apologies:**

|           |    |            |
|-----------|----|------------|
| P Robbins | PR | Vice Chair |
|-----------|----|------------|

**2023 / BM**

**10 Welcome and Introductions**

10.1 The Chair welcomed everyone to the meeting.

**11 Declarations of interest**

11.1 No declarations of interest raised.

**12 Minutes of 18<sup>th</sup> January 2023**

3.1 Acceptance proposed by DC, seconded by BA. Agreed unanimously as a true record.

**13 Matters arising from above minutes.**

13.1 None raised.

**14 Committee Minutes**

**14.1 Operations Committee**

14.1.1 February 2023 –

14.1.1.1 OP17.2 Jim Robinson to be new Finance Officer for WP

14.1.1.2 OP18.1 All now affiliated.

14.1.2 March 2023 –

14.1.2.1 OP33 – A big thank you to Jill Beard for presenting all of the FINA swimming updates. She did a brilliant job.

14.1.3 April 2023 –

14.1.3.1 OP 40.2 still about 2 clubs still awaiting refund as problems with checking bank details with the Lloyds banking app.

## **14.2 Finance Committee**

31<sup>st</sup> March – Minutes to follow but all included in the finance report – Appendix 1

## **14.3 Swimming Committee**

14.3.1 01/03/2023 – noted.

14.3.2 Officials 09/02/2023 – noted.

14.3.3 Masters 14/02/2023 - noted.

## **14.4 Water Polo Meeting**

14.4.1 AS asked for it to be noted that he was not invited to the meeting therefore he did not give apologies.

## **14.5 Artistic Swimming**

14.5.1 8/08/2022- noted.

14.5.2 09/01/2023 – noted.

14.5.3 0/03/2023 – noted but CR did state that 2d – Terms of Reference for the committee had been returned to them for discussion because of the proposed number of members. There are also a couple of other anomalies.

## **15 Finance Report**

15.1 Please see Appendix 1

15.2 Item 2 was agreed unanimously.

15.3 Item 3.1 was agreed unanimously.

15.4 Item 3.2 was agreed to follow up.

15.5 Item 3.3 was agreed unanimously.

15.6 Item 3.4 was agreed unanimously.

15.7 Item 3.5 was noted.

15.8 Item 4 was noted.

## **16 Safeguarding**

16.1 The Heart of Aquatics paper has been circulated to all Board members.

This has been followed up with a starting proposal from SE Safeguarding Director which has also been circulated for the Board to discuss.

It was agreed that this is the way we need to proceed but needs to be streamlined to suit the regional requirements. This will be followed up with any further updates from SE at our July meeting.

We will hold a separate session and invite Marion Britton and Jackie to also attend.

## **17 Governance**

17.1 Governance paper still to be discussed in detail.

17.2 SE Transgender Policy – launched 3<sup>rd</sup> April for implementation from 1<sup>st</sup> September 2023. The Chair recommended that all Board members sign up to one of the webinars on the subject. A discussion followed on the implications and requirements for competitions.

17.3 AGM 2024 will be held on 24/03/2024. A discussion followed on whether this would be face to face or on Zoom. It was unanimously decided that it should be held on Zoom but that the ceremonial part of the proceedings should take place in person – maybe in January at the County/ Welfare / Strategy weekend.

17.4 Regional Strategy – A paper was circulated from SE titled Aligning Regional and National Strategy. A discussion on the document followed. There will be a face-to-face meeting of all the Regions at Loughborough on 20<sup>th</sup> May.

It was decided that the Chair will attend together with Jackie Hilleard, Paul Robbins and Geoff Pearce.

- 17.5 Code of Conduct and Declaration of Interest forms have been circulated with the documents for this meeting. Please sign and return ASAP.
- 17.6 County / Welfare / Strategy Launch weekend is planned as a face-to-face meeting 6/7 January 2024 at Taunton. Please keep the date

**The next meeting will be face to face. Date to be confirmed.**

**The Chair thanked everyone for attending and closed the meeting.**

**Meeting closed 20.27**

## Appendix 1 Finance Officer's Report

This report covers the following:

### 1. Current Balances (as at 31<sup>st</sup> March)

| Table 1 – Current Balances as at 31/06/23 |                   |
|---|-------------------|
| Account                                   | Amount            |
| Business Account                          | 158,464.86        |
| BB INST Online                            | 250,595.79        |
| Development Account                       | 3,408.94          |
| <b>Total</b>                              | <b>412,469.59</b> |

### 2. Finance Policies

2.1 The region currently provides a range of sources of funding for claims. This includes the following:

- Swimming Committee Funding
- Development Funding
- Ray Clash Memorial Fund
- Regional Bursary

2.2 Information on all the above sources of funding is available on the Swim England South West website at <https://www.swimwest.org.uk/funding>

2.3 The current funding sources are summarised the Funding Matrix which I attached as Appendix 1. The website also includes a Section on post covid support.

2.4 It is proposed to make the following amendments.

**Swimming Committee Funding** – replace the wording, 'discrete gala' with '800/1500 events held as an independent session', in the conditions related to funding for distance events.

**Development Funding** – remove in its entirety as this fund is not being accessed.

**Ray Clash Memorial Fund** - retain.

**Regional Bursaries** – remove all references to 'clubs working towards SwimMark accreditation' so that funding is only available to those clubs that have achieved SwimMark accreditation and are maintaining this level.

- 2.5 The Section on Post Covid Support will be removed and the Funding Matrix will be updated accordingly.

### **3. Employment Costs**

- 3.1 Swim England have recently announced a pay increase of 3.5% from 1<sup>st</sup> April for Swim England appointed staff. This increase does not automatically apply to regionally appointed staff and would add approximately £1,964 to our annual staff costs or £1,473 in the financial year 2023 if applied in the region.

**It is recommended that the same increase is applied to regionally appointed staff with effect from 1<sup>st</sup> April.**

- 3.2 In addition, Swim England have completed the first phase of a new pay framework. The framework has been developed with external reward consultants Reward Connected, with a full pay policy developed. The framework follows a full job evaluation review of all core Swim England roles, with the pay position based on external market data.

- 3.3 It is appropriate that Swim England South West ensures that it's approach to pay follows the same principles as Swim England to ensure consistency and parity. The region should therefore undertake a review of the current roles and evaluate them using the framework developed for Swim England.

**It is recommended that the current roles are reviewed in conjunction with the role holders and evaluated using the Swim England framework.**

- 3.4 External consultancy costs, primarily for Safeguarding and SwimMark support are currently £15,600 per annum. The charge for these services has only been reviewed once since 2017 and annual increases have not been applied as they have for employees. The current rate no longer reflects the level of service provided or increased costs.

**It is recommended that the annual contract be increased by 10%. The full year effect will be £1,560 and the financial implication in 2023 will be £1,170 based on an effective date of 1<sup>st</sup> April.**

- 3.5 In addition to increasing employment costs the region should also start to make financial provision for additional costs related to increased Safeguarding and consultancy requirements related to strategy development during the remainder of 2023 and as part of the budget for 2024.

### **4. Membership Numbers**

4.1 The first payment for Affiliation Fees has been received. The total received was £75,786 compared to £70,394 at the same point in 2022. The following tables show a comparison of the composition of the membership between 2023 and 2022.

| <b>FEES 2023 - 1st PAYMENT (MARCH 2023)</b> |               |                       |                      |
|---|---------------|-----------------------|----------------------|
| <b>Category</b>                             | <b>Income</b> | <b>Fee per member</b> | <b>No of Members</b> |
| Club Train                                  | 25,972        | 3.15                  | 8,245                |
| Club Compete                                | 29,680        | 4.00                  | 7,420                |
| Club Support                                | 8,586         | 2.00                  | 4,293                |
| Club Fees                                   | 11,430        |                       |                      |
| Other Fees                                  | 119           |                       |                      |
|   | <b>75,786</b> |                       | <b>19,958</b>        |

| <b>FEES 2022 - 1st PAYMENT (MARCH 2022)</b> |               |                       |                      |
|---|---------------|-----------------------|----------------------|
| <b>Category</b>                             | <b>Income</b> | <b>Fee per member</b> | <b>No of Members</b> |
| Club Train                                  | 24,888        | 3.00                  | 8,296                |
| Club Compete                                | 26,358        | 3.75                  | 7,029                |
| Club Support                                | 8,042         | 2.00                  | 4,021                |
| Club Fees                                   | 11,050        |                       |                      |
| Other Fees                                  | 56            |                       |                      |
|   | <b>70,394</b> |                       | <b>19,346</b>        |

4.2 The final Affiliation Fees for 2022 were as shown below.

| <b>FINAL FEES 2022</b> |               |                       |                      |
|------------------------|---------------|-----------------------|----------------------|
| <b>Category</b>        | <b>Income</b> | <b>Fee per member</b> | <b>No of Members</b> |
| Club Train             | 32,650        | 3.00                  | 10,883               |
| Club Compete           | 29,865        | 3.75                  | 7,964                |
| Club Support           | 9,738         | 2.00                  | 4,869                |
| Club Fees              | 11,560        |                       |                      |
| Other Fees             | 762           |                       |                      |
|                        | <b>84,576</b> |                       | <b>23,716</b>        |