



President Bob Holman

Minutes of the Management Board Meeting held on Wednesday 10th July 2019 at the Regional Office Wellington commencing at 1830 hours

Present:

D C Flack	Chairman.
C Robinson	Finance Officer
R Downing	Vice Chair
Mr B Holman	President
C Elliott	Cornwall
C Trudgeon	Devon
A Smart	Dorset
K Smith	Gloucester County
G Cockill	Somerset
P Robbins	Wiltshire
R Margetts	Independent Board Member

Non-Voting:

Mr M Coles	President Elect
Mrs C Vickery	Administration Support

1. Welcome, introduction and apologies

The Chairman welcomed everyone to the meeting.
No apologies have been received.

2. Notice of AOB

Rob Margetts

National updates annual reports – link now available – DF to supply copy of the link to attach to the minutes.

Swimming Times – this is no longer in existence.

Colin Trudgeon expressed his concern about the lack of paper copies and the fact that everything is now on line.

SE National Skills competition in diving and what the cost was to the Region. Chris Robinson responded that the region received £2k from Swim England, CR has not received everything from the weekend yet but is not expecting a big outlay for it and the event had been previously budgeted for. Bob Holman attended the event as the Open Water event was cancelled, he stated that the day was extremely enjoyable and how the young people involved were brilliant.

Mike Coles has sent some information to the Chair which needs to be discussed later in the evening.

3. Declaration of Interest

Mrs C Robinson Item 8

4. Minutes of previous RMB meeting 22.05.2019

Minutes were checked page by page for accuracy.

Page 1 – Mike Coles to read President Elect not Vice President

Page 2 – Chris Elliott stated St Ives Bay should read Carbis Bay.

Page 2 – Update on Licencing issues – working party meeting held 10.07.2019 and a draft report is to go to the Swimming Committee – Consultation Paper at this point to be also sent to Stephanie Gadd and Lindsay Dunn.

Page 2 – From September 2019 Rob Margetts will be the Swimming Committee Finance Controller

Page 3 – no changes

Page 4 – Chris Elliott to give an update on GLL later in the meeting.

Matters arising – none.

5. Urgent matters as previously notified to the Chair

None stated

6. To note Discipline Committee minutes

All minutes which have come into the office have been circulated and also added to the website – Any feedback?

Synchro Synchro Officer – advert is out (Synchro will be the next discipline to be reviewed as to who does what and the job descriptions for the roles). Roger Downing stated Synchro nationally have put out a new paper regarding Terms of Operation – feedback on this has not been positive. Head Office to respond.

General Andy Smart asked if the plan was still to invite officers from the other disciplines to attend the Board meetings. The Chair responded that this was still the plan.

Swimming Rob Margetts informed the Board that the date change for Bank Holidays next May (2020) have all been confirmed – changed with the venues and detailed on the website.

Dates as follows: 25th April and 26th April 2020 Age Groups Millfield

2nd and 3rd May 2020 Age Groups Hengrove

8th 9th & 10th May 2020 Youths Plymouth Life Centre

This information will also be added to the Newsletter to inform as many as possible.

Ref Item 19.22 on the Swimming Committee minutes Keith Smith requested funding for equipment for GL1 –this was rejected and this decision was endorsed by the Board. Also Rob Margetts informed the Board that the venue for the FAST 5 has been moved to Millfield for 2020 due to the ongoing problems at GL1.

Coaches Committee and who sits on this committee – if changes are to be made this will require a Change of Rule as currently the composition of the committee does not have every county represented.

Rob Margetts would like to see the coaches from the top clubs on this committee. Discussion followed, Keith Smith expressed the distribution of information through networks is not working very well.

Wording proposed is to try to make it that each county has representation on this committee.

7. Data Protection – GDPR update

See attached document from Stacey Millett.

Photography Policy being created by Stacey and reviewed to hopefully have ready for September 2019. Roger Downing stated he has some concerns with wording and linking it with Wavepower.

Discussion followed – a common sense approach is required but also care in wording as this area is a minefield.

8. Recruitment of Regional Chairman

Paul Robbins informed the Board that he met with the candidate Chrissie Robinson and it has been recommended that Chrissie Robinson takes on this role. C Robinson has accepted this role. A handover period now needs to be sorted.

two proposals / options for the handover

Dave Flack will step down as Chair and offer support to C Robinson on 8thn September

OR Dave will remain in post for a further 6 months until March 2020 allowing C Robinson to finalise the accounts and during this 6 month period there will be a suitable handover/learning period. This would also allow integration and support to a new finance officer.

Discussion followed

Paul Robbins recommended Dave remain as Chair until March 2020 with collaboration between current Chair and Chair Elect. All in agreement

Dave Flack offered his congratulations to Chrissie Robinson and expressed how this change will provide continuity to the Region.

Paul Robbins expressed that every support will be given to Chrissie in her new role.

Dave thanked Paul and the team involved in this process.

Rob Margetts thanked Dave for the support offered for the changeover period.

9. Governance review structure, responsibility of Committees and sub Committees

This is an ongoing piece of work Roger Downing and Chrissie Robinson are

undertaking. First discipline reviewed was swimming. Templates of roles reviewed were circulated to the Board. Two remain outstanding – Lead Referee and Technical Director.

These Job descriptions are all living documents which need to be maintained and reviewed yearly to ensure no one person is doing too much. Any thoughts please advise Roger. Swimming Committee still need to finalise the roles.

Meet Manager Post is Vacant and urgently needs filling – please can all Board members feedback to counties and actively look to recruit.

Discussion followed regarding roles and responsibilities.

Roger and Chrissie to look at guidance for County Reps, the Role of the Board member and Board electees. Hopefully distribute the end of July beginning of August and finalise at September board meeting.

10. Regional Finance Officer Report

Finance sheet distributed to all members of the board and Chrissie R explained the details documented and that the accounts are currently with the examiners at present being finalised. Chrissie asked for emails with any queries or questions.

Chrissie also discussed with the accountants the clerical and secretarial allowances. It is the individuals' responsibility to declare income to HMRC. Across all disciplines the % of allowances needs to be the same and the proposal is that the claim is made on Expenses claim form and paid to the individual six months post ACM. C Robinson to write up a procedure and this will bring all disciplines in line and individuals will only be paid for doing one job- This will be presented to the Finance Committee and if agreed will then be presented at ACM.

Discussion followed – general feelings good idea.

Needs to be an agenda item on the ACM agenda.

Rob Margetts asked for each discipline to be named and sub committees within those committees to be made aware of entitlements. Expense is the word to use.

11. Report from Regional Chairman

Stacey Millett goes on maternity leave on 13.09.2019 – nationally this role is advertised to cover the maternity leave and it will be going onto the Regional website shortly. Panel of interviewees C Robinson, Swim England member of staff, Dave Flack and Stacey Millett.

The loan of £40K to Swim England has been made and we have had our first interest payment already.

Jackie Hilleard has asked the Chair to make the board aware of the following: **Nominations for National Awards** are low – please ask your counties to nominate.

Swim England Volunteers programme - gone out to the counties for 2019/2020 **Safeguarding & Time to Listen workshop** to be held here in the office 16.11.2019 – please promote.

Team Manager When Stacey goes on maternity leave we will be short of Team Manager 1& 2 presenters – if you know of anyone wishing to undertake this role please direct them to Jackie of the office.

The Team Manager course must come through the office to be arranged – 1st point of contact.

Chair of Para - Louise Johnson – Chair of Para is moving away from the area and has resigned from the post. Dave has thanked her for all her hard work and has asked her to contact him to arrange a meeting to discuss replacement. Ten days later and still nothing heard from her.

Rob Margetts asked what the National Officers were doing to support the Para group in our region. The Chair responded he would be in Loughborough next week and will be hoping to speak with Carl and Martin regarding the way forward.

The Summer Skills camp is happening 11th-17th August 2019 numbers are around 60 – post event the future of this will be discussed.

Open Water unfortunately have had to cancel their event due to low water temperature. Sue Dors has worked extremely hard to ensure decision didn't have too many repercussions to our OW swimmers and officials. Few negative comments received – but the Chair and Paul Robbins fully support the decision made by the Open Water committee and an alternative venue for a swim was found.

4 new dates have been circulated to officials for event in Weymouth late August to beginning of September to run the event.

Bob Holman has offered his full support to the event.

Rob Margetts feels the whole thing needs to be reviewed going forward look at lakes instead of the sea.

Results for the South West swimmers have been posted.

Welfare Officers Day Big thank you to all who attended the Welfare Officers day a few weeks ago – an excellent day which we need to run more of. A couple of the welfare officers on the day said they felt alone which is sad – the Chair reassured them we are all here to help. Perhaps Swim England could provide an aide memoire to assist them in their role. 38 attended – need to try and get counties to hold one of these days to ease the travelling.

12. Regional AGM update

AGM to be held on 08.09.2019 –

Volunteers' workshop running in the morning with national staff attending to launch the Volunteer Co-ordinator Role. National staff will be staying for the AGM – the Chair will perhaps ask them to speak.

If anyone wants anything added to the agenda please let the Chair know. The list of Board members requiring a room the night before was decided.

Change of Financial Year and ACM – what has been decided nationally – response Regions are split in their decisions of changing.

Chrissie Robinson feels the Finances should run in the calendar year and if this was decide the ACM could be March April time.

Proposal – change the Financial Year April 2020 – December 2020

Then January 2021 – December 2021

Rob Margetts proposed Chrissie Robinson 2nd – Vote 10 for and 1 against.

Annual Report Rob Margetts stated we need to look at how SE does their reports – reports need to be more current – hold an event, write a report and submit for posting on the website.

Firm data around this whole issue needs to be available in order to decide and

potentially a decision can be made on 07.09.19 to present to ACM on 08.09.19

GLL update received from Chris Elliott.

Water polo Mike Coles incident at 16 and under boys event – parent abused a referee – parent not a member of SE and SE requesting information regarding this parent – agreed that info cannot be given as not a member. Discussion followed.

Date of Next meeting Saturday 07.09.2019 3pm at the Holiday Inn.
Meeting closed 9.10 pm.

GDPR Board Update

- Each discipline has been created an area on BOX and the below invitations have been sent to the various people:

Discipline/Committee	Invite to	Invite Sent	Invite accepted
Club Development	Jackie Hilleard	April 2019	April 2019
SW School of Swimming Development	Paul Sartain Neil Harper	May 2019	May 2019
Disability/Para	Louise Johnson	May 2019	
Swimming	Chris Tremellen	May 2019	May 2019
Open Water	Virginia Pieria	May 2019	
Synchro	Mary Hooper	May 2019	June 2019
Water Polo	Mike Coles	May 2019	May 2019

- Finance area in BOX as discussed in RMB meeting May 2019 – spoken with the Finance Officer and this will be added in due course.
- Club Development area in Box was our trail area to check for any niggles or problems. All fully working and no issues reported
- Synchro have now uploaded their files.
- Photography and imagery policy has been created and is being reviewed between DF, RD, CR, CV, JH and SM. Should be ready for board approval in the September meeting.
- Social media policy is being put together at the moment.

No current problems regarding GDPR in the Region as far as I am aware.