



President Paul Robbins

Minutes of the Management Board Meeting held on Saturday 15<sup>th</sup> September 2018 at the Holiday Inn Taunton commencing at 1500 hours

**Present:**

D C Flack	Chairman
P Robbins	President/Wiltshire
C Robinson	Finance Officer
R Downing	Vice Chair/Devon
A Smart	Dorset
G Cockill	Somerset
K Smith	Gloucester County

**Non-Voting:**

Mr B Holman	President Elect
Mrs Y Stead	Club Development Officer
Mrs M Britton	Regional Welfare Officer
Mrs C Vickery	Administration Support

**1. Welcome, introduction and apologies**

The Chairman welcomed everyone to the meeting with a special welcome to Marion Britton the welfare officer for the Region, Bob Holman President Elect and Yvonne Stead.

The following apologies were received: Chris Elliott & Robert Margetts

**2. Notice of AOB**

Regional Licencing & possible Safeguarding issue (discussed in Marion's section) – Roger Downing  
Funding – Paul Robbins

### 3. Declaration of Interest

David Flack and Roger Downing regarding Chair and Vice Chair roles – succession planning.

### 4. Minutes of previous RMB

GDPR update – Chair to present update later in the meeting.

Para swimming update – Yvonne Stead to present later in the meeting.

Vice Chair – Regional Constitutions – unincorporated constitution now on the website and at some stage our Regional Constitution will need amending.

Minutes of the previous RMB were agreed as accurate.

### 5. Matters arising not on the agenda

None

### 6. To note Discipline Committee minutes

Nothing to add

### 7. GDPR Regional Update

The Chairman presented a report from the GDPR Manager – Stacey Millett. Please see attached report (**Appendix 1**)

Discussion followed around the storage of data and “the Box” – a step by step guide for this needs to be arranged and a group need to get together to discuss how this is to be managed.

The Welfare Officer has highly confidential data held on her own computer and needs guidance on how it should be stored, retained etc. SM to contact MB.

Graham Cockill also expressed his concerns regarding storage of data. He asked if there was a checklist available and the GDPR Quick Guide will be attached to these minutes.

Guidelines on GDPR issued through the Sports Recreation Alliance and as a Region we now need to be looking at the next steps.

GDPR is up to date as far as legally required, we now need to prepare the next steps – **Stacey Millett GDPR Manager to Action**

### 8. Regional Welfare Officer Report and update

Marion gave the Board a resume of how she became involved in the role following the sentencing of an offender back in 1995.

Marion gave examples of issues submitted to her over the past twelve months and a discussion followed.

Pool hirers should be working with the clubs. On average there are two enquiries per week, Marion deals with mediation. Marion expressed the importance of keeping a written report of anything which may have referred to you.

The Vice Chair asked if it would be a good idea for club/county welfare officers to meet up – Marion replied yes to share info and feedback to one another.

**Action: M Britton and the Chair to discuss this further and arrange a meeting**

The Vice Chair relayed a situation he has dealt with in Devon which is ongoing. The Chair thanked Marion for all her hard work in often very difficult situations.

**9. Report and Update on IOS – CDO Yvonne Stead**

Yvonne discussed the findings from the Survey monkey which will be attached to these minutes, and the importance of acting upon results to ensure training days are arranged. Attached as Appendix 2

The lack of response is concerning. Work needs to be done County by County and arrange training accordingly.

Training needs have been identified for Synchro.

Water Polo Simon Tomlinson is to become a tutor and the Board (together with Somerset) have agreed to assist with funding.

Closed courses have been arranged through the IOS = reduction in cost.

More training is required throughout the Region but needs must be arranged County by County and then taken to the county rather than arranged as a Region.

ITEM FOR THE NEWSLETTER Fire stations, Community Associations and Churches have community rooms that can be used for free by clubs in order to hold meetings without incurring additional costs.

**10. Report Disability/Para – Development plan update – Yvonne Stead**

Hopefully subject to Board approval there will be a new Disability/Para network set up.

They will have their own budget and need to arrange a constituted discipline committee – once agreed by the Region they will be ready to go. Plan is to have four events per year with the first event taking place on 18<sup>th</sup> November at Oxley Sports Centre, Sherborne Dorset. Plan to run a CPD for coaches from 9-12pm and then ID Taster Sessions/ Regional Training from 10 - 3pm. Three other venues during the year to include Plymouth in January, Bristol in March and Marlborough College in May/ June.

**11. Report from Regional Finance Officer to include Regional Affiliation fees**

The Finance officer issued the accounts which have been sent to County secs etc. The Finance officer went through the accounts page by page and explained that an external examiner had gone through them as well and there are a couple of slight amendments to be made but they are agreed subject to these small amendments.

Cat 1 = £2.90 same as previous year

Cat 2 = £3.65 same as previous year

Cat 3 = £2.00 same as previous year

Club = £85.00 increase of £5.00 however 50% can still be reclaimed following SwimMark accreditation as before.

Simon Tomlinson to receive £400 bursary for Water Polo tutor training.

The wording in the Ray Clash Memorial fund needs looking into and changing to ensure it is used exactly what it is planned for.

The budgets to disciplines increased by £500 each this year specifically to help with transport costs.

A discussion followed surrounding the reserves held by the Region.

## **12. Report from the Regional Chair**

The Chairman gave a report on regional events.

Annual Report all on line now.

ACM all ready and organised.]

Chris Vickery to go to full time hours wef 01.10.2018 and will be undertaking the Regional Events planning for Swimming.

Thank you to Paul Robbins for all his hardwork throughout the year and welcome to Bob Holman.

## **13. Report from Regional Development Team**

Covered through Yvonne and Chair earlier in the meeting.

## **14. Chair & Vice Chair – succession planning – Chair and Vice Chair declared an interest**

Paul Robbins presented – Job descriptions and timelines organised by the working party which includes Graham Cockill, Sue Dors, John Bird and Paul Robbins.

Closing date for Chair applications 14.01.2019 and Vice Chair 18.02.2019 with a view to the new Chair having an input in the Vice Chair role.

Interview panel Regional President plus 3 board members? Graham Cockill, Rob Margetts, Paul Robbins, and Melanie Gregory from Wesport

When to advertise and where – Swim England, Website, County Sports Partnerships, Sports Networks & Linked in.

The job descriptions were discussed and Member of Swim England move to desirable rather than essential.

Term of post stagger to give consistency i.e. Chair 4 years and Vice Chair initially 2 years.

The board expressed their thanks to Sue Dors and John Bird for all their help with this matter.

## **15. Regional ACM arrangements**

Everything in order for tomorrow.

## **16. AOB & Date of next meeting**

Roger Downing – Licencing Officer sent out an email back in June regarding holding events when Regionals are happening, sent to the Swimming Committee. Roger read the report out.

The blackout is for Summer and Winter Regional Championships not for relays or FAST 5

No events downgraded

Andy Smart – Swimming Committee minutes Chris Tremellen will be taking steps back and Rob Margetts standing down were the board aware?  
The Chair informed the board that they were aware and how Chris Vickery will be taking on additional duties in these areas.

Paul Robbins – received a text from Julia Airlie regarding Para Swimmer Stephanie Millward and the fact that she has lost her sponsor. Can the Region help? – This is the 2<sup>nd</sup> request and the Chair has advised that he will respond to Julia Airlie.

Date of next meeting – 12.12.2018

Meeting closed 1845 hours

### **ACTIONS**

- David Flack – Meet with Marion Britton regarding arranging a get together of clubs & Counties Welfare Officers to discuss various welfare issues and the storage of their data.  
Contact Julia Airlie regarding Stephanie Millward and funding**
- Stacey Millett - GDPR Step by Step guide for the use of the Box  
A group to be set up to plan the next steps.  
Contact the Welfare Officer –Marion Britton regarding storage of confidential information.  
Item re hire of community facilities for free for meetings to go into Newsletter (point 9)**
- Yvonne Stead - Clarify items for newsletter - done**
- Chris Robinson - Ray Clash Fund wording to be revised.**
- Paul Robbins - Chair and Vice Chair jobs proceeding with the planning and advertising of the roles**

## Appendix 1

# GDPR Update

## What has been done?

- Review of all data stored on Swim England IT System (used by Stacey Millett, Chris Vickery and Yvonne Stead)
  - Organised old files which were shared with South East in a South Division folder and created a separate South West file only accessible to SM, CV and YS.
- Carried out a Data Audit of all Regional Data, presented findings in a spreadsheet of location, who has access, security and retention.
- Created a new newsletter distribution list which people now have to opt in to receive the newsletter, everyone on that list has now given consent.
- Created a Privacy Policy for the Region following the template given by the Sport and Recreation Alliance who are taking the lead on this for all sports.
  - Privacy Policy is published on Regional Website – [www.swimwest.org.uk/regional-privacy-policy](http://www.swimwest.org.uk/regional-privacy-policy)
- Identified a Regional Data Compliance Manager (SM) along with Terms of Reference for the role (see appendix 1)
- Created a sample data collection form to be rolled out and used across all the committees for any form of data collection (see appendix 2)
- Gained consent from individuals whose information is available in the Regional Handbook. Taken out telephone numbers and no one's email address will appear without a signed consent form.
- Created a GDPR Quick Guide (see appendix 3) with information which is in the Privacy Policy but is more user friendly and covers the main points.

## What needs to be done?

- Identify from the audit areas which need improvement (if needed) and set up a secure area in which Regional Volunteers can access to store data collected.
- Check the disposal process for the Regional Volunteers to ensure that the data is being disposed of in a secure manner.
- Arrange a meeting or discuss the changes that have been made and the processes which now need to be followed. Suggest meeting with the sub-committee secretaries as they hold the most data and they can then disseminate information to their committees where necessary.

## Appendix 1

# Data Protection Compliance Manager Terms of Reference

### POSITION OF THE DATA PROTECTION COMPLIANCE MANAGER

- The controller must ensure that the data protection Compliance Manager is involved, properly and in a timely manner, in all issues which relate to the protection of personal data.
- The controller must provide the data protection compliance manager with the necessary resources and access to personal data and processing operations to enable the data protection officer to –
- perform the tasks mentioned
  - maintain his or her expert knowledge of data protection law and practice.
- The controller—
  - must ensure that the data protection compliance manager does not perform a task or fulfil a duty other than those mentioned in this Part where such task or duty would result in a conflict of interests.
- A data subject may contact the data protection compliance manager with regard to all issues relating to—
  - the processing of that data subject’s personal data, or
  - the exercise of that data subject’s rights under this Part.
- The data protection compliance manager, in the performance of this role, must report to the highest management level of the controller.

### TASKS OF THE DATA PROTECTION COMPLIANCE MANAGER

- The controller must entrust the data protection officer with at least the following tasks—
  - informing and advising the controller, any processor engaged by the controller, and any employee of the controller who carries out processing of personal data, of that person’s obligations under this Part,
  - providing advice on the carrying out of a data protection impact assessment,
  - co-operating with the Commissioner,
  - monitoring compliance with policies of the controller in relation to the protection of personal data, and
  - monitoring compliance by the controller with this Part.
- In relation to the policies mentioned in subsection (1)(d), the data protection compliance manager’s tasks include—
  - assigning responsibilities under those policies,
  - raising awareness of those policies,
  - training staff involved in processing operations, and
  - conducting audits required under those policies.
- In performing the tasks set out in subsections (1) and (2), the data protection compliance manager must have regard to the risks associated with processing operations, taking into account the nature, scope, context and purposes of processing.

## Appendix 1

# Sample Data Collection Form

[Title of Event]

<b>Name</b>		<b>Mobile contact number</b>	
<b>Email Address</b>		<b>Home contact number</b>	
<b>Address</b>			
<b>Post Code</b>			

All data collected in this form is bound to the terms stated in the Regional Privacy Policy which is available to view on our Regional website [www.swimwest.org.uk/regional-privacy-policy](http://www.swimwest.org.uk/regional-privacy-policy)

Any queries regarding this should be directed to our Regional Data Compliance Manager – contact details available in the Regional Privacy Policy.

[This form can be adapted to any Regional activity by leaving the statement at the bottom and adding in any further details which need to be collected]

## Appendix 1

# GDPR Quick Guide

## Information we may collect

Name	Date of Birth	Contact telephone number
Email Addresses	Address	Gender
Ethnicity	Records of interaction	Details provided by individuals

## Why do we collect this?

- Administration of any enquiries/queries/complaints
- Sending out our newsletter
- Retention of Records
- Conduct data analytics
- To promote our sport within the Region
- To comply with health and safety
- For purposes of equal opportunity monitoring
- Administration of events
- Process applications for funding
- To comply with legal obligations
- Health details for poolside and/or disability

## Disclosure of information

- Any party approved by the individual
- Swim England
- British Swimming
- Some service providers and advisors
- External funding providers
- Our partners/activity providers
- Police, law enforcement and security services

Personal information is only disclosed to any of the above if it is needed to do so in line with our business interests. We will never pass on any information to any party that isn't specifically identified to the individual.

## How do we store this information?

Personal information will be held in a secure manner and only be accessed in line with our privacy policy.

Security measures we use:

- Password protected documents/memory sticks
- Encrypted laptops/memory sticks
- Secure cloud storage

## Appendix 1

### How long do we keep the information?

Depending on the need for the information the following relevant retention periods apply:

- Financial – 6 years after the end of the financial year
- Events – 2 years after the event occurred
- Distribution lists – until they have served their primary purpose
- Meeting minutes – 6 years
- Staff files – 2 years
- Personal Injury Claims – 10 years

### Additional Security Measures

- When sending group emails all emails should be in the BCC section so people cannot see individual addresses.
- Emails to committees can include the email addresses as long as permission has been given for other members of that committee to see that information.
- Any distribution lists should be kept in a secure location.
- Any personal information that is in paper form should be kept in a folder and only disclosed with those who need to use the information. For example a team list with information about swimmers should only be disclosed to the Coach and Team Manager who are responsible for the group. When not being used information should be stored in a locked cabinet.

June 2018

*This document is correct at time of publishing, it is a working document which is continually under review and will be updated with any changes in legislation.*

## Appendix 2

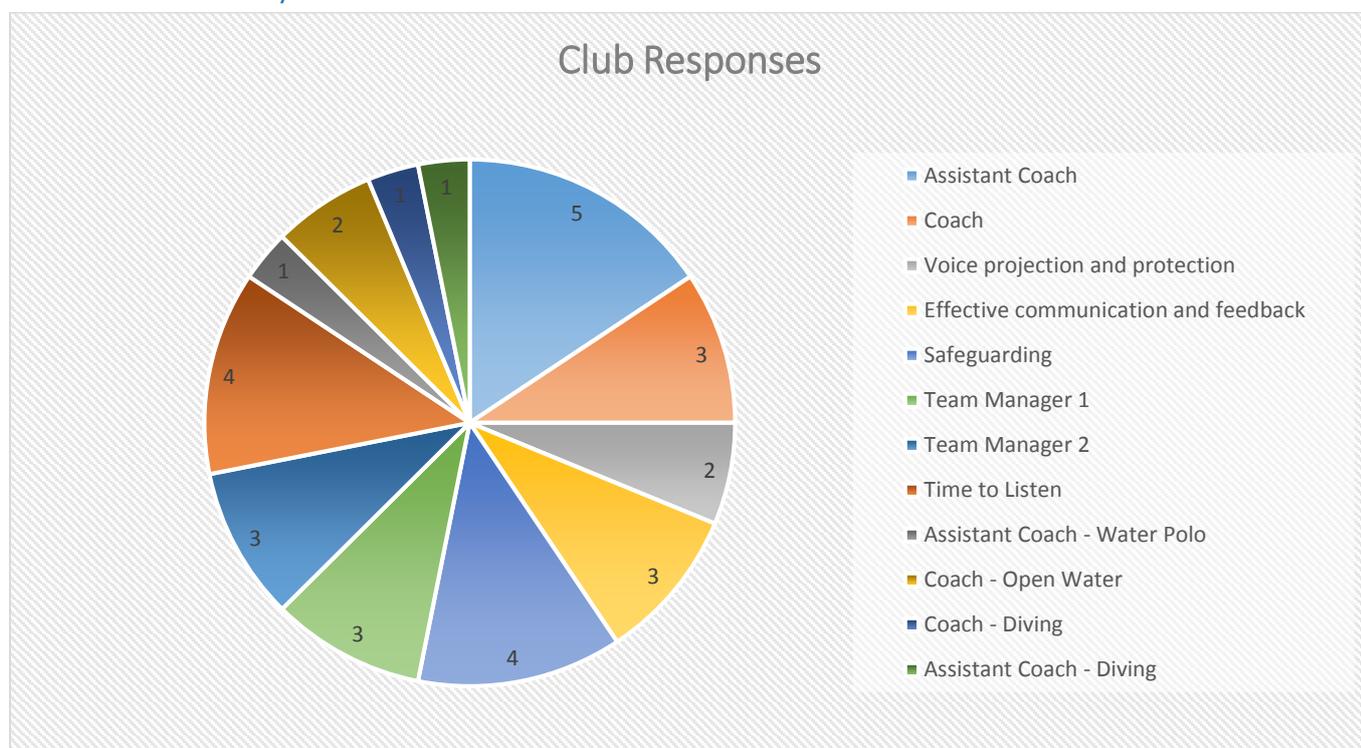
### Survey Monkey Responses on a County by County Basis

All clubs were invited to complete the survey monkey via email and through social media links.

In addition, all county secretaries were asked to forward onto the clubs and a link was added to the SW regional newsletter, with dates of response given.

I also raised the survey as part of network and club meetings.

### Cornwall County



Responses: 38% of 13 clubs in county

- St Ives Bay SC
- Caradon SC
- Carn Brea and Helston SC
- Launceston SC
- Penzance SA + WPC

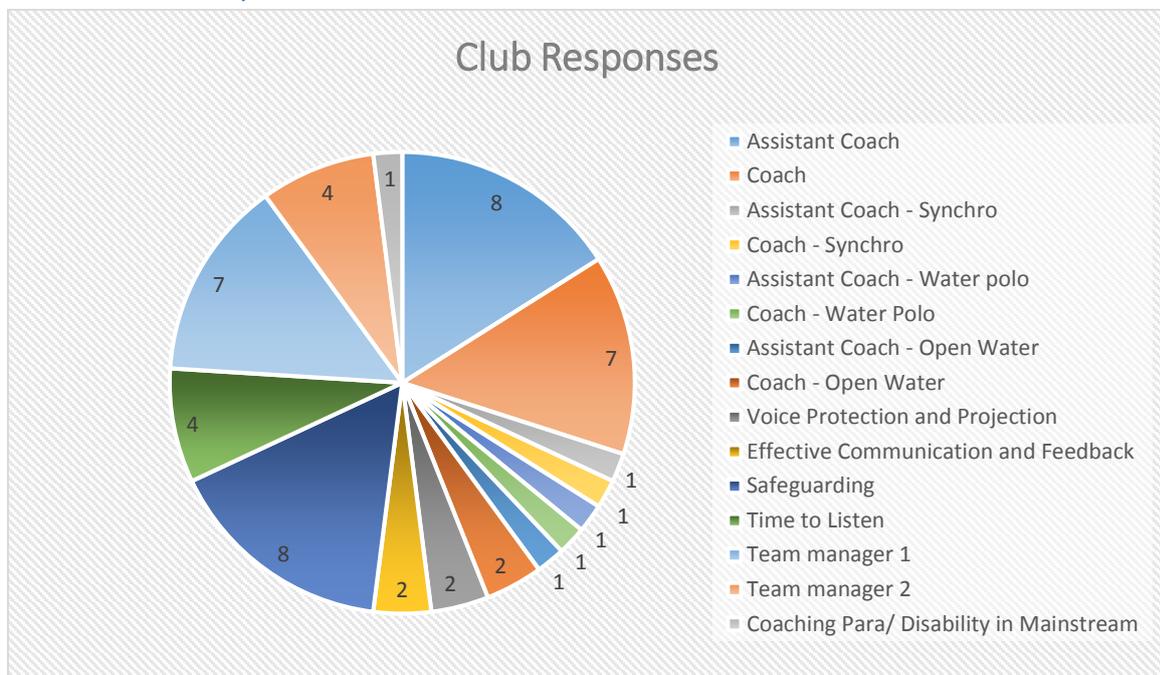
## Devon County



Responses: 3% of 33 clubs

- Newton Abbot SC

## Dorset County



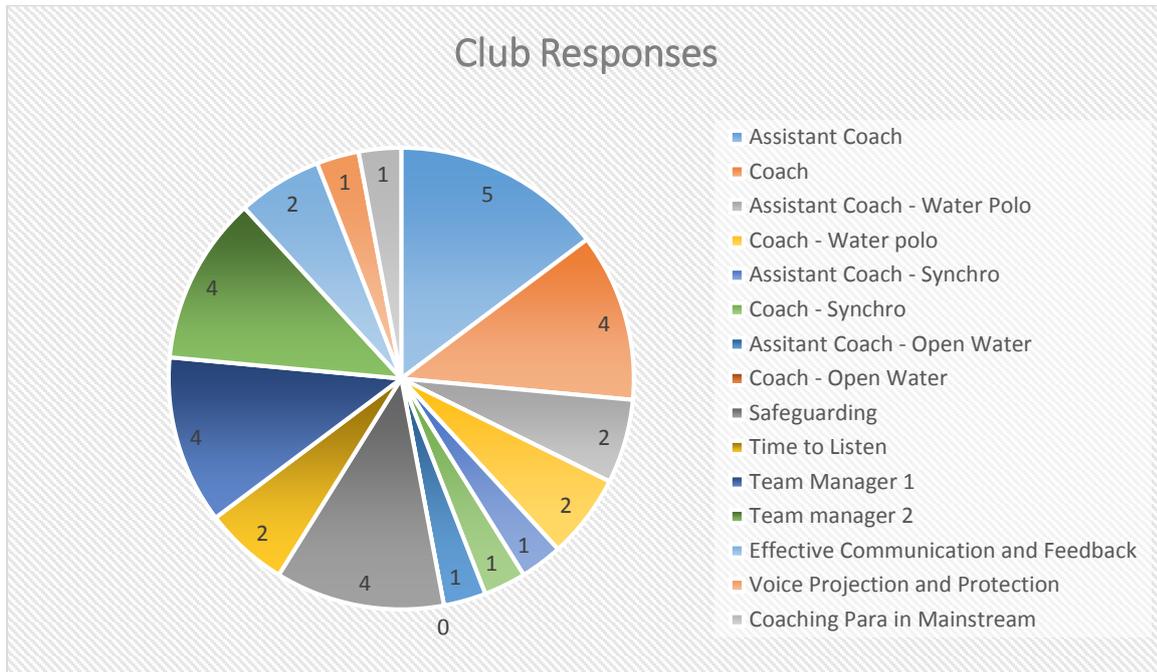
Response: 40% from 20 clubs

- Clayesmore SC
- Christchurch Seagulls
- Bridport Barracudas SC
- \* Wareham and District SC
- \* West Dorset SC
- \* Weymouth SC

- Blandford SC

\* Poole SC

## Gloucester County



Responses: 22% of 23 clubs

- Gloucester City
- Cirencester SC
- Cheltenham Swimming and Water Polo Club
- Tewkesbury SC
- Soundwell SC

## Somerset County



Responses: 10% from 30 clubs

- Team Bath AS
- Burnham on Sea SC
- Wells SC

## Wiltshire County



### Response: 21% from 28 Clubs

- Bradford-on-Avon SC
- Malmesbury Marlins
- West Wilts Diving Club
- \* Warminster SC
- \* Swindon ASC
- \* Highworth Phoenix Diving Club

### Analysis of Results:

This exercise has demonstrated the need to engage further with our clubs as there is a very low rate of return for some of the counties either through the counties or by contacting them directly.

In addition, we have the same courses being asked for which as an example are Safeguarding, Team Manager and Time to Listen and coach education courses.

The survey has also highlighted that there are a number of courses that we could run across the region but by splitting it up into four so as an example Effective Communication and Feedback and Coaching Para Disability in mainstream.

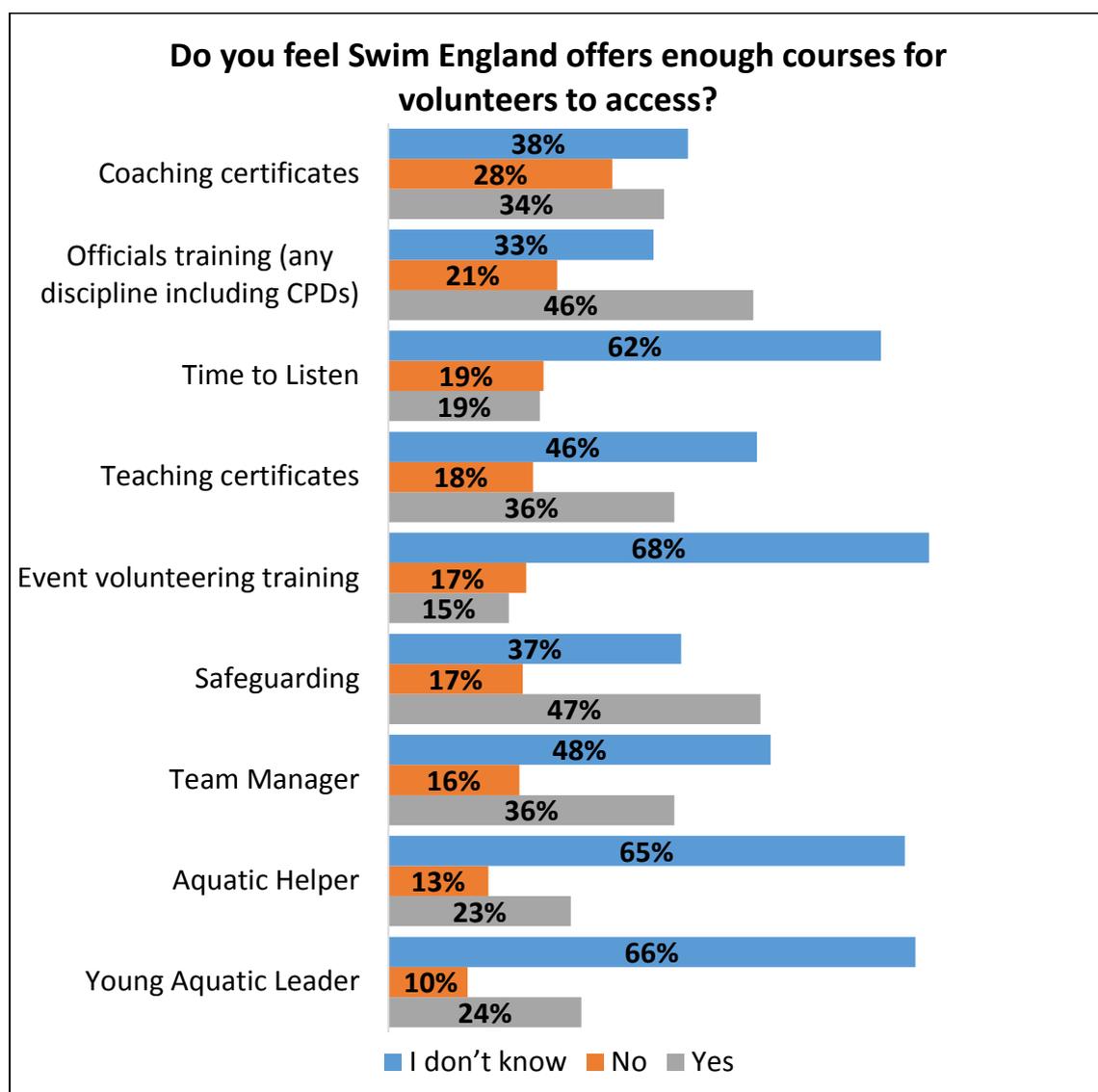
**Additional Research:** I contacted the Swim England Insight Team to see whether they had any information regarding training needs/ volunteer development following the results of the survey monkey.

The team have been able to provide me with the following which was taken from a consultation undertaken in December 2017 with the following questions asked:

Q. From the list below do you feel Swim England offers enough courses for volunteers to access?

Q. Has the training you've received enabled you to fulfil the volunteering role(s) you are currently performing?

Q. What training or workshops would be helpful to you in your role as a volunteer in the future?



### Training or workshops which would be helpful to volunteers in their role the future



**This year's targets:** Within the clubs team we have annual targets for each region. Within the south west the targets are as follows:

Course Title	Target	Delivered to date
Assistant Coach Courses	10	7
Coach	5	6