

**Minutes of the Operations Committee Meeting held on Monday 04.12.2023 at 16.00 hours via Zoom**

**Present:**

C Robinson	CR	Chair
P Robbins	PR	Vice Chair
G Pearce	GP	Finance Officer – Arrived late
S Millett	SM	Staff member
C Vickery	CV	Staff member
J Hilleard	JH	Staff member

**2023/OC**

**130 Welcome, apologies and introductions**

130.1 CR welcomed everyone to the meeting and there were no apologies

**131 Declarations of interest**

131.1 None

**132 Minutes of previous meeting held on 06.11.2023**

132.1 Minutes of previous meeting were agreed as a true record. Proposed by SM, seconded by JH. Agreed unanimously

**133 Matters arising not on the agenda**

133.1 118.1 No update on Swindon Pool

133.2 122 Regional Strategy with SE no update yet.

133.3 129.3.1 Minutes now received and HO informed.

133.4 124.6 SM asked JH if she has had a meeting with Amanda – no not yet.

133.5 125.2 Avalon updating the office equipment 16.12.2023

133.6 129.2 Club Health Tracker only 4 of our clubs have completed it.

**134 Discipline minutes**

**134.1** Para – no meeting

**134.2** Swimming - no meeting

**134.3** Water Polo - no meeting

- 134.4 Open Water - no meeting
- 134.5 Artistic Swimming - no meeting
- 134.6 Coaches - no meeting
- 134.7 Officials - no meeting
- 134.8 Masters - no meeting

## 135 Club Development

**135.1 Club Affiliation and SwimMark**-some clubs have started uploading and those who haven't yet started will be receiving emails from Head Office. No club has completed submissions yet.

### 135.2 Safeguarding and Wavepower

135.2.1 JH has been told that the revised Wavepower will be launched on 3.01.2024

135.2.2 Safeguarding workshop for the region are up until April and JH will talk to Joy Retter regarding more dates for May June and July.

135.2.3 Safeguarding plan was sent to the board last week and replies from the board were due in by 03.12.2023 – 4 replies were received. Decision made to go ahead with the plan as is once it is tidied up.

**135.3 DIAP** – PR 95% there just a few more tweaks required. Hopefully ready to go to Mike Hawkes this week prior to going to the next Board meeting.

**135.4 Youth Panel** no update nor a priority this quarter

**135.5 Time To Listen workshops** this will be going back to SE instead of UKCC at some point in the New Year.

## 136 Finance report

136.1 No bills outstanding. Bursary information ready to go to County secs.

136.2 General request for funding – how can the Region help with X Y Z? This is for the Finance Committee to discuss. GP to arrange a meeting to discuss this ASAP

136.3 Invoices ready to go out for OW

136.4 Discussion re documentation for transporting to the Accountants GP and CR to discuss.

## 137 Updates from SE & BS

137.1 Regional Chairs meeting last week – CR on zoom and the remainder were around conference table in London.

137.2 It was raised that working arrangements between regions and HO not as good as they were. It is important for us all to work together rather than being informed what we should be doing.

137.2 Regional Governance plan agreed – we all need to work towards this. Access to the box will be given to regions but not populated yet.

137.4 Dorset is the first county in the Country to achieve the County Good

Governance standard

137.5 Board members will be required to take on areas of responsibility.

### **138 Forums and meetings in December 2023**

04.12 Chairs Forum JH/CR

05.12 TM1 SM/JH

11.12 YV Workshop JH

20.12 J2 Training

06.01 & 07.01 Regional Weekend

08.01 Ops Committee

### **139 Staff Leave**

JH – 18.12 until 03.01

CV – 21.12 until 03.01

SM – 21.12 until 02.01

### **140 Miscellaneous**

**140.1 Club/County Issues** none at present.

#### **140.2 New Club Affiliations**

140.2.1 Kings College School – still at consultation stage. We have received one club raising concerns

140.2.2 Taunton AS – no concerns raised therefore can be cleared for affiliation. They have indicated that they wish to split from Taunton Deane SC with effect from 1<sup>st</sup> February.

140.2.3 Cheltenham AS – no concerns raised as such except Gloucester County will not accept them until after they have been to a County Exec meeting. Agreed unanimously that the Club and Gloucester County be advised that the region have accepted their affiliation. They wish to start on 1<sup>st</sup> January.

140.2.4 Process – all documentation and communication to go onto the so that all members of the Ops team can view affiliation progress to prevent duplication of work and information is accessible at all times.

#### **140.3 Club resignation**

140.3.1 Marlborough College - SGM minutes received and details now sent to Membership

14.3.2 University of Bristol no longer wish to affiliate. We have requested meeting minutes when this was decided but Membership to be advised.

#### **140.4 January weekend**

140.4.1 January weekend discussion regarding the agenda for the weekend which has just been finalised for the Saturday and a proposed layout for the Sunday.

**Date of next meeting – 8<sup>th</sup> January 2024 via Zoom at 16.00**

**Meeting closed at 17.28**

DRAFT