

Minutes of a meeting of the ASA London Region Management Board

Held on Tuesday 23 May 2017
At Oasis Sports Centre, 32 Endell Street,
Covent Garden, London, WC2H 9AGX

Present

Voting Board Members

Jackie Bedford
Jean Cook
Norman Edgell
Dave Fletcher
Kay Grimshaw
Alex Harrison
Kathy Hook
Ralph Shortland

Non-voting Board Members

Suzanne Philpot Regional Executive Officer
Di Gamble Vice President

In attendance

Kelly Stannard

Administration and Member Services Officer

Apologies

Peggy Etiebet
Richard Whitehead

37. Welcome

The Chairman welcomed members and thanked them for their attendance. Dave Fletcher also thanked Alex Harrison for arranging the venue for the meeting.

38. Apologies

Received from Richard Whitehead and Peggy Etiebet.

39. Declarations of Interest

There were no declarations.

40. Diving

Alex Harrison gave an update to the Board and confirmed the following:

40.1 Talent Development

- Proportion of medalists at the 2016 Senior Championships from London was 13% with 12% of the Finalists from London. 20% of the Senior Champions were also from London.
- Proportion of medalists at the 2016 Age Groups and Youth Championships from London was 32% with 42% of those Champions.
- The number of athletes at Regionals fell from 90 to 78 athletes.
- The number of Divers competing at junior international level remained at 6.

- The number of Divers competing at senior international level fell from 3 to 2.

40.2 Events

- National Diving Skills Final – 22nd July 2017 to 23rd July 2017 at the London Aquatics Centre.
- Alex asked for support from the Board members during the event

40.3 Volunteer Development

- Officials Training and Development taking place at the National Skills Finals in July
- Judge mentoring programme with 5 Junior London Judges to benefit from the programme at no cost to the Region
- Recording mentoring programme with 3 London recorders to benefit from the programme at no cost to the Region
- Field of Play mentoring programme with 5 London volunteers to benefit at no cost to the Region

40.4 Club Development Grants

- 4 Clubs were supported last year – most purchased new equipment, including video playback system, crash mats and Nipper-Tippers.

The Board thanked Alex for all his hard work.

41. Disabled Swimming

Kathy Hook confirmed that she had approached Suzie Rodgers regarding support for Disability Swimming in the Region but had not received a response. Suzanne will support Kathy in contacting Suzie. Jackie Bedford and Kathy will liaise regarding a possible support person.

42. Minutes of the meeting held on 11 April 2017

There were no amendments to the minutes and they were agreed.

43. Confirmation of decisions made by correspondence

The original London Swimming Strategy made links to the ASA Strategy. Swim England (the new brand for the ASA) had published a new strategy and the Board was invited to approve changes to the London Swimming Strategy so that the links to the Swim England Strategy are clear. This decision by the Management Board by correspondence was formally ratified.

ACTION: Kelly Stannard to amend the strategy accordingly and update the website

44. Matters arising from the minutes and Action Points not on the agenda

The action items were reviewed and most were agreed to be closed except

44.1 Action 45.6 Office 365

Suzanne and Dave Fletcher to explore the option of a Board email address and one for each of the disciplines.

44.2 Action 35.1 Support for the F&A Chair and the Affiliations Officer

Dave Fletcher is exploring the option of these posts being shadowed by other Board members.

45. Finance and Administration Committee Chairman's Report

45.1 Management Accounts

The final outcome is a surplus of around £31,991. This figure includes two one off receipts which will not be replicated in future years. The underlying surplus of £19,741 is significantly more than was expected due primarily to a number of factors outside of the direct control of the Region.

Income has risen due to the increase in the membership fee to £5 per member by £20k of which £17k was returned via the club rebate scheme.

The Region has invested in backstroke ledges and other equipment.

Competitions across all disciplines produced a higher income than in the previous year.

Development Opportunities resulted in an increased spend of £10k.

Overheads have remained flat.

The report was noted and the Annual Accounts as at 31st March 2017 were approved.

45.2 Financial Strategy

At the start of the 2017/2018 year the Region had available reserves of £404k.

The Region should maintain the following reserves

- 2017/2018 £172,000
- 2018/2019 £177,000

The F&A Chairman is forecasting that the Region will start to use the minimum reserve in 2019/2020.

The Board discussed increasing membership fees or reducing Discipline expenditure.

45.3 May 2017 Report

The focus of the report is on Compliance and in the current environment it is vital that the Region has all the relevant paperwork in place to enable evidence to be gathered to show it has complied with its responsibilities.

Discussion followed regarding the Events Checklists that the volunteers had been trialing over recent weeks. Board members expressed strongly a number of concerns, including that it:

- is an onerous and unnecessarily time-consuming task that will become a barrier to volunteering for the Region;
- is disproportionate bureaucracy to the risk the Region needs to manage;
- duplicates records gathered and stored by the Region's personnel; and
- asks the committee and sub-group chairs unnecessarily duplicate the work of other volunteers.

The Board unanimously asked the F&A Chairman to complete a thorough review of the approach and, in so doing:

- seek and consider the experience of those who had trailed the process;
- seek advice from the Regional Welfare and the Health and Safety officers; and
- taking legal advice if required.

Action: F&A Chairman

46. Regional Executive Officer's Report

Suzanne Philpot gave an update to the Board on priority tasks/projects that are ongoing and have been completed by herself and Kelly Stannard.

In addition Suzanne presented a report/overview of activities carried out by the Swim England Club Development Officer.

Suzanne also presented a Project Initiation Document to the Board for creating a prioritised Club and Volunteer Development Plan which will enable the Region to make a positive contribution to the clubs and their members.

ACTION: Suzanne Philpot to establish a contact with an external consultant to carry out this work and ensure that the consultant presents the outcomes at the ACM on the 16th September.

47. Strategic Decisions & Discussions

47.1 Annual Council Meeting 2017

The Board considered the programme and agenda for the Regional Annual Council Meeting on the 16th September 2017. The Board approved the programme and agenda.

ACTION: Kelly Stannard to advertise the awards and publish the agenda for the ACM, seek nominations for the posts and notices of agenda items.

47.2 Governance Review

The Region's constitution and strategy along with the principles of good governance require that the Board ensure the Region is well managed. The Finance and Admin Committee had reviewed the Region's governance using the Sport England Governance code and the code developed and published by the Association of Chief Executives for Voluntary and Community Organisations (ACEVO).

The Initial Assessment is that the Region broadly complies with both codes and the constitution but there are areas for improvement. The Board confirmed that it agreed with this assessment.

The Board reaffirmed that:

- the Region is a members' organisation with the role of constructively supporting and developing individual members and the affiliated clubs - it is not a regulator or inspectorate; and
- the risk register is evidence that the Board understands the risks that it must manage and whether it is doing so.

The following recommendations were made and agreed by the Board:

- a role description for Elected Board Members which the Board felt would help members understand the role and its responsibilities;

- the officers to seek to appoint a working group from amongst those Board members who are not on the F&A Committee to review individual and corporate performance of the Board
- provide their comments in writing to the F&A Committee on the counter-measures in the risk register and whether they are appropriate, proportionate and will have the desired impact on the likelihood and /or the impact
- provide their comment in writing to the F&A Committee whether the Region is delivering the counter-measure in a proportionate and timely manner

ACTION: Officer to approach Board members about serving on the working group.

ACTION: Kelly to include the Role Description with the ACM papers and send copies of the Heat Map and Risk Register to the Board Members

ACTION: Board members to send their input on the risk register

48. Information Reports

The following reports were noted:

- Club Development Report

Next meeting – Sunday 9th July – Waltham Abbey Marriot Hotel All day