

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
WORKFORCE DEVELOPMENT COMMITTEE

Minutes of the meeting held in Welwyn Garden City on Friday 9th December 2011, at 8.00 p.m.

PRESENT: Grant Chivers (Finance Officer), Charles Dainton (President), Philip Jackson, Sheila Mackenzie (Association Secretary) and Derek Milton (Workforce Development Manager).

APOLOGIES FOR ABSENCE

WD11/1 Karen Huckle.

MINUTES OF PREVIOUS MEETING

WD11/2 The minutes of the meeting held on 8th September, as considered by the Management Board on 10th October 2011, were accepted as a true record.

MATTERS ARISING

WD11/3 Re: ED 11/62. If full payment for a course is required in order to secure a place then clubs can submit an invoice to ER for the appropriate funding under the ER/HASA scheme. Sheila Mackenzie will ask Kelly Stannard (East Region Finance Administrator) if the clubs have been informed of this procedure.

WD11/4 Re: ED 11/67. The list of courses at the John Warner centre has been put on the county website and sent to the clubs.

WD11/5 Re: ED 11/73. Following a recommendation from the MBAG, the Management Board has agreed the title "Workforce Development Committee".

WD11/6 Re: ED 11/74. It has been agreed by the Management Board that the Workforce Development Committee will review the output from the various county forums and take or recommend appropriate actions.

CORRESPONDENCE

WD11/7 Kelly Stannard, quarter two invoice for ER/HASA funding.

WD11/8 Ian Mackenzie, pointing out that with the renaming of the committee the website needs to be updated and suggesting the committee may be better named "Workforce Development Group". After a brief discussion it was decided to stay with "Workforce Development Committee". Derek Milton will contact Alan Doyle regarding updating the website to incorporate the new name and revised role of the committee.

WD11/9 Debbie Emmons, informing clubs that East Region funding towards UKCC courses is now limited to a maximum of one at each of levels 1, 2 and 3, per club, per annum (based on the clubs swim21 year). The Management Board has already accepted a recommendation from the Management Board Advisory Group that the county contributions to the joint ER/HASA funding scheme continue as at present, so that the new conditions imposed by ER will limit the county contribution. It was observed that it may have been more equitable for the region to have limited the funding amount to each club, so that more level 1 or level 2 courses could be funded in place of a level 3 course. It was also suggested that the county may be able to give some funding for claims that are rejected by East Region. This will be considered if it transpires that the ER limits give rise to significant concerns at any of the Hertfordshire clubs.

COACHES' FORUM

WD11/10 The committee discussed the output from the coaches' forum of 19th October, which consisted of suggestions from 3 groups, in response to questions related to the best use of available funding.

WD11/11 It was concluded that the outputs from groups one and three should be handled by the swimming committee, as they relate solely to activities for athletes in that discipline.

- WD11/12 The swimming committee will be encouraged to establish initiative objectives and an evaluation method to establish the success of any of the ideas they decide to pursue.
- WD11/13 The output from group two at the coaches' forum related to the possibility of a coaches' conference and the committee agreed to plan for this event.
- WD11/14 Following a suggestion from Ian Mackenzie the conference will most likely be in September 2012 and it will be supported by some East Region funding.
- WD11/15 Various potential topics and CPDs for the conference were discussed, as were possible venues, with and without pools. The next step will be to distribute a questionnaire to supplement the output from the coaches' forum, to enable the most appropriate planning.
- WD11/16 Derek Milton will request a list of CPDs from Leanne Brace and draft a questionnaire for review by the committee. The questionnaire is to be brief, preferably an email without attachments, and with questions requiring yes/no answers.
- WD11/17 Questionnaire to be distributed before Christmas, with a short timescale for receipt of responses, to facilitate further discussion at the coaches' forum on 18th January.
- WD11/18 Derek Milton will not be at the coaches' forum but other members of the committee anticipate being able to attend.

OTHER FORUMS

- WD11/19 There was a chairman's forum on 14th November but the committee is not yet aware of any outcomes requiring follow-up. Sheila Mackenzie will check.
- WD11/20 The main outputs from the club forum of 7th December are with Kevin Wray and there are no known actions for the committee.

FUNDING FOR COURSES

- WD11/21 Since 1 April 2011 subsidies under the HASA scheme have been approved for six clubs, totalling £787, which is well within the planned budget (see attached action plan).
- WD11/22 One of these claims may not yet have been paid and Derek Milton will send Grant Chivers the details.
- WD11/23 The invoice from East Region for £2,086, covering the HASA contribution to the ER/HASA scheme for the second quarter of the financial year, brings the half year total HASA contribution to £4,243.

DEVELOPMENT PLAN

- WD11/24 The Action Plan for 2011 – 2012 was briefly reviewed and the status is recorded in the attached appendix.
- WD11/25 Minor updates to the plan may be required to fully embrace the broader scope of the Workforce Development Committee and these will be captured in a new plan for next year.

CHILD PROTECTION AND WELFARE

- WD11/26 No matters requiring discussion.

ANY OTHER BUSINESS

- WD11/27 None

Next meeting Wednesday 25 January 2012

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Chairman – Workforce Development Committee

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Date

What do you want to achieve?	What is your target and when?	Budget	Cost to date	Status at 8 September 2011
1. Teacher/Coach/Young Aquatic Organiser Qualifications 1.1. Assist teachers and coaches to enhance their level of qualification 1.2. Promote the organisation and take-up of courses leading to ASA qualifications (Swimming). 1.3. Provide assistance for diving, open water synchronised swimming, water polo and disability courses.	90% of enquiries satisfied over the year. Increase the number of qualified teachers, coaches and volunteers. Sufficient courses to meet demand, including two ASA Young Aquatic Organiser Courses Sept 2011, March 2012. All disciplines contacted and demand established by end Sept 2011.	Nil Nil Nil		Information regarding available courses is distributed to the clubs whenever it becomes available. Latest John Warner info distributed. Contact details for centres running courses, together with information about forthcoming courses, has been added to the new HASA website, including John Warner updates. Committee support has been offered for the organisation of Young Aquatic Organiser courses. Disciplines being asked at committee meetings. No requests for assistance to date.
2. Facilities Maintain a directory of approved facilities capable of and willing to facilitate ASA courses, through the county Aquatic Officer.	Current list updated by end May 2011.	Nil		IOS Centres: Sportspace Hemel, The Venue Borehamwood, Herts Sports Village (L3 only), Watford Woodside, Hatfield Swim Centre and Harpenden Leisure Centre. Haileybury expected to be added soon. The active Independent Approved Centres: John Warner Leisure Centre and Stevenage Swimming Centre.
3. Support Structures Support clubs to find training and development opportunities for club volunteers, to enable the clubs achieve and maintain swim21 accreditation.	Identify support required by May 2011. 90% of requirements satisfied.	£270	£240	Requirements for any additional courses to be established at Coach and Club Forums. £90 is approximate cost of room hire for eight forums this financial year (3xclub, 3xcoach, 1x officials and 1x chairs)

What do you want to achieve?	What is your target and when?	Budget	Cost to date	Status at 8 September 2011
4. Funding				
4.1 Identify and facilitate available funding support for volunteers, teachers and coaches.	Sources identified by end May 2011 and the clubs of all eligible individuals assisted during the year.	Nil		East Region / HASA combined scheme covers teaching/coaching courses and CPDs required for swim21. HASA scheme covers courses considered appropriate for club development but not within the ER/HASA scheme.
4.2 Distribute HASA funding for courses not within the scope of the combined ER/HASA funding process.	All requests for funding settled within 1 month of course completion.	£3,500	£787	Claims settled for six clubs (7 claims, 55 course places) .
4.3 Support combined ER/HASA funding process to help clubs achieve and maintain swim21 accreditation.	All funding requests from eligible clubs supported.	£10,000	£4,243	Invoice from East Region £2157 for quarter one and £2086 for quarter two.
5. Disabilities Assist the Disability Swimming Committee in raising the profile of opportunities for disabled swimmers.	All clubs with arrangements in place to integrate swimmers with disabilities.	Nil		The action for clubs is covered by swim21 requirements and the County Association is accommodating disabled swimmers in the county swimming events. Disability Swimming Committee now formed and active.
Total		£13,770	£5,270	

Signed:(Chairman – Workforce Development Committee) Date