



Birmingham County FA Board meeting  
Tuesday 14<sup>th</sup> November 2017

## MINUTES

Meeting held at the Birmingham County FA Board Room  
Commencing at 10.30

### BIRMINGHAM COUNTY FA – BOARD AGENDA AND DOCUMENTATION

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**From:** Mike Penn

**Date of Notice:** 29<sup>th</sup> November 2017

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**To:** Directors

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Dear Directors,

Hi everyone – I hope you're all okay.

Please find the minutes attached.

If not already done so, then please sign and return the Code of Conduct as distributed at the safeguarding training.

If you have any more to add regarding Director's roles and areas of responsibility then please forward them to Kevin. At the same time, please also include any names and contact information for anyone you feel would be suitable to approach for possible Directorships.

Kind regards,

**Mike Penn**

Chairman Birmingham County FA

## Minutes of the meeting on Tuesday 14<sup>th</sup> November 2017 at 10.30

**Apologies: S Kirkland**

Item		Notes	Actions
1	<b>Chairman's welcome &amp; remarks</b>	The Chairman welcomed everyone to the meeting and thanked them for attending at the earlier time. The CEO introduced Richard Watson and Simon Crockett who would jointly be delivering the safeguarding training.	
2	<b>Mandatory Directors Safeguarding Training</b>	The training was delivered which incorporated some good discussion and a number of group exercises. At the completion of the training, each Director was handed a Code of Conduct to take away, read, digest, sign and return.	
	Working Lunch		
3	<b>Apologies for Absence</b>	The Chairman explained the reasons for Mr Kirkland's absence.	
4	<b>Minutes of the Board meeting held on 19<sup>th</sup> September 2017</b>	Signed as a true and accurate record	
5	<b>Matters arising not covered on the agenda</b>	There were no matters arising	
6	<b>F Representative Report - For information</b>  - F A Council: V e r b a l update + Chairman's 'speech'	In summary, the Chairman gave his feelings on the FA's appearance at the Government Select Committee and also the feedback from the FA Council meeting thereafter. It was not the FA's finest hour by any means but admissions were made regarding the process and communications. The FA Council agreed a mandate for the Directors to review and propose appropriate change. This will include a full 'root and branch' review of Council and look at a fully inclusive representation going forward with recommendations put to Council at a forthcoming meeting.	

7	<b>Safeguarding &amp; Welfare – not covered in point 2</b> - Update and Safeguarding Operating Standard (SOS)	Mr Poole gave an update on the safeguarding visits which at the time sat at 20% of the 83 completed. The CEO further explained that we are going for 100 visits in total which would include some re-visits and a few independent 'pilot' visits carried out by a small and specialist safeguarding team at Newman University.	
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8	<p><b>Director Review – following the previous meeting</b></p> <ul style="list-style-type: none"> <li>- Roles and responsibilities</li> <li>- Increasing number of Directors</li> <li>- Terms limits</li> <li>- Other suggestions – amount of meetings, timings, information, etc</li> <li>- Articles of Association – Director appointments &amp; suggested changes to specific article</li> </ul>	<p>The Chairman thanked the Directors who had proactively fed-back and especially Mrs Hampton for the detail of her reply and ideas.</p> <p>It was clear that Directors and the business would benefit from clear activity based responsibilities which would be mirrored in the business plan and/or operational plans.</p> <p>It was unanimously agreed that the Board be reviewed with a view to increasing by a further three Directors on a three by three year term of office basis with the current co-opted option to be discussed at a future date. The current three independent Director's terms ceases on the 30<sup>th</sup> June 2018 and those positions will be re-advertised.</p> <p>The Board agreed that the minimum requirement that we should be aiming for was the Sport England Tier 1 governance which Mrs Hampton would circulate.</p> <p>In extending the Board, it was agreed to recruit on a skills/needs basis. In doing so, the Directors were tasked with drawing up a list of possible interested parties and forward names and any contact information to the CEO prior to the next Board meeting. It was suggested that Finance and Facilities were initial focus areas.</p> <p>In order to attain SE Tier 1 criteria, the make-up of the Board also had to include 30% female and preferably some BAME representation.</p> <p>Mr Poole suggested holding an open evening for interested Board members. The CEO also suggested that this could be linked to some BCFA activity or a County Cup match.</p> <p>After some discussion, it was agreed to keep the format of the meetings the same and as bi-monthly. If there was anything urgent to discuss then either an extra meeting could be called and a conference call and the use of webex be investigated.</p> <p>The Chairman went through the suggested changes to the articles which would then be put forward to Council for adoption.</p>	<p><b>M r s Hampton to circulate to Directors</b></p> <p><b>ALL: To forward names and contact info to the CEO</b></p>
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9	<p><b>CEO Update</b></p> <ul style="list-style-type: none"> <li>• Workforce update</li> <li>• Affiliation fees</li> <li>• Membership Rules</li> <li>• Council membership – change of article</li> <li>• National Game Conference</li> <li>• Facilities</li> <li>• Finance</li> </ul>	<p>The CEO outlined the recent staff leavers and recruiting replacements. Richard Lindsay will be joining the company as Business Planning Manager on 18<sup>th</sup> December 2017. Joe Robinson had recently started as the new Football Development Officer (HE/FE/Adult) along with Natasha Powell as Customer Support Officer. We had also offer Obayed Hussain a nine month contract in the role of Equality Officer and to work alongside the IAG and the research that we had recently commissioned into BAME participation. The CEO also stated that the Customer Support team had been dispersed around the business to give support where required and each officer some focussed responsibility. We would shortly be interviewing for a new PR &amp; Promotions Officer (Marcoms).</p> <p>The CEO stated that an internal working group had looked at affiliation fees and the affiliation process in general and had recommended the fees as per the attached (Appendix 1). The Chairman thanked the group but the Directors asked for a differentiation for Charter Standard Clubs.</p> <p>The executive has been asked to recommend a pricing proposal for Charter Standard which can be administered by WGS for the next Board meeting with the discounts used to offset against BCFA activity such as courses. The discounts would be a significant saving to the majority of clubs and ease the affiliation process for customers and staff alike.</p> <p>The membership rules would now reflect the changes to affiliation and as outlined in a paper which was tabled on the day. These will be amended as per the discussions and as per the WGS process and then offered to Council for adoption.</p> <p>The CEO and Chairman gave a brief summary of the Conference which was good overall. A lot of CFA feedback to suggested FA visions and new concepts/funding streams and excellent networking.</p> <p>The CEO mentioned that he had a quote for some initial scoping ideas for the new neighbouring facility – the Football Development Centre. He also stated that the facility was now insured and covered on an extended business policy.</p> <p>The CEO presented the month seven figures which compared very favourably with the previous year with efficiencies were being made and income was on a par. The CEO also commended the work of the Finance Officer, Tracy Piper and each of the SMT's for their better understanding of the figures and reacting to trends.</p>	
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10	<b>Committee Meetings</b> – matters arising Competitions, Referees, Sanction & Compliance, Discipline, IAG, Benevolent Fund, Joel Richards	There were no meetings, decisions or actions to report on	
11	<b>AOB</b>	The CEO highlighted the fact that the FA Chairman, Greg Clarke has asked to informally visit the BCFA HQ on the 24 <sup>th</sup> November for a couple of hours and whilst in the area.	
12	<b>Dates of Future Meetings</b> To review and confirm and discuss dates for 2018	<p>12<sup>th</sup> December – 11.30 for a 12noon start</p> <p>At this moment in time it was agreed not to hold a meeting in January.</p> <p><b>Proposed Dates for 2018:</b></p> <ul style="list-style-type: none"> <li>• 20<sup>th</sup> February</li> <li>• 17<sup>th</sup> April</li> <li>• June/July – to be agreed</li> </ul> <p><b>Diary Date:</b> Council meeting: 7<sup>th</sup> December</p>	

Signed as a True & Accurate Record  
Date

Chairman