



**Leicestershire & Rutland County FA  
Council Meeting  
Agenda Pack**

**Thursday 19<sup>th</sup> January 2023  
Commencing at 7.00pm**



**To: All LRCFA Council Members**

**Council Meeting – Thursday 19<sup>th</sup> January 2023**

I enclose a copy of the agenda pack for the Council meeting to be held on Thursday 19<sup>th</sup> January 2023. The meeting will be held in the Reynard at Holmes Park and will commence at 7.00pm.

**Apologies**

Please notify me if you are unable to attend the meeting and wish to send your apologies.

**Notice of Question**

If you wish to raise a specific point or ask a question on any agenda item, please give advance notice ahead of the meeting. You will then be invited to speak by the Chair of Council at an appropriate time.

I look forward to seeing you at the meeting on the 19<sup>th</sup> January.

Yours faithfully

Kelly Ellis  
Chief Executive  
[Kelly.ellis@LeicestershireFA.com](mailto:Kelly.ellis@LeicestershireFA.com)

**LEICESTERSHIRE & RUTLAND COUNTY FOOTBALL ASSOCIATION  
MEETING OF COUNCIL  
AGENDA OF A MEETING TO BE HELD  
ON 19<sup>TH</sup> JANUARY 2023  
COMMENCING AT 7.00PM**



<b>1.</b>	<b>Chair of Council's welcome and introductions</b>
<b>2.</b>	<b>Apologies</b>
<b>3.</b>	<b>To note any declarations of interest</b>
<b>4.</b>	<b>Minutes of the previous meeting</b> To receive the minutes from the Council meeting held on the 27 <sup>th</sup> October 2022.
<b>5.</b>	<b>Matters arising</b> Matters Arising from the Council Meeting held on the 27 <sup>th</sup> October 2022
<b>6.</b>	<b>To receive a presentation from independent consultants Facility &amp; Sports Club Development Services Ltd on the Feasibility Study of Holmes Park.</b> Questions
<b>7.</b>	<b>To receive an update on the 2021-22 audited accounts</b>
<b>8.</b>	<b>To receive the minutes from the following Council Standing Committee</b> <ul style="list-style-type: none"> <li>Referees Committee 14.11.2022 and 09.01.2023 (to follow)</li> <li>Youth Committee 17.11.2022</li> <li>-----</li> <li>Inclusion Advisory Group 14.11.2022 (for noting)</li> </ul>
<b>9.</b>	<b>To note the minutes of the Board of Directors meeting's,</b> <ul style="list-style-type: none"> <li>25.10.2022 and 22.11.2022</li> </ul>
<b>10.</b>	<b>CEO Report</b>
<b>11.</b>	<b>FA Delegate Report (to follow)</b>
<b>12.</b>	<b>Draft dates of Council meeting's 2022-2023</b> <ul style="list-style-type: none"> <li>Thursday 30<sup>th</sup> March 2023</li> <li>Thursday 22<sup>nd</sup> June 2023</li> </ul>
<b>13.</b>	<b>Any other business</b>



## **LEICESTERSHIRE & RUTLAND COUNTY FOOTBALL ASSOCIATION LIMITED**

### **Minutes of the Council meeting held on the 27<sup>th</sup> October 2022**

#### **Attendance**

S Reason (Chair of Council), J Ball (President), C Atkinson, P Bass, M Brady, R Crane, S Cramp, T Deacon, K Ellis, M English, D Frost, A Grout, M Hawksworth, H James, B Johnson, D Jones, R King, H Lillystone, A Markley, C Palmer, C Smith, R Stretton, M Tolond, S Walker, J Waldron, D Wapples, G Wells,

S Sharma (LRCFA Chair), N Clemo, L Jones, S Turner  
Executive: S Deacon, J Dunmore, J Clarke

#### **1. Chairman's Welcome and Introductions**

- 1.1 S Reason welcomed members to the first meeting of the 2022-2023 season. S Reason also welcomed new Council members for this season.
- 1.2 S Reason thanked CFA staff, board & council members for their continued support and getting the season off to a successful start with good levels of participation across all categories of football especially in the women's and girls' game after the success of the Women's Euro's in the summer. There has been a decrease in the number of inclusive players within clubs and we have a collective responsibility to support this area of the game.
- 1.3 Safeguarding is a strategic priority for LRCFA, and the unannounced club visits have got underway. Staff also attended the annual FA Safeguarding Conference.
- 1.4 Finally, a thank you to members who took the time to take part in the consultation events.

#### **2. Apologies**

- 2.1 A Collin, M Cornes, I Danson, S Foulkes, N Garner, D Jamison, N Marriott, L Mayes, C Tissington, S Standley

#### **3. To note any declarations of interest**

- 3.1 There were no declarations of interest.

#### **4. Minutes of the previous meeting – 23<sup>rd</sup> June 2022**

- 4.1 The minutes of the previous meeting were passed as a true and accurate record.

#### **5. Matters Arising**

- 5.1 Minute 5.5.2 – H Lillystone raised concerns regarding the potential League access and costs of hiring Holmes Park. R Stretton – Facilities Director provided members with an update on the change in usage at Holmes Park this season with a College and Club partner in place providing LRCFA with a commercial income. This usage is in addition to the regular LRCFA usage that

takes precedent including County Cup Finals and where scheduled, Coach and Referee Education Courses. It does mean that we need to have a flexible approach to try and accommodate requests.

5.2 Tuesday evening's is currently when LRCFA activity will take place in the evenings (3G pitch Hire, grass pitch use, Sportsmans etc) on a weekly basis. These evenings will be staffed by LRCFA. On these evenings, LRCFA are still able to offer free meeting room's if available.

5.3 For League hire of Holmes Park site, Leagues should contact LRCFA via the bookings email address and staff will liaise with partners on available dates.

## **6. Feedback from the Council/Board meeting and Council consultation sessions**

6.1 S Reason updated on the draft constitution that members had previously seen. S Reason asked that any further feedback be sent back via herself. GW questioned various points of the drafted constitution. GW asked MT to clarify the points between 9 & 17 and the issue be considered in the consultation.

6.2 Members of the Council raised concern around the attendance levels at meetings of Council and selected committees.

## **7. To note the membership of Council 2022-2023**

7.1 GW questioned how long the term for each club representatives can serve, KE confirmed it is a 3x 3-year term.

- The Membership of Council was noted.

## **8. To receive the minutes from the following Standing Committee**

8.1 The minutes of the Competition Committee Minutes on the 25<sup>th</sup> August 2022 & 8<sup>th</sup> September 2022 were moved.

## **9. To note the minutes of the Board of Directors meeting's**

9.1 Members noted the minutes.

9.2 It was queried why the Association had two Independent Non-Executive Directors. It was noted that the LRCFA had decided upon two roles. It was confirmed that the LRCFA Board would review this matter.

## **10. CEO Report**

10.1 Members noted the report.

10.2 D Wapples queried issues with the FA Matchday App. CFA staff to raise league concerns with the FA Digital Adoption Team.

## **11. FA Delegate Report**

11.1 Members noted the report.

## **12. Dates of Council meeting's 2022-23**

- Thursday 19th January 2023
- Thursday 30th March 2023
- Thursday 22nd June 2023

### **13. Any Other Business**

- 13.1 R King asked for an update on a letter and email that was sent back in August, BK also queried the fact area representatives didn't hold a vote at the AGM. M Tolond updated on the members who qualify for a vote. S Reason to take R King's queries offline. M English expressed his concerns off the back of this discussion. N Clemo clarified that the council consultation events had been organised to directly to respond to concerns raised and to provide an opportunity to listen to members. M Brady thanked the Chair and Board members for facilitating the consultation events as these provided a good opportunity to share views.
- 13.2 S Walker queried an issue regarding a referee being assaulted, S Reason asked for that to be raised after the meeting.
- 13.3 B Johnson recommended that the Council re-elect J Ball as LRCFA President. Members agreed to re-elect J Ball as President for the 2022-2023 season.

Meeting Closed at 21:20pm



## Referee Committee

Monday 14<sup>th</sup> November 2022

Venue: Holmes Park

### Minutes

**Attendees:** Keith Johnson (KJ) Chair, Michael Tolond (MT), Michael Cornes (MC), Mark Brady (MB), Alan Markley (AM), Charlie Tissington (CT), Liam Mayes (LM), Tim Deacon (TD), Harry Lillystone (HL), Carl Smith (CS), Darren Jones (DJ), Nigel Marriott (NM), Isabel Danson (ID)

**Officers:** Jacob Lehane (JL), Sam Deacon (SD)

**Apologies:** Stewart Walker (SW), Gordon Wells (GW), Michael English (ME)

### AGENDA

#### 1. Welcome

1.1 KJ welcomes everyone to the first referees committee meeting of the season.

#### 2. Apologies

2.1 Stewart Walker, Gordon Wells, Michael English.

#### 3. Declarations of Interest

3.1 No Declarations made.

#### 4. Election of Chair & Vice Chair

- 4.1. KJ outlined the process of the election of the Chair of Referees Committee. LM & SW were both nominated for Chair. The committee voted to hear what LM has to offer in the role of Chair of referees committee. LM spoke through his personal background as well as his footballing background. SW received 5 votes, LM received 4 votes, 2 members abstained from the vote.
- 4.2. LM was proposed as a vice chair, but LM respectfully declined. MC was also proposed but again declined. Vice chair to be decided at a future meeting.

#### 5. Terms Of Reference

- 5.1. JL spoke through the terms of reference that have been created for the referees committee. AM questioned the terms of reference and the lack of substance of it. JL asked that some of the points AM raised, be raised at the referee appointment secretary meeting. LM asked that the referees committee raise the issues that the committee have with the terms of references and these be raised with board, HL asked that the chair of referees committee be present when proposing this to the relevant board members.

#### 6. Executive/Staff Update

- 6.1. JL gave an update on the current refereeing position in the County, JL informed the committee of the current refereeing numbers. JL also informed the committee of what actions the CFA are currently taking to retain and convert current as well as new referees. JL gave an update on what the CFA currently offers for all referees regardless of their current

level. JL also gave an overview of what we currently offer for U18 referees support. AM questioned if the calls are still going ahead for those who have raised a discipline query over the weekend, JL confirmed he has taken these calls on. CT questioned JL over new referees and not knowing who they are, others also addressed their concerns regarding this. Members of the committee questioned if we are informing newly qualified referees about what league secretaries do. AM updated that this is taking place, but it doesn't seem to be resonating with both new referees off of the course as well as their parents. Different members of the Committee proposed potential solutions. CS asked what the average age of newly qualified referees are, JL responded 16 to 17. AM asked if JL can cross check with the leagues post course to see how many referees have joined.

## **7. Promotion Update**

**7.1.** JL updated on the new process for this season and how the referee committee will impact referee promotions. JL talked through all the new requirements for referee promotion. MC questioned the communication with promotion candidates regarding fitness test, JL updated that all promotion candidates who have not attend a fitness test have been contacted multiple times before each new test date. JL updated that response back have been varied.

## **8. County Cup Appointment Process**

**8.1.** JL updated on the process for county cup appointments process, HL asked if CT could share last seasons appointments due to an "gentleman's agreement" regarding referees not being able to do consecutive finals. JL there is no written rule, but it is usually the case that referees don't do consecutive finals, although historically they are offered a fourth official role.

## **9. Referee Conduct**

**9.1.** JL updated on the referees code of conduct and the process of this, JL asked what the views of the committee are regarding the conduct of referees and the process to tackle poor conduct. NM questioned the process if a referee is persistently arriving late to games. Committee members shared their thoughts regarding this and potentially not being appointed to games in the future.

**9.2.** JL asked the committee what they wish to do going forward with the code of conduct working group. The Committee decided that LM will be chair and NM as vice chair. LM updated on last seasons process, the committee were happy with this process going forward.

## **10. Any Other Business**

**10.1.** JL provided an overview of how referees can benefit from the opportunity of refereeing at LCFC. JL provided an overview of these appointments and how they are selected. MC raised an issue with this process, MC provided his concern regarding this and the opinion that referees may benefit from refereeing an open aged game opposed to an LCFC Academy U16 game. JL highlights the benefits and would like to work together with MC and CT on the development of the LCFC referees. Other committee members express their concerns with referees opting for higher paying games.

**10.2.** AM raised a concern regarding the use of a referees Facebook page, AM proposed that the CFA vet this page and it's admin. JL updated that we have tried to make contact with the admin of this page but have not yet managed to speak directly with him. All of the

committee expressed their concerns with the checks going on for referees. CFA to take this away and look to find a solution.

**10.3.** MB asked the process of updating the smartsheet, JL updated on the process and how referees can opt in to share their personal data with referee appointment secretaries.

**10.4.** MT asked that we honoured a referee who is slightly short of a personal milestone at the long service awards. The Referee Committee agreed to due to the unfortunate circumstance. JL to investigate how long his service was.

**10.5.** ME raised a query prior to the meeting regarding referee management/admin, committee propose that this be raised a meeting which he is in attendance. Although this was discussed in minute 6.1

## **11. Date of Next Meeting – 9<sup>th</sup> January 2023**

**Meeting Closed 21:03pm**



## **Youth Committee**

Thursday 17<sup>th</sup> November

Venue: Holmes Park, 7pm

### **AGENDA**

#### **1. Attendees**

K Johnson, D Frost, D Wapples, C Smith, N Garner, A Markley, C Atkinson, D Frost, S Waite  
(Officer)

#### **2. Apologise**

S Reason, M English

#### **3. Welcome**

K Johnson welcomed all to the committee.

#### **4. Election of Chair and Vice Chair**

- a. KJ chaired the election of committee chair and vice-chair.
- b. DW nominated NG for Chair. Seconded by CS. Voted unanimously.
- c. KJ nominated CS for Vice-Chair. Seconded by DF. Voted unanimously.

#### **5. Terms of Reference**

- a. NG outlined the Terms of Reference (ToR). S Waite explained the purpose of each item in more detail. ToR were agreed as follows;
  - i. Committee to review and recommend rules changes to be implemented across the youth leagues
  - ii. Committee to consult stakeholders to produce and review a coordinated delivery plan that can be delivered across youth football
  - iii. Committee to share good practice, updates, and challenges across youth football

#### **6. Sharing of updates, good practice, and challenges**

- a. Mutual League - DW updated as follows;
  - i. 456 teams, with entry for new teams at Christmas. 10 teams withdrawn since September due to lack of managers or players moving teams.
  - ii. 86 referees applied to join the league, but only 60 games covered weekly, of about 163 games.
  - iii. 4700 players registered. Raised concern that FA Dispensation cases are not being communicated to leagues when communicated to County FA.
    1. Action - S Waite agreed to feedback and report back.
  - iv. 40 to 50 teams not completing match returns per week. Majority saying it has entered on Match Day and is showing as pending, which is causing challenges.
- b. Foxes League – KJ updated as follows;

- i. 209 teams. 108 U11 and U12 101. About 6 teams dropped out.
  - ii. Referee coverage is around 60%, which is improvement from previous season.
  - iii. Issues with the match day app leading to sanctions for clubs.
  - iv. Belton Villa Parish Council have insisted games are finishing by midday causing some challenges.
  - v. CS explained that discipline issue is becoming greater issue within the league.
- c. Juniors League – NG updated as follows;
  - i. 83 registered club, 260 teams. 100 U13, 89 U14, 73 U15s.
  - ii. 4421 players registered.
  - iii. Fines in the new admin system is much smoother and efficient.
  - iv. £3560 received in fines due to poor administration in clubs.
  - v. Split season in Junior League is really helping to manage team movement and retention of teams.
- d. Youth League – CA updated as follows;
  - i. 60 clubs, 107 teams. U16 59, U17 32, U18 16. 5 teams drop since start of season.
  - ii. 2019 players registered.
  - iii. Total fines £2065 this season but massive issues with match returns.
  - iv. 100% coverage of referees amongst most weeks.
  - v. Looking to merge U17 and U18 for 2023/24 season to be consulted with clubs.
  - vi. Discipline is not great in the youth league and a conversation about the issue took place across the committee.

## **7. County FA Update – S Waite updated as follows;**

- a. Football Development Officer (Male Pathway and Coaching) recruitment is ongoing. Role has been offered and expected start date of mid December. S Waite explained the role would closely align to the role of this committee, and working with leagues within the male pathway and accreditation. S Waite has a change in remit and will now be taking a greater lead on facility development.
- b. England Football Accreditation has now opened for re-validation and the window closes on 30<sup>th</sup> April 2023. Over 90% of clubs are accredited.
- c. FA Silent Weekend took place on 5<sup>th</sup> and 6<sup>th</sup> November and initial feedback in being sought. S Waite explained further Silent Weekends are planned for later in the season with date to be confirmed.
- d. Staff are currently conducting unannounced club safeguarding visits planned in November and December. Conducted by staff and board.
- e. FA are piloting a No-Heading in Youth Football Pilot which is on-going. 100+ leagues have signed up nationally but 0 in this county. FA researching impact this season with recommendation to be made aware. D Wapples asked if this is going to implemented across all football in 2023/24. S Waite suggested that research results would likely impact future recommendations but would expect some adaptations for future seasons.
- f. FA are conducting a Review of Youth Football to focus on the following;

- i. How the Game is set up, including; age, format, ball size, goals, pitch, game time). Research to take place on this specific area up to May 2023
- ii. How the game is played, including; rules, competitions, length, heading. Research to take place on this specific area between May 2023 to Oct 2023
- iii. Recommendations will be drawn up for future implementation from Nov 2023
- iv. Implementation of any recommendations will be embedded from Sept '24 up to Sept '26. Dates are subject to change as the research is implemented.
- v. Stakeholders to be consulted through, which will include; referees, coaches, players, clubs, leagues and County FA.

#### **8. Reviewing and recommending rule changes across youth leagues**

- a. Discussion took place around the planning and review of Youth Leagues rules. After discussions it was agreed to approach this piece of work as follows;
  - i. S Waite and new FDO will analyse leagues rules and produce a comparison document to support this work
  - ii. Meeting of members of the Youth Committee will take place on 12<sup>th</sup> January to review existing. Further meetings will be scheduled as needed.
  - iii. Agreed focus should be on;
    - 1. Fine amounts
    - 2. Members rules
    - 3. Consistency in the application of rules
  - iv. Once rules amendments agreed, further consultation to be conducted with wider league committee members and clubs as needed or required.

#### **9. Planning to consult stakeholders to produce and review a coordinated delivery plan**

- a. S Waite outlined a need identified for leagues to work together to create a joint youth leagues delivery plan for 2023/24 to support accreditation, and a consistent approach across youth football.
- b. S Waite updated a project that the County FA are having initial consultation on is the review of the structure of youth football to overcome 3 emerging challenges and considerations; 1) capacity of football pitches on Sunday mornings in youth football, 2) growing participation in the female game and youth game more broadly, 3) Conversion and retention of 14/15 year old referees. S Waite explained a potential solution being explored is some youth football to take place on Saturday AM.
  - i. Committee agreed to have a focus on the work within item 9b above, then review a wider coordinated delivery plan from February onwards.
  - ii. S Waite explained a meeting of 5 Club Reps taking place on 30<sup>th</sup> November to gauge initial feedback. From there, the hope is creating a working group to support further research and consultation. Plan for working group to include 5 Clubs Reps, 5 League Reps, 1 Referee and 1 Coach. Membership of this working group is to be confirmed.
  - iii. S Waite will reach out to members of the Youth Committee is being part of the above working group.

- c. Discussion regarding embedding a new league administration, initially implemented by AM at the Junior League, and how that can become easier and more consistent for clubs. Feedback has suggested there is efficiency of time for leagues and clubs, but one login for all clubs would be a welcomed development. Feedback is the system is far better for leagues and need to share across the leagues.

#### **10. AOB**

- a. S Waite noted there were some leagues not represented on the committee. N Garner suggested the committee co-opt members of the Leicestershire Girls and Womens League, Leicestershire Futsal League and Leicestershire Midweek Floodlit League.
  - i. Action – N Garner and S Waite to coordinate the co-option of additional committee members with S Reason, Chair of Council
- b. N Garner suggested T Deacon would be missed as a member of the Youth Committee, and on behalf of the whole committee has very much welcomed his input over previous season
- c. S Waite communicated that H James has expressed an interest in becoming a member of the Youth Committee. Committee agreed she would be a welcome addition. S Waite will coordinate H James adoption onto the committee with S Reason, Chair of Council.

#### **11. DONM**

- a. 16<sup>th</sup> February 2023
- b. 18<sup>th</sup> May 2023



## Inclusion Advisory Group

**Date:** Monday 14th November 2022- 7.00-8.30 pm

**Venue:** Holmes Park (County FA HQ)

**Attendance:** Sam Turner (ST) (Chair), Surinder Sharma (SS), Minesh Gupta (MG), Terry Singh (TS), Dominic Clarke-Williams (DC-W), Paul Bup (BP), Ali Adnan (AA), Joe Dunmore (JD)

Item	Minute	Action
1) Welcome	<ul style="list-style-type: none"><li>ST welcomed all members to first IAG meeting of the 22/23 season and congratulated TS, DC-W, PB and AA on being appointed onto the IAG.</li><li>SS welcomed all members to the CFA as Chair of the Association.</li><li>All members provided an overview of their backgrounds and reasons for being on the IAG.</li></ul>	
2) Apologies	<ul style="list-style-type: none"><li>Ken Horn (KH)</li></ul>	
3) Minutes & Updates on Actions	<ul style="list-style-type: none"><li>First meeting of the season. 21/22 actions complete</li></ul>	
4) CFA Update	<ul style="list-style-type: none"><li>JD presented on the CFA strategy including history, governance structure, staffing structure, equality commitment and aims, safeguarding commitment and aims, business objectives, KPIs and operational plan.</li><li>JD highlighted the role the IAG within the strategy and the areas it had supported over the last 2 seasons.</li><li>JD updating the IAG page on the website and asked members for photos and backgrounds <a href="https://www.leicestershirefa.com/about/inclusion">https://www.leicestershirefa.com/about/inclusion</a></li></ul>	<ul style="list-style-type: none"><li>JD to circulate CFA Strategy following 22/23 season update.</li><li>JD to circulate 21/22 season report.</li><li>New IAG members to send background information to be added to CFA website.</li><li>ST review whether IAG members could be provided with CFA tie/ID badge.</li></ul>
5) IAG 22/23 season <ul style="list-style-type: none"><li>Feedback</li><li>Priorities</li></ul>	<ul style="list-style-type: none"><li>ST led an open discussion on how the IAG could support the CFA in the current season. Ideas from the IAG included:<ul style="list-style-type: none"><li>Linking with the Sport Governance Academy.</li></ul></li></ul>	<ul style="list-style-type: none"><li>ST to send details around the FA's Equality and Diversity online</li></ul>

<ul style="list-style-type: none"> <li>• <b>Ways of working</b></li> <li>• <b>Terms of Reference</b></li> <li>• <b>Recruitment</b></li> </ul>	<ul style="list-style-type: none"> <li>○ Partnership working with organisation such as Football Delhi, BAM Referee, Leicester For All, Fans for Diversity.</li> <li>○ Supporting and gaining the voice of children and young people.</li> <li>○ Discipline and discrimination workshops delivered at inner city club venues.</li> <li>• ST encouraged members to complete the FA's Equality and Diversity online module.</li> <li>• Terms of Reference remained unchanged and have been circulated to new members.</li> <li>• IAG members were encouraged to recommend and reach out to people who would add value to the IAG with a focus on female representation.</li> </ul>	<p>module. IAG members to complete.</p> <ul style="list-style-type: none"> <li>• ST to send details around the Sport Governance Academy.</li> <li>• JD to send audit to new IAG members so we get further ideas and understanding of skillsets. Please click the following link <a href="#">IAG Survey</a></li> </ul>
<b>6) Equality Standard update</b>	<ul style="list-style-type: none"> <li>• JD delivered a presentation update on the Equality Standard covering the work completed to achieve the Foundation Level and the criteria to gain the Foundation Level of the Equality Standard.</li> <li>• JD highlighted that the IAG will play a key role in supporting the CFA to achieve the Preliminary Level particularly around a strategic plan and recruitment practices.</li> </ul>	<ul style="list-style-type: none"> <li>• JD to circulate Equality Standard presentation to IAG.</li> </ul>
<b>7) AOB</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>8) Date on Next Meeting</b>	<ul style="list-style-type: none"> <li>• 14th November 2022 - In-person at Holmes Park ✓</li> <li>• 16th January 2023 - Online via Teams</li> <li>• 13th March 2023 - Online via Teams</li> <li>• 15th May 2023 - Online via Teams</li> <li>• 10th July 2023 - In-person at Holmes Park</li> </ul>	

Leicestershire and Rutland County FA

**IAG ONGOING ACTION LIST 22/23 season**

Meeting Date	Minute	Action	Responsibility	By	Status/Progress
14/11/23	4	JD to circulate CFA Strategy following 22/23 season update.	JD	16/01/23	

[illegible]




# Minutes of the Meeting of the Board of Directors

Date: 25<sup>th</sup> October 2022

Venue: Holmes Park

Attendance: Prof Surinder Sharma (SS) - Chair, Kelly Ellis (KE), Nicola Clemo (NC), Robert Stretton (RS), Sam Turner (ST), Sharon Reason (SR), John Harding (JH), Michael Tolond (MT), Laurence Jones (LJ), Darren Carlisle (DC)

Officers: Sam Deacon (SD)

## 1. Chairs opening remarks

1.1. SS welcomed all to the October meeting of the Board of Directors.

## 2. Apologies

2.1. C Davis.

## 3. Declaration of Interest.

3.1. No declarations of interest were raised.

## 4. Minutes of the previous meeting – 27<sup>th</sup> September 2022

4.1. The minutes of the meeting were agreed as a true and accurate record.

## 5. Matters arising from previous meeting.

5.1. Minute 8.3 – JH updated that both are currently being progressed.

## 6. Governance

6.1 Chris Newcombe and Jaz Singh of Mayfield and Company Auditors provided an update to the Board on the progress of the 2021-22 Audit. The previous auditors had not, despite numerous requests since August, provided details of the fixed assets register to enable completion of a final audit report. Members would be advised accordingly at the forthcoming AGM and presented only with financial statements for 2021-22.

It was agreed that a final audit report would be produced as soon as possible and subsequently distributed to LRCFA members. The previous Finance Director would be contacted to expedite the process through contact with the previous auditors.

6.2 The current board included 5 directors co-opted in 2021 and 4 directors in 2022. In accordance with 'exceptional circumstances' referenced in Article 16.1.2 of the LRCFA Articles of Association the Board confirmed that these Board members would continue in office until the third annual general meeting following the dates of their appointment (Article 17.1). Therefore 5 directors would, if they wish, offer themselves for re-election in 2023 and 4 in 2024.

- 6.3 Surinder Sharma who was appointed to the Board as Director in July 2020 will offer himself in accordance with the Articles of Association for re-appointment by members at the forthcoming AGM.
- 6.4 SR provided feedback on the council consultation events held at Holmes Park and Saffron Dynamo FC. SR wished to thank those Board members that were able to join her throughout the two days. The meetings with council members had been positive and provided an opportunity to gain feedback directly from those members who attended. Board agreed to review the initial feedback and to discuss at agree actions at the November meeting of Board. It was agreed that there would be a benefit to holding regular consultation opportunities throughout the year.
- 6.5 The Board discussed the draft Council Constitution. It was agreed that this was a working document and that further additions would be required prior to finalising.
- 6.6 MT provided a process for raising Any Other Business. The Board unanimously agreed to adopt this process with immediate effect.

**Action:** Final annual accounts circulated to members.

## **7 Financial Reports**

- 7.1 DC provided a summary of the Associations current profit & loss accounts. Currently, the Association is ahead of budget. Detailed accounts will be provided to Board on a quarterly basis.
- 7.2 DC updated that the FA guidance for reserves is to have 6 to 9 months operating costs which the Association has adopted.
- 7.3 Board agreed that the Audit & Risk Committee will further explore the current economic situation and the impact that this is having on grassroots football.

**Action:** Audit & Risk Committee to review the economic impact on grassroots football.

## **8 LRCFA Strategy**

- 8.1 KE provided an update on the Quarter 1 of the LRCFA Strategy. Progress to date is very positive with most KPI's having been achieved or progressing well towards. The team will be meeting with the FA Regional Manager in early November to review Q1.
- 8.2 Some of the Safeguarding team will be at Wembley for the FA National Safeguarding 365 Conference. Emma Haywood – Designated Safeguarding Officer will be presenting at the event having been asked to deliver a session on Club Safeguarding Visits and Board engagement.
- 8.3 Board requested that the progress is shared with our key stakeholders to highlight the positive work that is being undertaken. It was agreed that the team would work towards producing a quarterly infographic.

## **9 Safeguarding**

- 9.1 NC provided an overview of the minutes from the Safeguarding Steering Group. The minutes were noted.
- 9.2 The Board were made aware of the new Safeguarding Club visits for the 2022-2023 season. The DSO will be sending out the various dates for the Board members to share their availability to attend.
- 9.3 The 2022-2023 Board Safeguarding Board Briefing and Club Visit Briefing would be co-ordinated on Teams prior to the next meeting of Board.

**Action:** Board to email Emma to provide dates for safeguarding club visits.  
Board Safeguarding and Club Visit Briefing Teams Call to be arranged in November.

## **10 Commercial & Marketing**

- 10.1 RS referred to the LRCFA Commercial Strategy which had been produced by CD. Board wished to thank CD for this excellent piece of work and welcomed the opportunity to discuss the strategy in greater detail at a separate meeting.

**Action:** Board to co-ordinate a separate briefing to discuss the Commercial Strategy.

## **11 AOB**

- 11.1 There was no other business.

## **12 Date of next meeting:** Tuesday 22<sup>nd</sup> November 2022.

Meeting Closed at 21:40pm



# Minutes of the Meeting of the Board of Directors

Date: 22<sup>nd</sup> November 2022

Venue: Holmes Park

Attendance: Prof Surinder Sharma (SS) - Chair, Kelly Ellis (KE), Nicola Clemo (NC), Robert Stretton (RS), Sam Turner (ST), Sharon Reason (SR), John Harding (JH), Michael Tolond (MT), Laurence Jones (LJ), Darren Carlisle (DC), Craig Davis (CD)

Officers: Sam Deacon (SD)

## 1. Chairs opening remarks

1.1. SS welcomed all to the November meeting of the Board of Directors.

## 2. Apologies

2.1. No apologies.

## 3. Declaration of Interest.

3.1. No declarations of interest were raised.

## 4. Minutes of the previous meeting – 25<sup>th</sup> October 2022

4.1. The minutes of the meeting were agreed as a true and accurate record.

## 5. Matters arising from previous meeting.

5.1. Action 9.3 – ST updated that all of the IAG, Staff, Council & Board have been asked to complete the ED&I training.

## 6. Governance

6.1 MT reported on SS re-appointment as a director and chair of the Board. MT informed the Board he will now continue with this role until 2025. MT also updated that the co-opted members of the board will continue their role for 1 or 2 more AGM's depending on their start date.

6.2 SS reported that NC would take on the Senior Independent Director role. MT will be Vice-Chair in accordance with the code of governance.

6.3 MT provided an update on the Audit report which is currently being processed with Mayfield and Company Auditors. The final accounts will be produced ready to be reviewed and signed off by the Board prior to being shared by the Members.

6.4 NC shared a draft 'Developing improved partnership working LRCFA Board and Council' action plan for the Board to consider following the Council Consultation events. The Board discussed the document and agreed that it was a positive starting point to build upon the consultation days. Board agreed to review the document, make notes and forward back to the office to collate.

- 6.5 RS asked whether he would be able to co-opt members of the association to assist in the Board Committees that he leads on. The Board of Directors held a discussion around this and what are the best actions going forward. It was agreed that there must be a clear and transparent process for co-opting members on to a Committee. Board agreed to look at this process further.

**Action:** Directors to provide feedback on the Developing improved partnership working LRCFA Board and Council' document.

## **7 Finance**

- 7.1 DC provided a summary of the Associations current profit & loss accounts. Detailed accounts will be provided to Board on a quarterly basis.
- 7.2 RS highlighted the recent rates relief received from BDC. It was noted that other clubs/facilities may also be able to benefit from this and that this information can be shared with them. The board of directors thanked RS for his work around the rate relief.

## **8 Remunerations & Nominations Committee**

- 8.1 JH provided Board with an update on the outcomes of the recent R&N Committee. This included a review of cost of living payments that will proceed in accordance with FA guidance. It was also agreed to approve the recruitment of two additional roles in the areas of business support and commercial objectives.
- 8.2 NC asked whether we could add the LRCFA Code of Conduct to the LRCFA website. Board agreed that this could be added to the Board and Council pages.

## **9 Safeguarding**

- 9.1 NC provided an overview of the minutes from the Safeguarding Steering Group. The minutes were noted.
- 9.2 The Board were made aware of the new Safeguarding 365 process and that the next visit will take place from February 2023 with a maximum of 7 days' notice.
- 9.3 To ensure a consistent approach across all departments / committees, NC asked that all Committees have safeguarding as a standard agenda item in each meeting.
- 9.4 The Club Visit programme has started well this season. The visit question list now also includes wider questions about FA initiatives and programmes.

## **10 Strategy & Partnerships Committee**

- 10.1 CD reported on the significant progress to date of the Strategy & Partnership Committee and the development of the Commercial Strategy. Weekly meetings are taking place with the executive team and work is ongoing to build a database of key partners and contacts to help shape the next steps.

## **11 Headquarters Committee**

- 11.1 RS updated on the current operations and commercial opportunities at Holmes Park. Board unanimously agreed to the proposal made. RS shared his thanks to DA from the staff team for her help and support with this matter.

## **12 Equality, Diversity & Inclusion**

- 12.1 ST provided an overview of the minutes from the IAG Working Group. The minutes were noted.
- 12.2 ST reported that they are looking at further representatives from the LRCFA current leagues or those that are not directly linked with football to join the LRCFA IAG.

- 12.3 ST also reported that the Association has signed an agreement with “Football Delhi”. ST will be making connections soon and looking to draft a press release regarding the partnership.

**13 AOB**

- 13.1 SR shared concerns with regards to poor behaviours in clubs on match days. ST suggested members of the CFA going to watch the games which have a cause for concern. NC suggested this item to be brought to the Safeguarding/Referee meeting on how to combat this. KE also suggested that this also be raised at the Development Committee linked to the FA Accredited programme.

**14 Date of next meeting:** Tuesday 10<sup>th</sup> January 2022 (Special Board Meeting)

Meeting Closed at 21:05pm

DRAFT



## CHIEF EXECUTIVE REPORT – January 2023

Executive: Kelly Ellis

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Set out below is a summary of some of the main information from across the LRCFA since the October 2022 Council meeting.

Welcome to the second Council meeting of the 2022-2021 season. The main agenda item for the meeting is the Holmes Park feasibility study. We will be joined at the meeting by the independent consultants from Facility & Sports Club Development Services Ltd whom consulted with members in October. The presentation will be followed by an opportunity for members to ask questions.

### Staff Update

I am delighted to welcome a new staff member to the team. Daniel Kendrick joins the Association just prior to Christmas as the Football Development Officer (Male Pathway and Coaching). Daniel has experience working across the School Sports Partnership network focusing on teacher training, working within private coaching organisations as well as development experience within a grassroots club.

Daniel's role will predominately be focusing on development of the male pathway, including club and recreational formats, England Football accreditation and our wider club development offer. Daniel will also lead on the LRCFA Coach Development offer, which includes the delivery of coach CPD events throughout the year.

### Safeguarding

All Council members will have received the 2022-2023 Season [Board and Council members pack](#). In this pack all Board and Council members are required to read, check and meet the safeguarding standards required for their roles. For most Council members this will involve the signing of the code of conduct. To date, there are still members who are currently non-compliant. All non-compliant members will receive a reminder email outlining exactly what they are required to do to become compliant. Any members who remain non-compliant from the 1<sup>st</sup> February will be required to be suspended from the role they hold with the LRCFA until they become compliant in accordance with the FA Safeguarding requirements. Please do get in touch with the staff team if you have any queries regarding the requirements and the team will be happy to support you.

LRCFA Staff members attended the annual FA Safeguarding Conference on the 8th November at Wembley. The conference provided all County FA's with the opportunity to receive a briefing on the FA 365 Safeguarding revised criteria and receive presentations from colleagues on safeguarding good practice. The Association was very proud to have been singled out for a good practice case on Safeguarding Club Visits. Our Designated Safeguarding Officer – Emma Haywood delivered a presentation to over 100 delegates on the process that the LRCFA follows which has subsequently been mirrored by other County FA's.

### FA County FA Recognition Awards

The FA hosted the County FA Recognition Awards at Wembley on the 3<sup>rd</sup> November. The Association was delighted to have been short listed in the category of Data and Insight for our ongoing Discrimination in Football project. The evening provided an opportunity to celebrate the outstanding achievements across the County FA network.

#### LRCFA Quarter Two Review

The Association continues to successfully work towards the LRCFA 2022-2023 Operational Plan. Quarter Two (Oct-Dec) is now complete and data is being reviewed. A summary of the Associations progress to date will be shared with members in late January. The Association will then share these Quarterly updates on the LRCFA website. The Quarter 3 Review will be circulated in April and Quarter 4 in July. That will then complete the 2022-2023 season and collectively form the LRCFA Annual Review.