

# **NORTHAMPTONSHIRE FOOTBALL ASSOCIATION LIMITED**

## **Minutes of the NFA Inclusion Advisory Group (IAG) held on Thursday 13<sup>th</sup> October 2016 at 5.30pm at the NFA Offices, 9 Duncan Close, Northampton**

**Present:** R Cotter (Chairman); G Biddulph; K Coleman, Dr M Crofts, R Knight, J Lusted, S Miah, L Scott, A Wildgust

### **1 Chairman's Opening remarks**

Mr Cotter welcomed members to the first meeting of the Group since May 2015 and all members were asked to introduce themselves. It was confirmed that the delay in meeting again was not acceptable but it was the desire of the Board and the Business Manager to rekindle the work of this Group.

### **2 To receive Apologies**

Apologies were received from L Behnke

### **3 To receive the Minutes of the previous Meeting**

The Minutes of the meeting held on 20<sup>th</sup> May 2015, previously circulated, were received and were signed by the Chairman as a true and accurate record. There were no matters arising from these Minutes.

### **4 To receive an Update on NFA Inclusion Activities from the Business Manager**

Mr Biddulph reported on progress of the NFA with regards to Inclusion activities. He confirmed that the Equality Policy had been signed off by the Board and issued to all members of Council. It was requested that the next update to the Staff handbook included cross reference to this Equality Policy.

It was agreed that with a large number of changes to both the Board and Staff team that the Induction Process should be reviewed to ensure that matters relating to Inclusion formed part of the Induction process.

It was confirmed that all members of NFA Council and Staff had signed the NFA Board approved Code of Conduct. The Code should be extended to the members of the IAG and will be tabled at the next meeting for consideration and adoption.

Mr Coleman advised the IAG that Northamptonshire was one of only four Counties still to achieve the Foundation level of the Equality Standard. The Group were updated on the Self-Assessment that had taken place in August 2016 by Mr Biddulph and it was expected that submission of application for Foundation Level of the Equality Standard would take place by 30<sup>th</sup> November 2016. There has been progress since August in this area and a further Self-Assessment would take place shortly.

Mr Biddulph updated the Group on the NFA Business Plan and linked Operational Plan

## **5 Review of the Terms of Reference and Group membership**

The Terms of Reference for the IAG were considered and adjustments made, to be resubmitted to the next meeting for sign off before going to the NFA Board for approval.

It was agreed that the Association should seek to ensure Diversity and Inclusion to the organisation by consideration of the co-option of the IAG Chairman to the NFA Board for a three-year term.

Mr Coleman confirmed the five critical success factors for a successful IAG included having the right people, having a strong Chair, the support and engagement of staff, good strategic planning and the support of the Board and Business Manager.

## **6 Election of Chairman and Vice Chairman**

The election of Chairman and Vice Chairman was deferred until the next meeting of the IAG.

It was agreed that Mr Biddulph should re-advertise the role of the Group to seek further membership of the Group by application. The position of Chair should also be advertised, enlisting the help of members of the IAG to advertise more widely. Mr Miah agreed to promote the Group through the Northamptonshire Bangladeshi Community.

Mr Coleman agreed to supply a template Chair role description.

Mr Cotter agreed to continue to act as Chairman for the next meeting of the Group or until a Chairman had been elected.

## **7 Future work of the IAG**

Mr Biddulph was requested to investigate and update the Website to include Inclusion activities and details of the Group under "Meet the Team". Mr Coleman to forward details of the Hants CFA biographies to look to replicate this on the NFA website

It was agreed that the IAG should now look to review all policies and procedures relating to Inclusion on an annual basis.

The NFA Business Plan and Operational Plan to be considered at a future meeting of the Group.

It was agreed that Mr Coleman be invited to brief the NFA Board and to also meet with the staff team to provide Inclusion and Equality training.

Mr Cotter confirmed that the NFA Board wished to keep in touch with the FA On Board Programme, Mr Coleman agreed to facilitate.

Mr Coleman agreed to invite members of the Group to the FA IAG Community Page once it is ready.

## **8 Dates of Next Meetings**

The next meeting was confirmed as 12<sup>th</sup> December 2016 at 5.30pm with a further meeting agreed for 5.30pm on 5<sup>th</sup> February 2017

## **9 Close of Meeting**

Mr Cotter thanked all members for their contribution to the meeting and expressed thanks to those members of the IAG that had attended who continued to support the work of the NFA and the IAG and closed the meeting at 7.05pm.

Signed ..... Date .....

*As agreed and as a true and accurate record*

Position .....