**IAG Meeting Minutes**

Monday 19th October, 2020, 7:30 pm via Conference Call Dial-In, Meeting ended at 8:40 pm

**Present/On the call :** Riz Rehman(Chair), Sally Lockyer (SFA CEO), John Wallis (Sec.) , Victor Olisa, Mac Alonge, Cigdem Turkan, Marcus Tyler, Soye Briggs, Josie Jones, Kate Budd, Graham Keable.

**Apologies:** Emma O’Connor, Andrew Dickinson.

1. Welcome & Apologise **(Riz)**
	1. Riz opened the meeting and welcomed new member, Cigdem Turkan. Cigdem then briefly outlined her extensive football involvements/roles covering Education & Training and Race Equality Lead at Palace For Life, ZRF foundation, Matchday Roles and consulting with Women in Football to understand and enhance development pathways from grassroots to the elite standard.
	2. Apologises from Andrew Dickinson and Emma O’Conner
2. **Minutes of previous meetings.** **(Riz)** Some ACTION items are still outstanding and will be carried forward, others continue to have been interrupted by Global events and are addressed in the minute notes below.

Riz confirmed that the IAG Biogs have nearly all been submitted and are being published. Riz also pre-introduced an event scheduled for Wednesday, October 28th on the subject of Black Lives Matter, covered in the Comms section by Marcus.

1. **Chair Update (Riz)** As detailed above.
2. **AGM Summary – Surrey County FA, October 5th 2020 at 7pm** – (Sally and Soye) Sally provided a summary of some of the key issues raised in the AGM. In particular the challenge presented by the COVID-19 pandemic. Significant reduction in funding from the FA, reduced by 14%, staff on furlough and now nearly all back at work albeit working from home. Unfortunate loss of two permanent staff members, Disability Football Development, Tamsyn and Coach Education Officer, Craig. The AGM also covered the new FA Governance Code, (see next item.)
3. **Governance Vision** – (Sally Locker and Soye). The 88 page FA Governance Code document published in January 2020 had been previously distributed to the IAG members. Sally and Soye gave a brief overview of its history and explained that the main Surrey CFA Board had worked on the document and produced a vision of how Surrey will implement actions targeted to achieve the required standard and accreditation by January 2021. Particular actions regarding the composition of the members of the board will be made to create a 50% female participation, exceeding the FAs requirement for 30%. The main board have fully supported vision and the IAG has the opportunity to play a significant role in delivery.

**Extract from the source document introducing the Five Principles:**

**The Five Principles of Good Governance**

**PRINCIPLE 01: STRUCTURE (31 REQUIREMENTS)** County Football Associations shall have a clear and appropriate governance structure, led by a Board which is collectively responsible for the long-term success of the Association and exclusively empowered to lead it. The Board shall be properly constituted, and shall operate effectively. Why is this important? The right governance structure with decisions made at the right level enables the best decisions to be made to drive the success of the Association. Having an appropriate governance structure demonstrates to all stakeholders that the Association is well managed. This is key to winning the confidence of staff, suppliers and potential investors and also provides a framework for the Association’s growth and development.

**PRINCIPLE 02: PEOPLE (15 REQUIREMENTS)** County Football Associations shall recruit and engage people with appropriate diversity, independence, skills, experience and knowledge to enable effective decisions that further the Association’s goals. Why is this important? Diverse, skilled and experienced decision-making bodies which contain independent voice and engage in constructive, open debate enable good decision-making.

**PRINCIPLE 03: COMMUNICATION (4 REQUIREMENTS)** County Football Associations shall be transparent and accountable, engaging effectively with stakeholders and nurturing internal democracy. Why is this important? Being responsive to members, participants and stakeholders, understanding their interests and hearing their voice helps shape the Association’s governance and strategy. Transparency about why the Association exists, what it is trying to do, how it is doing it and with what results empowers stakeholders by giving them the information about the Association that they need to know.

**PRINCIPLE 04: STANDARDS AND CONDUCT (6 REQUIREMENTS)** County Football Associations shall uphold high standards of integrity, and engage in regular and effective evaluation to drive continuous improvement. Why is this important? Having the right values embedded in the culture of the Association helps to protect investment and enhance the reputation of the Association, earning stakeholder trust. Constantly seeking to improve makes an Association swift to respond to new challenges and opportunities, reducing risk and maximising performance.

**PRINCIPLE 05: POLICIES AND PROCESSES (9 REQUIREMENTS)** County Football Associations shall comply with all applicable laws and regulations, undertake responsible financial strategic planning, and have appropriate controls and risk management procedures. Why is this important? Understanding the legal environment and having in place appropriate financial and other controls help mitigate risk and enhance stakeholder trust.

1. **Comms** – Marcus Tyler

Marcus gave an overview of key content that Surrey FA have been publishing on various social media platforms and their main website. The podcast ‘Stoppage Time’ has continued with a variety of interviews not always with football exclusive contributors. Give it a try here: <https://open.spotify.com/show/1dmGUJleHXOGGpa23uRANV>

Follow this link: <https://www.surreyfa.com/about/rules-and-regulations/inclusion/inclusion-advisory-group> to find our photos and bio’s on the Surrey website and other IAG content.

Forthcoming activities include:

Wednesday October 28th from 7pm to 8pm An invited panel of football stakeholders to discuss the subject of BLM and Black History Month. Both Riz, Cigdem and Mac will be on the panel. Follow this link for more details and signup information: <https://www.surreyfa.com/news/2020/oct/23/black-history-month-panel-event>

Riz enquired how Surrey will highlight the new FA Strategy for Women and Girls that was released today. Marcus has uploaded the report and it is available to all via this link: <https://www.surreyfa.com/news/2020/oct/19/the-fa-launch-new-strategy-for-womens-and-girls-football-inspiring-positive-change>

Sally reported the continued sponsorship from the following enterprises, Hyped Marketing, Capital Content and Veo Cameras. The corresponding articles have been published.

<https://www.surreyfa.com/news/2020/oct/15/hyped-up-for-another-year-of-girls-football>

<https://www.surreyfa.com/news/2020/oct/21/more-than-a-logo---capital-content>

<https://www.surreyfa.com/news/2020/oct/14/veo-continue-support-for-grassroots-football-in-surrey>

1. **IAG Round Table**

**Josie**: It would be good for the IAG to have some targets / KPIs to enable us to track success and impact, and to ensure that a focus on Youth involvement is highlighted. Consider a Youth member to be put on the Main Board?

**Kate**: As one of the longest serving members of the IAG Kate feels we are in a strong , positive position and ready to make a real impact.

**Mac**: We are going in the right direction. Good communications especially.

**Victor**: Positive meeting and direction

**John**: Echo the comments from other members. The Group appear ready to get more involved and make a difference

**Soye:** Good meeting

**Marcus**: The Youth Forum are having a Halloween Event at Meadowbank on Saturday October 31st from 9;30 am to 1pm in a Wildcats format. IAG members would be most welcome it will also be Marcus’ departing activity with the Youth Forum.

1. **AOB** Covered above.
2. **Date & Time of Next Meeting**

The next meeting is scheduled for Monday November 23rd. Riz will send a reminder meeting nearer the time.

The meeting was closed at 8:40 pm.

**ACTION LIST**

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| **ACTION** | **WHO** | **BY WHEN** | **STATUS** |
| Engage/invite/co-ordinate IAG Members to contribute to the 2019 County operational review process  | **Sally , Riz, John** | Awaiting invite? | Ongoing / New |
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