# BCFA LOGO black&yellow

**BOARD MINUTES**

# Birmingham County FA Board meeting

**Date: 22nd November 2022**

**Venue:** Britvic Soft Drinks Ltd, Aventine Way, Glebe Farm Industrial Estate, Rugby CV21 1HA

The site tour will be approx. 90mins. There’s a lot of walking and we’ll split into two groups.

**BOARD MEETING**

**Agenda for the meeting on Tuesday 22nd November 2022 for a 9.30/10am start**

**M. Penn (Chairman), S. Hampton (Snr INED), K. Shoemake (CEO – ex officio),**

**J. Berry, M. Shafaq, S. Kazmi, G. Roberts, A. Peavot, Luke Bowles (ex-officio)**

**BCFA staff attendees: R. Lindsay, M. Juned, R. Mitchell-Blunt, S. Willis, T. Piper, J. Robinson**

**Apologies: S. Welch, H. Murdoch, G. Roberts, D. Nixon**

**Any significant decisions and actions are highlighted in red underneath the specific agenda item.**

**Overview of the day/agenda**

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| **Agenda Item** | **Lead** | **Time** | | **Guest** | **Focus** | **Purpose** |
| Check-in  Welcome | All  Chairman | 09:30 | 30mins |  | Setup |  |
| Introduction to Britvic PLC | S.Kazmi | 10:00 | 20mins |  | Setup |  |
| Britvic supply chain transformation | S.Kazmi | 10:20 | 40mins | N.Paine  P.Dhadi | Performance |  |
| Break and site tour preparation | N.Paine  P.Dhadi | 11:00 | 20mins |  | Britvic site |  |
| Site tour (2 Groups) | N.Paine  P.Dhadi | 11:20 | 85mins |  | Britvic site |  |
| **Lunch & observations** | All | 12:45 | 45mins |  |  |  |
| Strategy Review  \* Refer to Strategy review document | K. Shoemake / BCFA Leads | 13:30 | 60mins | R. Lindsay  M. Juned  R. Mitchell-Blunt  T. Piper  S. Willis  J. Robinson | Review performance | Each member of SLT updated those present with achievements and initiatives and any challenges faced since the start of the Season (Operational Year). |

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| **Agenda Item** | **Lead** | **Time** | | **Guest** | **Focus** | **Purpose / Minutes** |
| Audit | K. Shoemake | 14:30 | 10mins | K. Shoemake /  T. Piper | Auditors and approach | To approve the auditors and type of audit for 2023 |
| Audit: Minute |  |  |  |  |  | Following a good discussion and reassurances from the CEO and Finance Officer, the Board unanimously agreed to adopt a revised approach for an ‘Independent Examiners’ report instead of a full Audit + annual year accounts. The new approach is still legally compliant and will include some dip sampling |
| Safeguarding | A. Peavot | 14:40 | 15mins | S. Willis | SOS365 | Annelli and Sarah updated those present with an overview of cases and site visits |
| FA Updates | J. Robinson | 14:55 | 5mins |  | FA Board  FA NGB | Joe updated those present on KPI’#s and achievements and initiatives to date |
| HQ Facility | K. Shoemake | 15:00 | 15mins |  | GBSC site | The CEO updated those present on the current status of the purchase |
| BCFA Workforce | K. Shoemake | 15:15 | 5mins |  | BCFA staffing | The CEO updated those present with changes to the workforce |
| AOB / Close | Chairman | 15:30 | 5mins |  |  | The Chairman thanked Sham and his colleagues for a fantastic tour and for hosting and also thanked everyone who attended on the day |

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| **Dates/Times of Future Meetings:**   * Tuesday 21st March 2023 – Board meeting – 1-4pm * Tuesday 23rd May 2023 – Board meeting – 1-4pm * Tuesday 18th July 2023 – Board meeting – 1-4pm * Tuesday 12th September 2023 – Board meeting – 1-4pm * Tuesday 21st November 2023 – Board meeting – 1-4pm * Tuesday 22nd August 2023 – Accounts sign off * Thursday 21st September 2023 – BCFA AGM – 7pm |  | **ALL** | To note, diarise and confirm |