

Governance Review Committee Meeting Monday 14th December at 7pm via Microsoft Teams

Minutes

Present: Chair: Ian M. Greenstock (Chair), Jo Bull, Kieran Carr, Julie Gee, Phil Hill, Gavin Jolley, Andy Mayes, Birgit Meldal, Roger Pawley, David Rudderham, Chris Williamson.
Plus, FA Regional Manager: Ben Grady

1. **Apologies for absence:** Mac McDonald, Joe Greenstock
2. **Matters arising from previous meeting:** None
3. **Category representative elections:** The articles of the association had been circulated after the previous meeting. It was felt that the articles around the category representatives and elections were comprehensive and did not need any amendments ahead of the category elections.
4. **Code of Governance:** The self-assessment with commentary had been circulated to members following the previous meeting and members were asked to respond with areas of the code they felt should be prioritised. The responses provided by members was shared on screen. The following areas of the code were discussed, and actions agreed:
 - *1.25. The Board shall maintain a permanent committee of the Board to lead on equality, inclusion and diversity matters.* JB reported that the Inclusion Advisory Group had recently been relaunched and had a plan to develop further. PH asked whether the group needed to be an IAG or could be renamed, for example to an equality, diversity and inclusion committee. BG confirmed that the name of the group could be changed. The important aspect was that the board had an inclusion committee to be advised by. BG stated that minutes to show commitment to this would suffice for the purpose of achieving the code, or the articles could be amended. BG also reported that an example terms of reference for the inclusion committee was provided within the code of governance appendices.
Term of reference to be provided to the IAG and adopted. **ACTION JB.**
Article change to be proposed to formalise the inclusion committee as a permanent committee of the board. **ACTION JB/AM.**
 - *1.26. The chair of the committee established under 1.25 shall be appointed via an open, publicly advertised recruitment process.* It was agreed that the process should be formalised using the role profile template and advertisement template provided within the code of governance appendices, for an open recruitment next season. **ACTION JB.**
 - *1.31 The board shall be required to demonstrate how it provides the opportunity for the views of young people to be heard within the board.* BG stated that this can be achieved by having the chair of the youth council on the IAG as the IAG chair then brings their views to the board. Chair of the youth council, Becks Archibald, to be invited to join the IAG. **ACTION JB.**



- *2.1b Each Association shall demonstrate a strong and public commitment to progressing towards achieving greater diversity generally on its Board, including the adoption of further Board diversity targets to include but not be limited to BAME and disability. The targets shall be determined by the Association and shall reflect the diversity of its local area as evidenced through local demographic data.* A discussion around finding ways to get the right people involved took place. KC suggested we could link to activities that are already running such as Duke of Edinburgh and sports leaders programmes where young people may be looking for opportunities. IG suggested engaging further with the rising stars from CFA awards, Football Futures and Kickstart. KC stated that the NCVO had recently provided some guidance. This would be shared with the committee. **ACTION JB.** PH was supportive of the suggestion of having an inclusion and diversity themed council meeting. **ACTION JB/PH.**
- *2.1c Each Association shall appoint a member of the committee leading on equality, inclusion and diversity matters to the Board, as a minimum in an observer capacity (see 1.25).* It was agreed that this process needs formalising to make IAG chair an ex officio role on the board. This would require an article change and should go to the rules revision committee. **ACTION JB/AM.**
- *2.2 Each Association shall identify proportionate and appropriate actions to be taken to support and/or maintain (as appropriate) the diversity targets set out in Requirement 2.1.* Following the adoption of the terms of reference the IAG would be asked to develop an action plan to address diversity as per requirement 2.1. **ACTION JB/NA.**
- *2.3 The Board shall ensure that the Association prepares and publishes on its website information (approved by the Board) about its work to foster all aspects of diversity within its leadership and decision making, including an annual update on progress against the actions identified in Requirement 2.2.* It was agreed to make inclusion more visible on our website by adding inclusion as a pillar on the home page. **ACTION JB.**
- *2.10 No individual shall be appointed as a director until he or she has provided to the Association a declaration of good character.* BG stated that a template declaration was included within the code of governance appendices. This would be adapted for CFA use and sent to all directors to sign. **ACTION JB.**
- *3.1 Each Association shall publicly disclose information on its governance, structure, strategy, activities and financial position to enable stakeholders to have a good understanding of them.* Staff are listed on the website with contact details and details of council members can be found in the handbook which is available on the website. It was agreed that a list of board names should be added to the staff and board page of the website. The articles of the association and financial position would be added to the website, along with the new 2021-24 strategy once confirmed. **ACTION JB.**

Date of next meeting: 8th March 2021

Joanne Bull
Chief Executive