

## Council Review Steering Group Meeting Notes Monday 9<sup>th</sup> October 2017 at 7.00pm

### Attendees:

**Roger Pawley (CFA Chairman), Phil Hill (CFA Vice Chairman), Chris Pringle (CFA Chief Executive), Sarah Anderson, Bill Coad Phil Brasher, Graham Daniels, Mac McDonald, Malcolm Mizon, Brian Manley**

### Apologies: None

The Chair opened the meeting reminding members of the importance of this project, and shaping the context of the meeting by setting sights on reforms or changes going to the Annual General Meeting in June 2018.

### Actions from last meeting

The actions from the last meeting were reviewed.

### Implementing the vision for Council as a representative body (in line with Sport England Code of Governance)

The vision, as shown in the graphic below, was reviewed given that the last meeting was in April. It was agreed that the vision at this stage remains the one to aim for, although there may need to be adjustments depending on committee needs and subsequent strategies.

## Where we need representation

Goal 1 PLAY	Goal 2 COACH	Goal 3 FACILITIES	Goal4 VOLUNTEERS	Goal 5 EXCELLENCE
ALL formats	Coaches (Youth game)	Club groundsman?	Club & league roles	Business sector?
Mini Soccer	Coaches (Adult game)	Local Authorities	IAG / Inclusion - Gender - BAME - Disability	
Youth (Male)	Senior clubs 2-6	County Council	Referee	
Adult (Male)	Young players	School Business development	Youth Council	
Youth (Female)	Football Education	Commercial developer	Schools	
Adult (Female)	Pro pathway & Academies?			
Disability				
Small sided/ flexi				





In order to make the changes to achieve the representation shown in the graphic, the group looked at what numbers would be required for each Goal and sub section. The following approach, taking into account the number of teams as a starting point, was **AGREED**. The figure in brackets is the number of Council Members for each category:

GOAL 1 PLAY	GOAL 2 COACH	GOAL 3 FACILITIES	GOAL 4 VOLUNTEERS	GOAL 5 EXCELLENCE
Mini Soccer (3)	Coaches Youth Game- from PLAY	Facilities rep (1) to have background in this area. Awareness of:	Club & League roles- from PLAY/ COACH	Business
Youth Male (3)	Coaches Adult game (1)	Club Groundsman (pitches)	IAG/ Inclusion (1)	Health
Adult Male (3) <ul style="list-style-type: none"> <li>▪ 1 Pro game</li> <li>▪ 1 NLS</li> <li>▪ 1 Below Step 7</li> </ul>	Young Players- from PLAY & Youth Council	Local Authorities	Referee (2) <ul style="list-style-type: none"> <li>▪ 1 RA</li> <li>▪ 1 other</li> </ul>	General stakeholders
Youth Female (1)	Education (1)	County Council	Youth Council (1)	
Adult Female (1)	Pro pathway/ Scholars programme from PLAY	School business/ facilities development	Schools – from COACH	
Disability (1)		Commercial developer sector		
Recreational (1)				
TOTAL PLAY (13)	TOTAL COACH (2)	TOTAL FACILITIES (1)	TOTAL VOLUNTEERS (4)	TOTAL EXCELLENCE (1)

The above identifies the need for 21 Council Representatives. This structure will replace the current district and league representatives, which currently amount to 16 representatives, an increase of 5 Council Members.

#### Operations & delivery by Committees and Sub Groups

Currently delivery was reviewed and it was generally felt that progress was being made. It was noted that some committees are new, and of these some have not yet had a meeting, and others just one, therefore the previous action for Chairs to identify their needs in terms of independent members should be ongoing and re-visited on a regular basis.



### Implementing the plan for independent representation on CFA Committees

The process for involving Independent Members on committees was explained, going back to the recruitment process consisting of an awareness campaign and recruitment drive which culminated in an open evening. From this a number of members have been integrated into the CFA's work, notably in the areas of discipline and refereeing.

More needs to be done to increase the interest in other committees, and staff have been reminded of this, so that there is activity in between meetings to improve this process. It is expected that a further recruitment drive will be needed once the committee needs are clearer.

### Making the changes

- Timing
  - Next Council Review Meeting Wednesday 13<sup>th</sup> December- this should be a single issue meeting to focus on election process.
  - Option of additional meeting of Council Review on the 18<sup>th</sup> January 2018 to finalise the paper and presentation to Council.
  - Additional Council Meeting to be scheduled for Monday 29<sup>th</sup> January 2018 to present the proposed changes as a whole.
- Impact assessment of changes- removal of district and league rep roles need to be carefully managed
- Election process- to be discussed at the next meeting.

### Summary of potential changes to the Articles of Association

- Article change required to incorporate independent members on committees (up to 3 people, with flexibility for members to change at each meeting, and with voting rights).

### Next steps

- i. Update the representation graphic
- ii. Add numbers to the chart
- iii. Draft Article for independent involvement

Date of Next Meeting – Wednesday 13<sup>th</sup> December.

**Chris Pringle**  
Chief Executive & Company Secretary