

## Summary of Minutes for Notification to DCFA Council



# DERBYSHIRE FA

Minutes of a Meeting of the Board of Directors held on  
Monday 06<sup>th</sup> February 2023 at 12pm

Via Virtual Meeting on Microsoft Teams and at Derbyshire County CFA Headquarters

- 1. Present:** Gary Parkin (GP) (Chair), Mrs Ardip Sandhu (AS), Ricky Stevenson (RS) (CEO), Ian Wright (IW), Andrew Brewin (AB), Leoni Waghorn (LW) and Steve Nicks - Online (SN),

Jenny Blewitt (JB) (minute- taker)

**Apologies:** - Frank McArdle, Phil Randle

- 2. Notification of any conflict of interest:** -

No conflicts noted.

- 3. Matters arising from previous minutes & approval –**

Title deeds, RS to meet with AS to resolve

Glossop North End Community FC agreement being looked into by AS - ongoing

The issues with Sheffield and Hallamshire County FA are ongoing and FMc will allow The FA the opportunity to put things right before raising at FA Council.

Council member was reinstated but then resigned.

Referee's conference – still to be arranged

December minutes were approved,

- 4. Safeguarding report –**

GP advised the 365 assessments were due to commence in February 2023, no indication of when the Derbyshire assessment will take place. JB advised that there is a briefing tomorrow that RS is due to attend. SN questioned whether the notice period is a concern, GP & RS advised not. RS gave an overview of the notification process and period.

GP outlined the changes for open-age and adult disability clubs for the 23/24 season and onwards.

There are several ongoing cases that are still under investigation with statutory agencies. The poor practice cases are on the increase and we will review all cases at the end of the season to look at any additional interventions that are required.

RS advised members of the new affiliation requirements from The FA, requiring only one official per youth team which is contrary to Derbyshire's requirements currently. RS requested permission to set up a group to produce a membership policy with Derbyshire's requirements. All in agreement with GP, IW, AS, SN.

AB requested a comparison to the previous season, to enable members to understand the bigger picture.

## 5. Accounts –

AB gave an overview of the current accounts and financial situation. AB advised they were looking at in house accounting as opposed to utilising Azets. Also requested quotes for annual audit from other local companies.

Board approved the Q2 management accounts.

Board reviewed financial controls document which was shared and was approved by board.

## 6. Governance Update –

### a) Governance Code –

RS updated re Board succession planning - RS has met with all 6 directors and all have stated they wish to remain in role.

RS discussed 2023 Board Time Limit Positions – All agreed.

Board / Senior Staff Succession Plan – RS discussed the roles and plans for filling vacancies, RS shared that with 6 directors on the same term we may need to wait for recruiting additional members. AB highlighted the benefits of recruiting a marketing director in an advisory capacity. Action - RS to review and report back to board.

Directors Handbook - Action – all to review and feedback.

Policies for approval: -

1. Conflict of Interest policy – Discussion re actions required should any reports be received.
2. Remuneration Policy - All in agreement

Board Committee Terms of Reference: -

1. Audit Committee ToR – All in agreement
2. Nomination & Appointments Committee ToR – All in agreement
3. People Development & Remuneration Committee ToR – All in agreement
4. Board & Council Committee Structures – RS gave an overview, youth still outstanding

RS advised we are in a good position in relation to the Code of Governance and the next steps once submitted. AS congratulated RS on the work to date. Discussion re the use of a file share for all members for the Code of Governance documents. All agreed.

### b) Council Agenda & Venue for 1<sup>st</sup> March 2023 meeting -

RS proposed the new Community Hub at Pride Park as a venue which all members agreed, and the proposed Council meeting agenda was presented.

## 7. To receive reports on DCFA Business

- a) **Equality Update** – LW advised that we had recruited a new member to the SIAG who previously worked for a Local Authority Council previously. Update provided on the case studies presented by all members, just one outstanding and they will then be uploaded onto the DCFA website. Highlighted the new platform on the website and gave an overview of the event delivered at the racecourse.

LW also highlighted plans for future events and consultation with the Derby County Football Club and Community Trust.



RS gave an update on the regional FA event later this month and meeting with The FA on Friday 10<sup>th</sup> February 2023.

**b. Operational update:-**

**i. Operational Update** – Reported circulated with paper, RS updated re the dates for the County Cup Finals. Also highlighted the 'Future of Youth Football' Project.

**ii. FA Funding Discussion 2024+** - RS gave an overview on the paper provided to members. Action Board to feedback to RS by 17 February 2023 to enable him to complete submission to FA

**b) Staff Update** – RS updated on the FDO recruitment. All staff have completed their 6-month PDR process, and currently have a very positive culture across the team.

GP thanked all staff

**8. FA Representative Update** – RS gave the update in the absence of Frank McArdle. Reported on the meeting with Debbie Hewitt (FA Chair)- Update on ongoing work on behaviour and Cost of Living Crisis, CFA funding and Code of Governance and how important it is with the Government. Brief update on EDI, KPI, referee registration fees and FA Education costs. FMc is arranging for Debbie to visit and is working with Derby County Football Club with their new NSPCC partnership to address how we recruit volunteers.

**9. Any Other Business –**

RS advised the Board that DCFA 140<sup>th</sup> Birthday is 22<sup>nd</sup> September 2023 and we need to look at plans to mark the event. AS suggested a paper for the next board meeting to present ideas. RS to produce a paper – LW suggested the involvement of SIAG.

SN advised the meeting that the Youth Committee is due to meet tomorrow evening and they have five out of the seven committees represented. SN to personally reach out to the secretaries of the two following the meeting.

AB left the meeting

**10. Dates of Next Meetings**

a) Monday 15<sup>th</sup> May 2023 – 12pm 2pm

GP thanked all for their time and support

Meeting closed at 13.55hrs

