

Summary of Minutes for Notification to DCFA Council



DERBYSHIRE FA

**Minutes of a Meeting of the Board of Directors held on
Wednesday 09th February 2022 at 12pm
Via Virtual Meeting on Microsoft Teams**

Present: Frank McArdle (FMc) (Chair), Mrs Ardip Sandhu (AS), Ricky Stevenson (RS) (CEO), Gary Parkin (GP) (Board Safeguarding Champion), Steve Nicks (SN), Ian Wright (IW), Andrew Brewin (AB)
Jenny Blewitt (JB) (minute- taker)

1. Apologies: - Leoni Waghorn (LW), Phil Randle (PR), Dave Heron (DH)

2. Notification of any conflict of interest: -

No conflicts noted.

3. Matters arising from previous minutes & approval – Reviewed by RS –

- I. The Commitment statement – Action completed
- II. The work on the office is ongoing – thanks to Leoni and Phil for their assistance
- III. Action around commercial meeting – ongoing
- IV. Codes of Conduct – there are still a number of hard copies outstanding – 3 Board and 26 Council Members. Further email to be sent to all outstanding with a deadline of the end of February
Director's declarations – 3 members completion outstanding
- V. All council actions completed
- VI. Active through Football project has been funded
- VII. FMc updated with regards to his conversation with the Administrators at Derby County. Wanted to put on record the CFA support for Derby County.

Minutes agreed as accurate and signed off (silence taken as agreement)

4. Safeguarding report – GP updated members that we have, today, received notice that DCFA will be assessed week commencing 07th March 2022.

RS updated that the Welfare Officer Courses were now available, and it was agreed that the Board members who had not yet completed the course would book onto it.

Action – JB to send an email to Board Members required to complete.


GP gave an overview of poor practice and safeguarding cases across the county. Highlighted the sanctioning and suspensions of clubs and individuals and the ongoing support to Chesterfield and Derby.

5. Accounts –

Quarter 2 Accounts Oct-Dec 2021 & finance – AB gave an overview of the accounts, revenue, grants provided and proposal to build contacts across the Region. AB discussed the revenue withing discipline that is outstanding, and work needs to be undertaken in this area.

AB raised the question of commercial opportunities and investment into the safeguarding and other areas.

Accounts agreed as accurate and signed off by FMc. (Silence also taken as agreement)



6. Governance Update – RS updated with regards to the proposed support from The FA relating to the HR recruitment. Agreed to await the support and recruit at the right time. RS stated we need to evidence the work completed to date, regarding the Governance Code. SN asked how many Counties had already achieved – RS updated about the two counties who had already achieved, and in our strategy we agreed to work towards this by end of 2023.

7. Council-

a. Standing Committee Updates – RS stated after we extended the deadlines for Youth and Regulatory which resulted in requests from Stuart Ainsley and Leoni Waghorn to join the regulatory. Our President had also requested to move from Youth to Regulatory.

i. Adult – Ian Wright – First meeting is arranged for the 18th and he has a good group to work with

ii. Youth – Steve Nicks - SN keen to extend numbers but happy with the skill set of nominees.

iii. Referees – Frank McArdle – Date of first meeting 08th March 2022 and Agenda is in hand.

iv. Regulatory – Ardip Sandhu – Happy with nominees & meeting arranged for 15th March 2022

RS stated that we are where we need to be, need to increase numbers on the Youth Committee. Not all have nominated possibility that we could invite nominations from members who have not provided a name. IW questioned the low numbers on the youth committee, SN stated he had a plan to speak to other members following the first meeting and encourage others to join.

b. Agenda for March Meeting – Discussion relating to the next planned date, rearranged due to the assessment date, for 16th March 2022. Agreed to provide a headline update for council regarding the standing committees. Discussion around the meeting venue - agreed to canvas members for their views. RS agreed to update all members with change of date and preference for online or in person.

8. To receive reports on DCFA Business

a. Risk Register Update – RS reviewed the Register with members, highlighted the change from SOS to 365. All members approved the updates.

b. Equality Update – In the absence of LW – RS updated Board that the first meeting of the new SIAG had been held and the proposals for training for staff, Board and SIAG on the 6th April 2022.


Ryan Haynes (RH) joined meeting for this item

c. Competition Fees Review – RH updated regarding the proposals for team fees and affiliation for the 2022/2023 season in line with the FA. All in agreement in principle to the changes and to delegate consent to CEO, AB & RH to complete the work and report back to Board. RH advised an increase to competition fees. All in agreement. FMc & AB thanked RH for the excellent presentation.

RH left meeting and Liam Rooney (LR) joined for this item.

d. Voice of the Young People - LR updated Board members on the work undertaken by both staff and clubs relating to the Voice of the Child, in particular the Referee Focus Group and the Youth Leadership Panel. FMc asked for the information to be presented to Council. FMc thanked LR for the excellent work LR left meeting.

e. Operational Update – RS updated with regards to information being readily available on the website and Quarterly two updates with the Regional Manager on the 07/02/2022, positive feedback provided and consistent approach to delivery of all KPI's was noted by the Regional Manager. FMc attended the meeting with RS and various staff.



f. Staff Update – JB left the meeting. RS updated the Board about the current staffing situation with hybrid working and how this was being managed along with covid protocols and the appointment of Callum Convery as new FDO who started on 1st February 2022.
FMc suggested a meet the board session with staff, RS to investigate this.

JB joined the meeting

9. Any Other Business –

RS – He has received an email from Nigel Smith about setting up the representative team again. Board members agreed it was not possible at this stage.

Email from Chris Brazier – Long Eaton Utd – wanted to know if the finals from the 19/20 cups could be ran – agreed that it would not be possible as the competition was ended

All in agreement with both decisions.

All members agreed with Board structure of meetings for the next 12 months. AB asked if it was possible to move the meetings later in the day or in the evening. FMc agreed this was possible and members to advise if changes are required with notice to the CEO.

10. Dates of Next Meetings

a. Board - Wednesday 11th May 2022, 12noon – 2pm

b. Council – Wednesday 16th March 2022, 7pm
Wednesday 1st June 2022, 7pm

FMc thanked all for their time and support

Meeting closed at 14.00hrs

