

Summary of Minutes for Notification to DCFA Council



DERBYSHIRE FA

**Minutes of a Meeting of the Board of Directors held on
Wednesday 11th May 2022 at 12pm
Via Virtual Meeting on Microsoft Teams and at Derbyshire County CFA Headquarters**

Present: Frank McArdle (FMc) (Chair), Mrs Ardip Sandhu (AS), Ricky Stevenson (RS) (CEO), Gary Parkin (GP), Steve Nicks (SN), Ian Wright (IW), Andrew Brewin (AB), Leoni Waghorn (LW)
Ryan Haynes (RH) (minute- taker)

1. Apologies: - Phil Randle (PR)

2. Notification of any conflict of interest: -

No conflicts noted. PR, AK, SN need to complete the declaration of interest form

3. Matters arising from previous minutes & approval –

Minutes agreed as accurate and signed off

4. Safeguarding report –

GP updated members we had our Safeguarding 365 inspection on 9th March 2022 with 232 documents submitted to the assessors as part of the pre-assessment requirements. GP congratulated all staff and members of the County FA for the good work that was done to achieve the standard required to surpass the assessment. The report highlighted a number of areas that show best practise that will be used to improve standards across the Country.

The main concern at the minute is the behaviour of adults at youth team matches in particular the behaviour and conduct of coaches. The safeguarding and discipline team work closely to monitor the incidents and ensure appropriate action is being taken place. FMc asked if there are bullying concerns in this incident and what policies do clubs have in place. RS advised of the safeguarding validation visit process the County FA follow which includes checking that clubs have the correct policies in place.

We have exceeded the requirements for the number of validation visits completed as part of the Safeguarding 365 standard measures and gave details of a recent poor visit that two members of staff attended. FMc spoke to ensure all staff would receive support from the Board when on visits and would be supportive of any requirements in place to ensure they are supported.

AB asked if referees should be flagging to the County FA if only one coach is present at a matchday and RH stated it would put referees in a difficult position. If the County receive reports on a club it would be investigated and may result in the club receiving a validation visit.

5. Accounts –

Quarter 3 Accounts Jan-Mar 2022 & finance – AB gave an overview of the accounts, revenue, operating grants, cash and budgets. Discipline income has increased to expected levels.

AB informed the proposed audit fee has been doubled from the previous year. RH is meeting with Haines-Watts to get a quote for the work to compare with the Azets fees. There have been commercial income projects discussed and this needs to reviewed moving forward. RS to arrange a meeting with AB, FMc and PR to look at



ways to increase commercial income. RS will update Board in July if the AGM date needs to be moved due to the audit.

AB showed an affiliation fee comparison of 4 clubs compared with prices of Sheffield and Hallamshire and Nottinghamshire FA's fees which showed that despite our price increase we are still cheaper in comparison with our bordering Counties. FMc asked for the comparison to be shared with Council.

Accounts agreed as accurate and signed off by FMc.

6. Governance Update –

a. RS updated with regards to the current vacancy on the Board. The two current vacancies are for a Senior Independent Director and a HR Director. RS asked if we need to fill the HR vacancy due to the current support, we receive from Howarths. FMc stated we need to either provide or procure service and for HR it would be suitable for the Board to procure the service of Howarths. SN asked if the County FA would be inline or against other neighbouring Counties by procuring HR services rather than appointing a director in the role. RS stated this would keep us in line with other County FA's.

AB suggested that Marketing would be an area that needs to be considered

b. RS updated it's been a year since the last skills audit and to be in line with the Code of Governance an annual review needs to be completed to review if any gaps are in place.

c. RS updated on the current position of the Code of Governance as he has been meeting with our FA Regional Manager. We are moving towards the time where we need to start collating documents to submit. RS also updated on a meeting with AS where they discussed the terms of members and the role of the treasurer. RS to continue to update Board.

7. Council-

a. Standing Committee Updates –

i. Adult – Ian Wright – The first meeting took place and starting by reviewing and approving the terms of reference. Adam Wing delivered a presentation on England Football Accreditation and RH updating on the return of County Cups. The group asked for the County to celebrate the achievement of NLS clubs across the County FA's social media platforms.


ii. Youth – Steve Nicks - highlighted there are currently only 4 members on the group (including the secretary) which makes it challenging as not all youth leagues have representation. SN asked if we can approach youth leagues to co-opt them onto the group . Board agreed this approach.

iii. Referees – Frank McArdle – disappointed with the low numbers of attendance and despite the low numbers the members spoke well. He was also impressed with the way Reece Davies conducted himself and the meeting. FMc asked RS to ensure Reece contacts him to arrange the next meeting in June/July

iv. Regulatory – Ardip Sandhu – The group met for the first time and AS and RH will review discipline prior to the next meeting later in the year

RS proposed that the minutes of the standing group meeting are shared with council and this was approved by Board.

b. Agenda and plan for 1st June Meeting – The next meeting will take place hybrid with the option of members attending both in person and online. RS has done a site visit to Belper Town however the internet speed in the local area is too low. RS will also complete a site visit at Derby County Community Trust with the view of hosting the meeting there. Agenda items for the meeting to include County Cup, the independent football regulator, safeguarding.



8. To receive reports on DCFA Business

a. Equality Update – LW updated the SIAG have met face to face and are feeling more comfortable in their positions. More people from hard to reach communities are linking in with members of the SIAG. The staff board and SIAG all attended kick it out training. LW identified a few gaps that we need to recruit within. RS updated that due to census data, we were told by the assessors that we are unable to complete the Preliminary Standard however this message changed, and we are still able to apply before the end of June. LW shared challenges that we are facing with who we can survey. RS and LW to review when is realistic for us to achieve the standard and the timeline.

b. Office Update Fees Review – RS updated in PR's absence and showed the Board the work that has been completed. RS stated we are currently receiving quotations on carpets and also in solar panels as we are able to receive a grant for the City Council. FmC recommended speaking to other unit owners to see if they would be interested in bringing the unit cost down. We have rented two parking spaces to another company which will return circa £1,500 per year. We have procured the services of Howarth's for health and safety to ensure we are meeting our legal requirements.

c. Operational Update – RS circulated the operational report completed by staff. FmC asked RH to provide a list of the County Cup competitions so we can explore partnerships options RS also updated on the recent Quarterly review with FA Regional Meeting who was impressed with the interactions he had with staff. Compared with other County FA's we are in the following position in our Region:

Male Pathway – 2nd
Female Pathway – 2nd
Disability – 5th
Refereeing – 6th
Coaching – 4th
Grass Pitches – 2nd

We also have 179 more teams in March 2022 compared with March 2021 which puts us in a great position. RH and RS updated on the 2022/23 operational plan timeline. Staff and Board will meet to review year 1 of the new strategy.

d. Staff Update – RH left the meeting.

RS updated that since we last met, we had been out to advert for Marketing and Communications Officer, following discussion with FmC, we agreed we needed a person rather than outsourcing, interviews take place tomorrow.

Adam Wing had submitted his resignation, hes due to go travelling and then relocate to live with is partner in London on his return, RS had spoken with FmC and agreed we would advertise straight away. Closing date was last Friday and interviews take place on 20 May.

Plan is to have the above two replacement in place by the start of the new season (1st July)

FmC updated that there is a need to review the remuneration for staff and requested he and AB meet with RS to review the salary structure we have in place to be presented back to board.

- i. Additional Staff – RS introduced the 1st paper which had been sent to board members.
 - a. Assistant FDO – Paper 1 - FA offered funding resource to support increased workload on facilities, £12,000 offered from 1st August 2022 – June 30 2025, RS discussed with FmC and submitted an application, this had been approved. Board Approved the match funding for this.

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- b. **Football Operations Officer - Paper 2-** this role is linked to increasing numbers and demands, focus will be around Ref course admin, technology, and data. Board Approved

RS would look to get both posted recruited to support work in the new season.

RH re-joined the meeting

9. FA Representative Update – Frank McArdle

FMc updated on the independent football regulator following the Tracey Couch MP report. FMc will be attending the FA Council meeting and AGM where this will be discussed further. FMc has invited Terry Whittaker to attend the County Award's Evening as he has completed 66 years of service.

10. Any Other Business –

RS – We will be looking to hold an Annual Awards Event linked to The FA Community Awards later this year. We are working with Chesterfield FC to explore if we can host the evening there. RS also updated the criteria for the John Clarke Award. RS discussed the creation of an award in memory of Dave Heron aimed at an individual or group who have done good work within the youth area of the game. The John Clarke award will be aimed at Adult Grassroots Football.

IW suggested we hold a minute's silence at the next Council meeting in memory of Dave Heron.

10. Dates of Next Meetings

a. Board – Wednesday 15th Board – 10am -12pm @ DCFA HQ with staff team

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

RS raised that some members struggle to meet face to face on Wednesday and AB raised he would prefer the start of the week. The board members preferred to do a Monday due to other challenges on a Friday. This will start for the next Board meeting.

FMc thanked all for their time and support

Meeting closed at 14.00hrs

