



DERBYSHIRE FA

**Minutes of a Meeting of the Board of Directors at 12:00 noon
via Virtual Meeting on Microsoft teams
on Wednesday 21st July 2021**

Attendance

Present: Frank McArdle (FMc) (Chair), Ian Wright (IW) Ricky Stevenson (RS) (CEO), Gary Parkin (GP), Steve Nicks (SN), Leoni Waghorn (LW), Andrew Brewin (AB).

Jenny Blewitt (JB) (minute-taker)

1. Apologies: - David Heron (DH), Phil Randle (PR), Ms' Ardip Kaur (AK), Colin Sedgwick (CS),

2. Notification of any potential conflict of interest: -
None

3. Matters arising from previous minutes & approval: -

a) 19th May 2021 – Matters arising –

In relation to 6a - RS updated that both Leoni and Andrew had completed the Safeguarding Induction and had met with RS and completed Codes of Conduct and Conflict of Interest forms and are now working through the required qualifications.

7b - RS advised that we have now received official confirmation that we have achieved the Foundation Level of the Equality Standard.

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

4. Accounts –

a. Quarter Four Accounts April - June 2021 – RS updated the meeting regarding the accounts

FMc questioned the discipline amount – RS agreed that it was reflective of the National picture

RS updated with regards to the new camera's in the meeting rooms, FMc questioned the safeguarding considerations in relation to the recording of children's images in line with GDPR.

b. Cash Flow Forecast & Budget 2020/21 - Overview by RS

Accounts signed off by FMc

5. DCFA Governance Review – FMc

FMc updated members on the discussion he had with CS, whom after considering his circumstances would be standing down as a director. CS had emailed FMc & RS to confirm this.



FMc thanked all Board Members for their engagement with the new roles, updated on the new appointments for board directors of the adult grassroots football and director youth grassroots football – approved by board members.

FMc welcomed the new directors into their roles and formally asked for confirmation.

IW – Thanked board members for the appointment of Director for Adult Grassroots Football and confirmed he is looking forward to the new role.

SN – Echoed the thank you, looking forward to taking up new role of Director for Youth Grassroots Football.

FMc – requested members consider offering Colin Sedgwick a Vice President to the Board – all members agreed.

RS to formally offer CS the role of Vice President of the DCFA.

FMc requested members review the role profiles and feedback any issues. Highlighted the lack of director with HR expertise.

Board members approved for the recruitment of HR Director.

6. To receive reports on DCFA Business

a. Safeguarding Update – GP gave an overview of Safeguarding across the 20/21 season.

GP updated on the impact of football restarts and the postponements of football. Safeguarding and poor practices cases, an overview of the Sheldon review and the compliance across the board and council.

FMc highlighted an email received from Derbyshire Police in relation to the abuse of referees and work ongoing.

RS informed members that discussions were underway with Paul Stewart, one of the victims of the non-recent cases, to deliver sessions to the club welfare officers

12.57hrs – SN left the meeting.

b. Equality Update –

i) RS requested approval from Board to write to the IAG members to update them on the SIAG recruitment process and to encourage members to apply.

In addition, RS requested approval for the Terms of Reference to be signed off by board.

LW highlighted the detailed meeting that had been held and the timeline involved to progress the required work. Discussion regarding appropriate partners and request for board to have a list of all relevant partners.





c. Office Upgrades – RS updated with regards to the Carbon Reduction Report, the grants available and the timescales for the work.

d. Operational Update – RS updated members about the of the work undertaken by the operations and development team – Discipline, Freshdesk, Affiliation, Strategy Launch, New Brand, Referees, FA Education, Awards, Facilities, Operational Plan, New Regional Manager.

FMc raised a question about transparency within the discipline process. Requested a meeting with LW to look at the process to ensure an open and transparent process understood by all.

JB left the meeting.

e. Staff Update – FMc updated regarding staff incremental steps and requested board members note the pay increases.

RS updated that staff have returned to the office in a hybrid model and the covid protocols have been updated. RS has met with all staff individually and staff handbook has been updated. Staff contracts will now be issued with contracts in line with FA Grants.

DSO support to Hunts FA was extended until the end of July to support the recruitment of their DSO. The feedback from Hunts, The FA and Girling Hughes has been excellent.

7. Any Other Business –

RS discussed AGM, highlighted the need for president re-election. FMc advised as a board would like to request DH be re-elected

IW asked whether virtual or face to face-FMc advised virtual at this stage.

RS raised the re-election of FMc as The FA's representative, agreed by all members. FMc highlighted a recent issue that he is due to raise with The FA whereby Sikh members had been refused entry to Wembley due to carrying their kirpan against FA protocols.

8. Dates of Next Meetings

- a. Wed 8th Sept 21 @12-2pm
- b. Wed 10th Nov 21@12-2pm
- c. Wed 9th Feb 22 @12-2pm
- d. Wed 11th May 22@12-2pm

FMc thanked all for their time and support

Meeting closed at 13.44.hrs

