



# DERBYSHIRE FA

Minutes of a Meeting of the Board of Directors held on  
Wednesday 24<sup>th</sup> November 2021 at 12pm  
Via Virtual Meeting on Microsoft Teams

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

Ryan Haynes (RH) (minute- taker)

**1. Apologies:** - Phil Randle (PR), David Heron (DH).

**2. Notification of any conflict of interest:** - No conflicts noted.

FMc had an interview with the administrator at Derby County FC to discuss the importance of the work the County FA and Community Trust

**3. Matters arising from previous minutes & approval – 8th September 2021: -**

RS in talks with The FA regarding the Safeguarding signatures from Board. FMc commented that there is no breach of law with regards to the process followed.

Action – RS to send email to Board members who will reply to email with agreed wording. RS will ask Board to give a wet signature on the statement with AS, FMc, SN & AB when they meet in person.

RS and PR met and reviewed office work which has been completed which includes, Solar Film, Electric car charger and air conditioning. The City Council have reviewed the work and approved the grant application. We are currently awaiting a quote for decoration of the office.

FMc requested the Board delegate authority to him and RS to agree work that needs to be done to complete office works in a timely manner. Board agreed.

Minutes from last meeting agreed

**4. Accounts –**

AB asked if Safeguarding should be higher in the agenda due to it's importance to the work that we all do. RS to introduce for future meetings

a. Accounts presented were for Q1. AB presented breakdown of the revenue, operating costs, and cash.



Board agreed that RS can signed the management accounts on behalf of the Board.

## 5. Governance Update

- a. RS shared a copy of the Director and Council Member Code of Conduct, this is a requirement of the governance code, RS requested approval for this to be used on an annual basis – All agreed . RS to send to all directors and council members with suitable timeline to sign and return.
- b. RS has also created and shared a declaration of interests form which will be completed by all directors on an annual basis – All agreed. RS to email link to all directors.
- c. RS updated that we received 4 applications for the HR Director role and only 2 people were shortlisted for interview. In the process one applicant removed from the process as they are to become Chair of another sports association which would be a conflict of interest due to the similarities of the organisations.

FMc asked RS if the HR provider we use are of benefit. RS agreed they are helpful and assist us with any queries we have in a timely manner. RS also explained the management team are able to speak to the provider to ask for advice if needed. The management team have also received HR training to assist with the management of staff. The recruitment process will be paused and restarted in the New Year.

GP stated that controls are in place to mitigate the risk of not having a HR Director.

AB asked how we recruit and has offered to liaise with recruitment companies he works alongside.

## 6. Council

- a. RS shared the nominations for the Standing Committees of which there are 25. RS proposed the referee and adult committee make up is approved and that another recruitment is to continue as to increase the number of members on the youth and regulatory committees – All agreed. Chairs of the standing committees approved the Terms of Reference as was proposed. Directors were asked to approve - All agreed


FMc asked if we can have 'younger referees' involved in the referee standing committees. RH agreed that referees would be interested in having the opportunity to aid the development of refereeing. RH also shared that there will be two focus groups in December to listen to views of referees.

FMc requests RH discusses the Board are interested in listening to the voice of referees in Derbyshire. LW asked if we can discuss referee training at Derby County at there are a number of people being trained at the club.

AB asked if the standing committees can have a secondary aim to entice outside people to attend such as a speaker

Chair and Secretary to decide upon meeting details. FMc asks if any meeting is face to face that it is Covid safe.

Once council members receive confirmation of which standing committee they are part of they will receive the Terms of Refence

- b. Council Agenda - RS proposed council agenda for 8th December 2021  
FMc won't be in attendance at the meeting. FMc proposed RS to Chair the council meeting – All agreed  
RS needs a FA Rep update for the meeting from FMc  
RS and AS to meet and discuss council nomination process
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AB proposed the purpose of a Council meeting is presented at the next Council meeting. FMc and RS to discuss.

#### **7. To receive reports on DCFA Business**

- a. **Safeguarding Update –** Written report was provided. GP gave an overview of the new Safeguarding 365 process and an overview of the Safeguarding Conference and the importance of embedded safeguarding across the business. Jenny Blewitt presented the good practise work ongoing around validation visits and desktop reviews at the National Conference. GP also updated on recent safeguarding and poor practice cases. GP also spoke about the launch of Play Safe over the National Safeguarding weekend.  
RS will be communicating to Council and Board members that have items outstanding.
  
- b. **Equality –** LW gave an update on the SIAG recruitment process. At present we have recruited 3 members and we continue to recruit additional members. There is further recruitment ongoing to ensure the group is representative of the community we serve. LW also mentioned it's important to ensure the office decorations is inclusive to all members of the football community.
  
- c. **Operational Update –**  
RS updated that we are part of the Regional Discipline Panel member's programme.  
Large volume of enquires coming into the office for Q1  
A lot of work at the minute ongoing with Youth Leadership and listening to the voice of young people.  
We've delivered several referees courses including one for scholars at Derby County FC.  
Q1 Review – November with new Regional Manager Gavin Lemon and the feedback was really positive
  
- d. **Staff Update –** RH left the meeting.  
RS updated that the staff are still working on a hybrid model, couple of days each in the office and remaining remotely. This is working well. We only have visitors to the office by appointment so we can manage numbers in the office.  
Jenny is supporting Lincs FA while their DSO is on sick leave.  
All Staff have PDR's in place and Q1 reviews have taken place. All staff have undergone Equaility Training and had Safeguarding 365 Briefings.  
AB asked about annual review of pay and inflation. FMc updated this is doen on seasonal year and has asked AB to review with FMc and RS this for end of this season.  
  
FMc – wanted to ensure thanks from board is passed on to all staff, this was echoed by other directors.

#### **8. Any Other Business –**

RS updated the Board on the progress on the work being doing as part of the Active through football project in the Arboretum/Normanton area of Derby. 10 coaches are being given financial support to enrol onto the Level 1 Coaching Course. A bid for £500k is being submitted by end of December which we will hear about in early 2022.

FMc updated that Derby are into the final 8 of the City of Culture applications





## 9. Dates of Next Meetings

- a. Board -            Wednesday 9th February 2022,12noon – 2pm  
                              Wednesday 11th May 2022,12noon – 2pm
- b. Council –           Wednesday 8th December 2021, 7pm  
                              Wednesday 2nd March 2022, 7pm  
                              Wednesday 1st June 2022, 7pm

FMc thanked all for their time and wished everyone a good festive period

Meeting closed at 1400hrs

