

Summary of Minutes for Notification to DCFA Council



DERBYSHIRE FA

Minutes of a Meeting of the Board of Directors held on
Monday 25th July 2022 at 12pm

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

Present: Frank McArdle (FMc) (Chair), Phil Randle (PR), Mrs Ardip Sandhu (AS), Ricky Stevenson (RS) (CEO), Gary Parkin (GP), Steve Nicks – Online (SN), Ian Wright (IW), Andrew Brewin (AB), Leoni Waghorn (LW)
Liam Rooney (LR) (minute- taker)

Prior to the start of the DCFA Board Meeting the chairman requested we all carry out a minute silence in memory of Alan Winfield who sadly passed away recently.

1. Apologies: - Mrs Ardip Sandhu (AS)

2. Notification of any conflict of interest: -

No conflicts noted. PR, AK, SN need to complete the [declaration of interest form](#) this action is carried forward from the previous meeting on 11th May 2022.

3. Matters arising from previous minutes & approval –

PR, AS and SN need to complete the declaration of interest form and send back to Ricky Stevenson.

Ricky confirmed DCFA will continue with the current Auditor however we may review this again in the future.

DCFA Adult Committee was postponed in July due to a high number of apologies. This meeting will be rearranged for a date in September 2022.

DCFA Youth Committee – RS and SN are currently in the process of recruiting new members for the DCFA Youth Committee. The deadline for nominations is Monday 25th July. Once the new members have been confirmed the date of the next meeting will be arranged by LR and SN.

In terms of Equality and achieving the Equality Preliminary Standard we are still waiting for the census data to be sent through.

RS and LW will explain what the action plan will be at the next DCFA Board meeting in September.

RS gave an update on upgrades to the DCFA Office. We have only received one quote so far for Solar Panels. RS will discuss this with Derby City Council to see if there are any grants towards installing Solar Panels. The cost of the new carpets to be fitted upstairs and downstairs is £7,000. This is a quote received from Mick's Carpets in Burton upon Trent. Board approved for new carpets to be fitted,

The DCFA Awards evening will take place at Derbyshire Cricket Club on Friday 23rd September. All guests to arrive for 6.30pm ready for a 7pm start. The deadline for nominations for the John Clarke and Dave Heron Awards is Saturday 20th August. Nick Britten has agreed to be the compere for the evening.

Minutes agreed as accurate and signed off

4. Safeguarding report –

GP updated members on Safeguarding. Last season was a challenge during lockdown. All the DCFA Staff have been carrying out desk top reviews and validation visits to ensure clubs are adhering to the Safeguarding criteria. As mentioned at the previous DCFA Board meeting Derbyshire County FA passed the Safeguarding 365 assessment with flying colours. GP was delighted with the progress made by the whole organisation as the evidence shows that Safeguarding is embedded within Derbyshire County FA. We were also congratulated on "Voice of the Child" which the assessors were very impressed, and this should be shared as good practice with other County FA's. FMc echoed the comments made by GP and asked the question about historic sex abuse cases. GP responded to say we need to continue to work closely with key organisations such as the police, NSPCC, social services etc. and ensure we listen to the information that is given to us and act on it accordingly. GP explained that Jenny Blewitt (JB) is still in contact with Paul Stewart who all will remember that Paul delivered a couple of online sessions to our club welfare officers.

GP explained that following the Clive Sheldon QC report, the FA National Safeguarding Day did not go as well as it should have done due to poor communication and not informing County FA's early enough for them to organise anything. The FA have learnt from this and have informed all County FA's about the FA National Safeguarding weekend which will take place on the weekend of the 17th & 18th September. GP informed members that JB is due to meet with reps from Derby County FC in August to discuss doing something for the DCFC home fixture v Wycombe Wanderers on Saturday 17th September. JB is liaising with High Peak Junior Football League so all staff can visit them on Sunday 18th September. This league has been selected to be part of the FA National Safeguarding Weekend as they deservedly won FA Grassroots League of the Year (Derbyshire). FMc has requested that RS keeps him updated on progress made on this as FMc is keen to develop a good relationship between the new owners at DCFC and Derbyshire County FA.

5. Accounts –

AB gave an overview of the accounts. The end of year accounts will be sent through to the auditor. For the end of year (2021/22) accounts there was a £16k deficit. Prior to receiving the approved accounts, we received accounts with a circa £30k loss, this didn't include the Q4 coaching courses which the FA notified us of after the end of year accounts were sent. This was updated by Azets and now accurately reflects our end of year accounts. AB advised that DCFA should be looking to spread the revenue out across the year. Discipline is up year on year.

AB and RS have looked into an investment plan for a fixed term ISA for a figure of £255k. AB explained that and RS and AB would not progress with this until approval was given by the DCFA Board. FMc asked all DCFA Board members for approval or not. All DCFA Board members agreed to approve. AB and RS will now ensure this action is completed as soon as possible.

In terms of the overall proposed budget for 2022/23 there is £32k deficit. AB explained the DCFA Board target must be to get it to net zero. FMc explained that he has reviewed the staff salaries and the new salary bandings have been agreed. RS has informed all staff following their end of year PDR.

Accounts agreed as accurate and signed off by FMc (subject to the audit signing off the accounts).

6. Governance Update –

RS confirmed all directors have completed the skills audit form. Its great to see all areas are green so we are not missing anything. We currently don't have a HR Director but all DCFA Board members agreed due to our current partnership with Howarths we currently don't need a HR Director. LW raised the proposal of having a Marketing Director, which Derby County FC could help with the recruitment or potentially develop a good partnership with their Marketing Department. This is important as we look to further develop our Brand



Standard. FMc agreed this is a great idea and confirmed he will add this to the list of items which he will be discussing with David Clowes.

FMc has requested that all DCFA Board members review the Board Skills Audit to see what else we are missing and report back at the next DCFA Board meeting in September.

7. Council-

DCFA Council articles were approved in 2020 along with Council Terms of Reference, some of the representatives are out of line with the 3 year term, Namely Each DCFA League & National League representative (annually) & Divisional representative holds their position for 5yrs which is now aligned to replicate how each board member holds their position for 3yrs. DCFA do not need a treasurer as we have a Non-Executive Finance Director so the treasurer role can be removed from the articles.

In terms of the Divisional this was set up to look after discipline on behalf of DCFA. There is a Chair and Secretary for each Divisional. The question was raised whether we need to have the Divisional or not. All DCFA Board members agreed this should be discussed at the next Council meeting in October.

RS will ensure this on the agenda and he will also circulate to all DCFA Board members the current numbers that we have on DCFA Council.

The Delegated Authority Policy has been approved by all DCFA Board members.

RS explained that we are currently in the process of data collection related to the Code of Governance which DCFA wants to achieve by the end of the season.

RS as mentioned earlier in the meeting we cannot progress our application in achieving the Equality Preliminary Standard we are still waiting for the census data to be sent through.

DCFA AGM will be on Wednesday 5th October. Venue still to be confirmed. Action for IW – To speak to the reps at Belper Town FC to find out if the internet has been upgraded. RS will also look at other suitable venues which can host face to face as well as online.

DCFA President Vacancy –DCFA Board to review this ahead of 2023 AGM

Life Memberships – Stuart Ainley has completed 28yrs service to DCFA. RS will write to Stuart Ainley and propose he becomes a DCFA Life Member. DCFA to present Stuart with a framed Certificate to thank him for his services to DCFA over the last 28yrs.

8. To receive reports on DCFA Business


RS explained that we have seen a significant increase in discipline.

Club Affiliation for season 2022/23 opened on Monday 9th May 2022. Unfortunately, the FA Whole Game System was down for the first week in July which caused some issues for clubs as they could access the system to complete their affiliation.

Social Media – Increased in engagement with all our volunteers on our various social media platforms.

DCFA KPI's – We are in a good place and consistently maintain the standards set. In terms of Disability Participation we have not achieved the 2021/22 target but we know the reasons why and we are working closely with our colleagues at Derby County Community Trust to ensure we reach our 2022/23 target.





FA Grassroots Awards – All winners have been informed and been promoted on our Social Media platforms. All winners have also received an invite to our DCFA Awards evening on Friday 23rd September at Derbyshire Cricket Club.

In terms of facility projects, RS explained there is a slight issue with the Glossop North End Community Club 3G & Pavilion project at Cemetery Road due to the project costs increasing significantly and there is a current shortfall of £490k. We are working closely with all key partners involved with the project to raise enough funds to complete the project. High Peak Borough Council are hoping to put another £100k towards the project which will mean a total of £500k from them. RS and FMc are meeting to discuss if there is a way that DCFA could make a contribution towards the project. RS & FMc will feedback to all at the next DCFA Board meeting in September.

DCFA Operational Plan 2022/23 – An update has been sent to all DCFA Board members. A presentation on our Ops Plan was delivered to the FA on Friday 22nd July. RS explained that we are doing very well but it's important we maintain our high standards.

FMc congratulated all the DCFA staff for putting together the DCFA Ops Plan 2022/23 and for delivering an excellent presentation to the FA. FMc also wanted to remind everyone that even though we are doing well and reaching our targets its very important we strive to be better and have stretched targets in order to be the best. We don't want to just be in the top 3 we want to be the No 1 County FA.

FMc thanked Ricky, Ryan and Liam for delivering an excellent presentation to the FA.

- **Staff Update** – LR left the meeting.

RS updates on staff position, we have been through period of recruitment. Thomas Crabtree started as Communications Officers in May 22, outsourcing these areas showed we needed a local resource for this work.

FDO Club & Leagues vacancy, which was left by Adam Wing in May 22, we had open applications, interviewed and appointed to find out the week before they were due to start they had accepted another role, so we went to advert again, pleased to say we interviewed last week and have appointed Alex Walker who is relocating from Southampton and starts with us on 1st Sept 22.

New role approved at last meeting for Football Operations Officer and Thomas Clarke will join us from mid-August 22.

Assistant FDO role – did interview and made an offer but was declined due to location, panel reviewed other applicants and we are interviewing late this week.

Blind recruitment for panel is working well.

Disability – this post is hosted by Derby County Community Trust – we have a new person Leon Taylor who will take up this role as strategic lead from August 1st. We have spoken to FA to explain we needed a different approach and they are on board with this.

FMc / AB and RS met to discuss staff salaries – 3% increase added to the salary band. FMc explained the salary band and how it was put in place. FMc explains its competitive in the CFA world. AB working with RS on this and explained cost of living position and one to keep viewing.

RS explained that all staff have completed PDR this season and are happy with the offers made, RS explained that some staff have been given challenges to achieve this. Coupled with Hybrid working offer as benefit to all staff.

RS updated that we are waiting for the annual State of Play survey which we have had 100% completion – RS to share with board once received.



RS updated on annual meeting with Pension company which shows we are in a good place.

FMc is meeting with RS this week to review his position

LR re-joined the meeting

9. FA Representative Update – Frank McArdle

FMc informed everyone on the information he has received from the FA regarding the trial of **NO** Heading for U12's & below. If the trial is successful during the 2022/23 season, then this rule will be added to the FA Standard Code of Rules for Youth Football for the 2023/24 season. All CFA's have been encouraged to contact their youth leagues and encourage them to put themselves forward to be involved in the trial during the 2022/23 season.

FMc said it is fantastic the England Women's team are doing so well in the Euro's and we hope they can go all the way and win the tournament which will be fantastic and amazing for the development of the female game across the Country.

The England U19's(Male) won the Euro's this summer which is fantastic and also the England U21's (Male) has qualified for the Euro Tournament to be held next summer.

FMc said it was great to see the following Derbyshire clubs promoted this year:-

- Belper Town FC
- Belper United FC
- Buxton FC
- Gresley Rovers FC
- Ilkeston Town FC
- Long Eaton United FC

FMc wrote a letter to 6 clubs congratulating them on behalf of DCFA.

10. Any Other Business –

FMc will inform all DCFA Board Members which CFA's and Leagues will be involved in the trial of NO Heading during the 2022/23 season.

FMc sadly informed all DCFA Board Members that Dawn Heron (former DCFA CEO) that her mum passed away recently.

11. Dates of Next Meetings

DCFA Board – Monday 5th September @ 12pm DCFA Boardroom

DCFA AGM – Wednesday 5th October. Venue TBC

DCFA Council – Wednesday 5th October. Venue TBC

FMc thanked all for their time and support

Meeting closed at 14.00hrs