

## Summary of Minutes for Notification to DCFA Council



# DERBYSHIRE FA

Minutes of a Meeting of the Board of Directors held on  
Monday 28<sup>th</sup> November 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 – Online (AS), Ricky Stevenson (RS) (CEO), Gary Parkin (GP), Ian Wright (IW), Andrew Brewin – Online (AB), Steve Nicks - Online (SN)  
Ryan Haynes (RH) (minute- taker)

**1. Apologies:** - Leoni Waghorn

**2. Notification of any conflict of interest:** -

No conflicts noted. All directors have now completed the declarations of interest form.

**3. Matters arising from previous minutes & approval –**

Title deeds and RS requested support with how this can be completed

Glossop North End Community FC agreement being looked into by AS

There have been no reports around cost-of-living crisis mentioned by our members.

FMc updated that the cost-of-living crisis is being looked at by a sub group within FA Council. FMc has connected The FA with the District Authority Network to help with this.

County Cups are all up and running and the sponsorship payment has been received from Cawarden. We are now looking at the Final venues.

The issues with Sheffield and Hallamshire County FA are ongoing and FMc will allow The FA the opportunity to put things right before raising at FA Council.

Sept minutes were approved,

**4. Safeguarding report –**

GP, RS and Jenny Blewitt (JB) attended the FA Safeguarding Conference on 8<sup>th</sup> November 2022 where the County FA, the staff and Jenny were recognised due to the good work ongoing in this area. The conference informed Counties of where safeguarding has come from and the direction it's travelling in. The NSPCC weren't complacent but spoke well of the Counties that they had inspected.

There are several cases that are being investigated across different statutory agencies. There have been 124 cases of poor practise received by the County and the majority of these cases are being resolved at source.

GP reported RS attended the Silent Side-line Support weekend with other members of the staff team, but it was disappointing that only 2 Leagues signed up. There were other Leagues that participated but without signing up. The general feedback was mixed, and it would be good for the coaches to be able to give encouragement and guidance to young players. RS updated that we are looking at creating our own campaign around, letting players – play, coaches – coach and referees - ref. AB suggested it would be



possible for it to be occasional rather than every week. SN updated from a League point of view that it was better received by players and more so than parents and coaches. FMc said it's important to reward success rather than failure. RS updated that we are seeking feedback from participants to allow us to review further.

We have been asked to attend an u7's team to observe due to issues.

The Board briefing will be online on 19<sup>th</sup> December 2022 at 12pm. There are some Board members that need to complete the Welfare Officer Course.

## **5. Accounts –**

There have been some changes to the way we account membership fees and insurance fees, and this will now be spread across the season rather than a lump sum. We are circa 7k up and this year to last year which has been across several areas. There's £808k cash in the bank (£464k minus Charity grant).

AB suggested reviewing all the investments to see if we can benefit from the higher interest rates. He also suggested scaling back the work the accountants do over the rest of the financial year. AB would like to reduce the £31k deficit budgeted at the start of the season.

Board approved the sign off the Q1 accounts.

## **6. Governance Update –**

- a) Governance Code – RS updated Board where the County are with regards to the Code of Governance. At present we have 68% of the actions signed off and we are working to complete the evidence required over the remainder of this season. RS has met with AS to update on the work that's been completing.

RS informed that all new Directors have signed the declaration of good character and RS has requested all other Board members complete the declaration.

RS shows the current Board members term dates and that anyone due to finish their term in 2023 to let him know by January 2023 so we can put plans in place for the AGM. FMc asked RS to circulate the list to all Board members.

FMc stated we would need a Senior Independent Non-Executive Director to ensure that the Board is being run correctly by our chairman. Due to his skills and expertise, FMc has gone through the job description with GP and would recommend to the Board that GP is offered the role. FMc proposed the role and was seconded by IW. FMc asked the Board members if they had any objections. FMc offered GP the role and GP accepted. FMc asked RS to circulate the role profile for all Director roles.

SN raised that the Board need to ensure that a succession plan in place. FMc stated if we know who wishes to continue in roles, the Board can plan and recruit any vacancies if required.

- b) RS presented the risk register that was last presented in February 2022 with changes added regarding, Mental Health First Aiders, Hybrid Working and IT. Board approved.

RS to create a Smartsheet dashboard and share with all Board members.

- c) The proposed Council meeting agenda was presented, and RS discussed the Divisional Representatives with Board following the last Council meeting. RS proposed we amend the Council Terms of Reference and that we complete a special resolution to remove the Divisional Representative role. RS has not yet received any feedback from Council members. Board approved and this will be taken to the next Council meeting. The





Divisional Representatives will remain on Council until the end of season and the role will then cease to exist. The Council meeting will be run Hybrid and RS is awaiting confirmation from Derby County FC.

RS displayed the new additions to the Standing Committees following the new additions to Council.

A Council member has been suspended pending an FA Investigation.

## 7. To receive reports on DCFA Business

- a) **Equality Update** – In LW absence RS presented the Diversity, Inclusion Action Plan. He also updated on the last SIAG meeting in Sept, We worked with Sonny on the SIAG to support the event which was celebrating Diwali at the Racecourse. Nick Rippon-Smith after speaking with his young players suggested we ran a Poetry competition to help cheer on England for the World Cup. We ran the competition and received circa 26 poems. The winner will receive an England shirt which is being ordered and will be presented to the young player.

RS updated that we are still working towards completion of the Equality Standard Preliminary Level but due to delays with FA data and Census data this has been impossible to do. We have FA contract arrangement to do this by end of 2024 season.

The Board reviewed the action plan and approved.

- b) **Youth Council** – Callum Convery (CC) has created a terms of reference for the group and RS shared this with LW to gain feedback prior to presenting to Board. Board approved.

FMc shared that he spoke with the Chair of FA Youth Council and he gave some good words, "Nothing about us, without us". It's important that we listen to the voice of young people and what they need moving forwards.

- c) **Operational update** was shared prior to meeting. RS updated that since the start of the season the staff team have been out on a regular basis attending events such as; Playsafe, FA Heading Trial, Diwali Event, Safeguarding visits. RS highlighted the work being done with ESFA to ensure the Derbyshire Schools FA are fit for purpose and moving in the right direction with a good structure. RS also highlighted the work ongoing in refereeing and that we are delivering an adult only course to try and increase numbers within the adult game. We are planning and will deliver a Referee Conference on 19<sup>th</sup> December 2022. RS will circulate more details once confirmed.

We were one of the only Counties to take all members of staff to the County FA Recognition Awards at Wembley which was great for the staff to attend. FMc thanked all of the staff and congratulated them on being shortlisted.

Our Regional Manager Gavin Lemon (GL) conducted our FA Quarterly Review meeting in November to review our position at the end of Q1. GL was positive about how the County were performing. The next review is on 1<sup>st</sup> March 2023 and FMc opened the invite to all Board members.


- d) **Staff Update** – RH left the meeting.

RS and RH left the meeting

FMc updated the board members on the work he and AB had done around creation of salary band for the CEO role, Salary band was approved by board and will be implemented from July 2022.

RS returned to the meeting





RS updated that the new staff members are settling in well, 3 staff have 3-month probation meetings coming up. RS commented that the team culture is working well and events like the CFA recognition awards support the development of this. RS is pleased to receive positive feedback from clubs / leagues and stakeholders about the staff team.

RS updated on planned Christmas staff event and thanked board for support of this.

RH returned to the meeting

#### **8. FA Representative Update – Frank McArdle**

FMc updated that The FA are reviewing FA Council and ensuring it's fit for purpose and is represented by people across the game.

FMc also updated that Derby County wanted to allow the space of the front of their shirts to display that of a Charity and FMc suggested that the NSPCC should be the Charity. FMc connected the NSPCC and Derby County together. The County will look to share the positive message that this shares with the football community.

#### **9. Any Other Business –**

RS asked if the Board were in support of us putting plans in place for the Awards Evening in 2023 and AB suggested we send the date to Marketing Derby to share with their members.

IW updated that the Adult Committee recently met and had three new members attend. During the meeting they discussed trying to prevent the increase of discipline cases, looking at ways of supporting members in the times of financial problems. IW asked if an Adult Committee member could attend the County Cup draw. RH updated that it is system generated and will send an email to the Adult Committee Chair to describe the process.

#### **10. Dates of Next Meetings**

- a) Monday 6<sup>th</sup> February 2023 – 12pm 2pm
- b) Monday 8<sup>th</sup> May 2023 – 12pm 2pm

FMc thanked all for their time and support

Meeting closed at 13.51hrs

