

Summary of Minutes for Notification to DCFA Council



DERBYSHIRE FA

Minutes of a Meeting of the Board of Directors to be held

At Derbyshire CFA Headquarters

On Monday 09th October 2023

1. **Present:** Gary Parkin (Chair) (GP), Ricky Stevenson (RS) (CEO), Andrew Brewin (AB), Leoni Waghorn (LW), and Steve Nicks (SN), Ian Wright (IW), Gavin Lemmon (GL), Jenny Blewitt (JB) (minute-taker)

2. **Apologies:** - Frank McArdle (FMc), Mrs Ardip Sandhu – (AS) and Phil Randle (PR)

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

No conflicts noted.

GP advised he is now Chair of the Enthusiasm Charity Allenton Derby.

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

Title deeds still in progress - RS & AS to resolve

Glossop North End Community FC is still ongoing

RS stated plans are in hand for the distribution of the 50 years' service awards. One has been passed on as the member is in a home, so plans need to be put in place. 1 just to confirm the date.

Update awaited from the FA following the meeting with them.

Charity Task & Finish Group would be set up once Annual Audit is completed

Working brief agreed with Victoria Walker Associates.

FA Development Funding Applications approved – additional funding to that of the main grant,

July minutes were approved.

5. **Safeguarding update –**

Safeguarding Report - GP updated on the release of the Safeguarding 365 Standards and the conference to be held on the 8th November 2023 at SGP.

There are 13 ongoing safeguarding cases that are with the police and SCMT for investigation but still being reviewed and managed locally by the DSO.

GP highlighted the poor practice cases and the increase in number of cases.

Highlighted the Play Safe weekend and the staff visits to Leesbrook, Racecourse and Derby University. General discussion about the issues faced every weekend by young referees with regards to the behaviour towards them.

RS highlighted the feedback had gone back to clubs, but we do need to look at mentoring for the young referees.

RS updated that the player welfare course has now been released not mandated but if members can complete. In addition, the safeguarding briefing has been released. RS will contact all members for a date for delivery of the session in conjunction with the case scenarios.

6. Accounts –

End of Year Accounts have been received, overview by AB and discussion re short to medium challenges and the FA Grant due to be received in March 2024.

Meeting held with Haines Watts and general discussions re the requirements of the Audit.

RS highlighted that we had met with Lee Dyson to ensure we are following the correct processes.

AB reminded that Ryan Haynes is due to leave the organisation and AB will continue to support the CFA until his replacement is in place.

7. Governance Update –

a) RS updated that we have achieved version one of the Governance Code and highlighted the areas we need to work towards to achieve version 2 of the code. It includes the potential for a new Director and requested a Board member to assist. In addition, need to look at internal and external evaluation and the 24-28 Strategy. RS clarified that we need to achieve by June 2024.

b) RS highlighted the Policy Reviews required and the changes to the Regulatory Committees. HR Policies up to date from Howarth's. LW highlighted updates to SIAG and Committees in Directors Handbook – Policies approved by board

Standing Committee Nominations – RS highlighted the new members to the committees. – requested agreement re members and co-option. Delegated to SN to review co-opt members for Youth - All in agreement.

Regulatory Committee – this one had not met as no actions had been required, changes in FA Discipline and Regional Panels. It was felt Youth / Adult Committee could pick up any items if required.

c) Risk Register – this was updated, with no further risk identified at this stage from those listed. – all in agreement.

d) Board Skills Audit – GL updated re the members re the process identified by the FA and the Board observations available through GL. Options explained by GL, the costs included and the issues to consider. RS to explore further and feedback.

e) Recruitment and Selection Panel – RS updated that Howarth's cannot cover the role – need to recruit a HR Director. RS requested support from two directors to assist FMC with the recruitment. GP and LW volunteered.

f) AGM Agenda – 21st November 2023 at Chesterfield Football Club. RS talked through the agenda and plans for the meeting. Agenda agreed by all.

g) Council Agenda – 6th December 2023 – RS talked through the agenda and plans for the meeting; the meeting will be held at Derby County FC, Harrisons Hub.

8. To receive reports on DCFA Business

a) **Equality Update** – LW updated on the SIAG meeting held at the National Sikh Heritage and Holocaust Museum which opened up a new stream of events. Commencing with the event at the Sunday school which is streamed live to the Punjab and the event being planned by Sonny, one of the SIAG members, highlighting the development of football over the years. LW highlighted the involvement of Skye Bassett from the Youth Development Board. LW updated re Derby players who are keen to get involved with SIAG and attend meetings. Highlighted recruitment is ongoing and will be targeted in the near future.

b) **Operational Update** – Reported circulated with paper

i. **Operational Update** – RS reviewed the report briefly that was circulated to members.

c) **DCFA HQ Task to Finish Group** – minutes of meeting from 20/09/2023 circulated for information.

d) **Staff Update** – JB left the meeting.

i. **State of Play Survey** – See attached

Report there for view - will look to present to staff at future meeting and any actions link to people plan - PDR's etc

FOM Role - 43 applications received - Panel FMC / RS./JB / LR - shortlisted 6 - 1 withdraw day before so we interviewed 5.

Offered Appointment to Ms Stephanie Eadon - Current LTA Regional Manager - lives in Willington - past worked at Tennis Scotland and played for Newcastle United Women - Good general transferable skills - believe with induction and support systems it can work. Very approachable and likable person - Starts Mon 8 Jan - so will work transition with Ryan finished 24 Nov.

Been looking at succession planning and with board support which to look at apprenticeships style role - this would give another Staff member line management skill plus build capacity in Business Admin (area we have identified)

Started research on this - disussed with FMC - lots of young people affected by covid and missed out on Work Experience - looking at this too.

Staff working well - hybrid model and think the results speak for the work the team are doing.

Will take 10 of team to Wembley on 23 Nov for Grassroots Awards (with FMC) shortlisted for Coaches Category

Xmas - looking at office closure form 22 Dec with email access only - staff working remotely when needed. Only step football in play - no youth.

Board noted Thanks to Ryan for service and support given to DCFA over the years

9. Any Other Business – RS updated on the request for a women's senior super cup final in conjunction with a neighbouring County FA. Agreed to be delegated to the Adult Football Committee.

10. Dates of Next Meetings

- a) AGM – Tuesday 21st November 2023 – 7pm-9pm
- b) Council meeting – Wednesday 6th December 2023 – 7pm
- c) Board Meeting - Monday 15th January 2024 – 12pm

GP thanked all for their time and support

Meeting closed at 14.17hrs

