

## Summary of Minutes for Notification to DCFA Council



# DERBYSHIRE FA

Minutes of a Meeting of the Board of Directors held on  
Monday 15<sup>th</sup> May 2023 at 12pm

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

- 1. Present:** Frank McArdle (FMc) (Chair), Gary Parkin (GP), Ricky Stevenson (RS) (CEO), Andrew Brewin (AB), Leoni Waghorn (LW), Phil Randle (PR) and Steve Nicks - Online (SN), Mrs Ardip Sandhu – Online (AS)

Jenny Blewitt (JB) (minute- taker)

**Apologies:** - Ian Wright (IW)

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

No conflicts noted.

FMc advised he has now retired as the Chief Executive from South Derbyshire Council.

AB informed that he is now a coach with Duffield Dynamos.

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

Title deeds, RS to meet with AS to resolve

Glossop North End Community FC agreement being looked into by AS - ongoing

The issues with Sheffield and Hallamshire County FA – RS and FMc have met with The FA and are awaiting feedback.

Referee's conference – arranged for July.

Marketing Director role – discussions ongoing.

Update on funding discussion – fed back to The FA.

February minutes were approved,

- 4. Safeguarding update –**

Safeguarding Report - GP advised the 365 assessment had taken place in Derbyshire FA on the 18<sup>th</sup> April 2023. GP thanked the staff on behalf of the Board for the effort put into the assessment and the ongoing consistent work being undertaken by the staff. Highlighted that the CFA are in a good place. Outlined the assessment process and highlighted the areas of good practice in each standard. FMc outlined that Safeguarding is embedded from Board to Staff to Council.

FMc asked for JB to present to Board in 12-months, to ensure we are still progressing, continuing to improve and not becoming complacent.



GP highlighted the new Safeguarding cases and highlighted, how clubs link in with the CFA even when the cases are being dealt with by clubs.

GP gave an overview of successful safeguarding validation visits and JB updated members of the new Play Phase requirements for next season which will have an impact on visits for the season.

FMc asked whether the cases are spread geographically across the County, JB outlined the hot spots. FMc requested JB demonstrate the geographical breakdown of cases, AB offered to assist with a map on Power Bi, also requested a table of all cases to understand the data, JB agreed to prepare in time for the next meeting.

## **5. Accounts –**

Quarter 3 Accounts Jan - Mar 2023. – AB gave an overview of Q3 data including Revenue, Operating Costs and Cash.

Annual Audit Process 2023 – AB highlighted that there is no clear direction from The FA as to whether we are required to undergo an annual audit and this has become extremely costly. A meeting has been requested with Lee Dyson at The FA. We will be appointing Haines Watts as a replacement for Azets and AB will be taking more of an active role.

Board appointed AB/FMc/GP & RS to the Audit Committee to manage this process and report back to board.

Board approved the Q3 management accounts.

Board reviewed draft budget for next season which was shared and approved by board.

## **6. Governance Update –**

- a) Governance Code – RS advised he had met with the RM Gavin Lemmon (GL) on Friday. We have 7 small areas to improve. Feedback included that we need to change the wording on the website for the council report, update the finance and ensure the Youth Development Board has met. RS highlighted the dynamics of the Board with the requirement to achieve greater diversity across the Board to reflect the community. Members discussed how to attract members from hard-to-reach communities. LW highlighted the work through SIAG, FMc advised observers to Board would be a way forward. FMc highlighted a phrase from The FA Youth Council - "Nothing about us without us". RS outlined that The FA are piloting an external skills audit which we have declined at this stage. The timeline for the Governance Code is to have completed the work before the next meeting with GL on 30/05/2023, it will then be put before The FA panel for review. We should then receive a decision.

- b) Council Agenda & Venue for 7<sup>th</sup> June 2023 meeting – RS talked through the agenda and plans for the meeting; the next meeting will be held at Derby County FC, Harrisons Hub.

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

- a) Equality Update – LW advised that we had received notification that we have been successful in achieving the Preliminary Level of the Standard on the 5<sup>th</sup> May 2023. LW gave an overview of SIAG and plans moving forward and how, from the feedback we received at the Regional day, Derbyshire are way ahead of most CFA's.

LW highlighted the Blacklist Awards and local nominations.

Operational Update – Reported circulated with paper





i. Operational Update – RS gave an overview on County Cup finals and the positive feedback we had received. RS updated on Referee Development, Your Game Event, Coach & League Development, Facilities, New Racecourse facility and Howdens Kitchen Project.

ii. Affiliation Membership Requirements 23/24 season - paper circulated and membership rules discussed in detail. To be amended, updated and re-circulated.

iii. FA Ticket Allocations – RS advised members of the current process following a complaint from a Council member. All members in agreement for the process to continue as it stands.

iv. FA 50 years' Service Applications – paper circulated. All in agreement with all applications

c) DCFA 140 Years Celebration Ideas – paper circulated. RS discussed event for Keith Compton in July. The actual date of 140 years is 22/09/2023 which is a possible date for the awards evening, also 15<sup>th</sup> November 2023, possible date for the AGM, separate from the council meeting. Consultation required – RS highlighted a season long of events. Board approved this approach

d) Voice of the Child Action Plan – Plan circulated; RS highlighted the plan is being continually updated.

e) DCFA Standing Committee Minutes – Referees 8/3/23 – paper circulated and noted

f) Staff Update – RS highlighted the culture and environment in the office. FMc stated 'Excellent Team, well led', vote of confidence in staff echoed by GP. RS updated on appointment of Jack Bell.

FMc asked for vote of confidence to be passed onto staff

**8. FA Representative Update** – FA Council Members are being called to answer to a complete revamp of the FA and its Organisational setup, in particular with regards to members of the Council and how we conduct our business as an organisation to look at accountability and reducing bureaucracy

**9. Any Other Business** – FMc praised the staff for their visibility and efforts at County Cups.

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

Paper shared which listed proposed dates for all Board / Council and Standing Committees etc from May – end of June 2024 – these dates were approved by board

a) Wednesday 14<sup>th</sup> June 2023 – 10am 12pm @ DCFA HQ – this meeting is the annual meeting of Board and Staff

FMc thanked all for their time and support

Meeting closed at 14.02hrs

