

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 24th July 2023

1. **Present:** Frank McArdle (FMc) (Chair), Gary Parkin (GP), Ricky Stevenson (RS) (CEO), Andrew Brewin - Online (AB), Leoni Waghorn (LW), Phil Randle (PR) and Steve Nicks - Online (SN), Ian Wright (IW), Jenny Blewitt (JB) (minute- taker)

2. **Apologies:** - Mrs Ardip Sandhu – (AS)

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

No conflicts noted.

FMc advised he has now retired as the Chief Executive from South Derbyshire Council and is now a public law consultant for Gelding Solicitors and a consultant for Economic Development, FMC Limited, as of today.

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

Title deeds, RS to meet with AS to resolve

Glossop North End Community FC agreement still no response from club - ongoing

Referee's conference – held 23/07/2023. FMc praised Reece for the day. Highlighted that the attendance of the Premier League Referee Tom Bramhall had been very well received. Agreed to support referees moving forward.

RS submitted the 50 years' service applications, and all had been successful, arrangements to be made to present the awards.

May minutes were approved.

5. **Safeguarding update –**

Safeguarding Report - GP updated on the current safeguarding and poor practice cases. Three new safeguarding cases and eight that are awaiting updates from statutory agencies.

GP highlighted that the safeguarding team are looking to educate clubs before the season commences with regards to the poor practice cases. JB added that CWO CPD sessions are planned for early September 2023. FMc questioned the enforcement plans and sanctions being considered.

GP updated that the safeguarding validation visits are currently being planned for the season and RS updated about the meeting with GP regarding FA barriers. FMc reinforced that at the annual presentation with The FA, the concerns about Safeguarding had been highlighted. GP thanked all for their support. FMc reiterated that he is grateful for all the work being undertaken.

6. Accounts –

Accounts have not yet been received, they are still awaited.

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 as there are two documents that contradict each other.

We have discussed the requirements with Lee Dyson at The FA and have now met with Haines Watts and have appointed them as a replacement for Azets.

RS highlighted that the finances are under more scrutiny now than they have ever been.

AB updated that the remuneration committee have met. The grant from The FA has increased slightly but needs to reflect inflation so there may be a shortfall in time.

FMc approved the remuneration figures. FMc requested the remuneration is added to the next staff and board meeting to discuss with all.

7. Governance Update –

- a) RS updated that he had attended the 'Brilliant Boards Day' in June 2023 with FMc and AS. He updated that we were 13th to achieve the code, out of 50 CFA's. The FA wish to take us out for lunch to celebrate and the dates given– availability to be submitted to RS by the end of the week.

We have now been issued with version 2 of the code that we need to work towards. It includes a 'Safety Director'. FMc clarified that we need to achieve by 2025. Discussed Howarths role, approach to be made to them re the role.

RS and FMc met with Gavin Lemmon, Regional Manager at the end of June to review the progress of the County FA and extended an invitation to the next board meeting in September.

- b) **PR and Communications Support to Board** – RS gave overview of TC role, FMc highlighted the need to take the PR for the CFA to the next level. FMc requested delegated authority to arrange a meeting with TC and Victoria Walker's company. Agreed by all members.
- c) **HQ Development and Charity Task and Finish Groups** – RS requested Board approval to set up a task to finish group to move the HQ Development project forward with FMc and co-opted members. All agreed.
- d) **Council Nominations** – All agreed. RS highlighted the ongoing work with the newly set up Youth Board, LW to link in with them to support representatives. It was agreed to invite the new members to observe the September meeting and for induction to be carried out following approval of Council.

FMc discussed the role of the President and suggested a member from Council, all members agreed.

FMc further suggested nominations for Honorary Vice President's for the County FA, all members agreed.

GP gave an overview of the service of Board Chairman FMc and requested Board agreement for FMc be rewarded as a life member in recognition of his service and dedication to the County FA and FA over 25 years. All members agreed.

FMc stated he would be honoured to receive it.

RS stated Council will be informed of the nominations in September 2023 and they will go to the AGM in November 2023. Agreed by all members.

LW questioned the lack of representation from the Schools FA. RS highlighted the challenges they have faced over the last 2 seasons.

- e) Council Agenda & Venue for 27th September 2023 meeting – RS talked through the agenda and plans for the meeting; the next meeting will be held at Derby County FC, Harrison's Hub.

8. To receive reports on DCFA Business

- a) **Equality Update** – LW updated on the meeting with Anwar Uddin, the new National EDI project lead and his plans for moving EDI forward and SIAG drop-in sessions. Overview of Cheddi Gore from Sported and the connections provided to assist us moving SIAG forward and increasing the numbers on the group. The application process has been refreshed to encourage new members. LW updated re the next SIAG meeting being held at a venue in the community, FMc suggested the Derby Sikh Heritage and Holocaust Museum where he is a patron, this could then be filmed and shown on Sikh Television. Bradley Johnson is keen to assist and LW is looking for a female and youth rep to add to the group. In addition, the SIAG are working on plans for an event in the 140 years calendar.

Board congratulated LW on the work to date with EDI and the SIAG.

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

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

- ii. **FA 2023/2024 Operational Plan** – Overview of the successful meeting with The FA and the funding applications submitted.

- c) **DCFA 140 Years Celebration Ideas** – paper circulated. RS discussed event for Keith Compton on Friday 28th July 2023. The confirmed date for the awards evening is 15th September 2023 and the AGM is 15th November 2023. GP suggested the High Sheriff be invited

- d) **John Clarke and Dave Heron awards** – RS requested nominations by the end of the week.

- e) **Youth Board Minutes** - RS gave an overview of the meetings held to date and the work planned.

- f) **DCFA Standing Committee Minutes** – paper circulated and noted. SN updated re the Youth Committee which is meeting this evening.

- g) **Staff Update** – RS highlighted the embedded culture and environment in the office. FMc stated he believes we are in a good place and wants to note the progress made by the team. RS updated re the financial advice offered to staff.

FMc asked for vote of confidence to be passed onto staff.

- 9. **FA Representative Update** – FMc updated on the changes The FA are undertaking. FMc still within an influencing role. The FA have chosen 7 CEO's and Chairs to advise and a further 27 underneath to advise, we are in the 27. FMc advised that he will keep the Board updated on the situation.
- 10. **Any Other Business** – FMc thanked SN for his commitment during tough times and wished him well..

11. Dates of Next Meetings

- a) Wednesday 27th September 2023 – 7pm Council meeting at Harrisons Hub.
- b) Monday 9th October 2023 – 12pm Board meeting at DCFA HQ

FMc thanked all for their time and support

Meeting closed at 14.25hrs

