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| **Meeting** | Lincolnshire FA Inclusion Advisory Group | |
| **Date** | 7th June, 6pm-8pm | |
| **Venue** | Lincolnshire FA Office | |
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| **Present** | Shan, Jennie, Angela, Emma, Charlotte, Mark, Zack and Jordan. | |
| **Apologies** | Suzy, Steve and Naomi | |
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| **Agenda Item** | **Description** | **Action** |
| 1. **Minutes of last meeting.** | The group reviewed the minutes of the last meeting.  Charlotte will follow up connecting Cissy with Dr Hanya Pielichaty.  The IAG is planned to support with discrimination victims moving into next season. A member of the discipline team will attend the next meeting as nobody was available today.  Norfolk FA are doing similar work and the FA have been contacted to find a model to support this area of work.  Suzy from the youth Council is to join the IAG, but had to send apologies for this meeting. LFA are aiming to ensure that there is youth representation on the board and the IAG by 2025.  Seven people were interviewed for the IAG by Emma, Angela and Jordan. As the result two were offered places on the IAG namely - Blake who works for Stonewall, and Greg who is a senior leader at school. Both were very impressive and offer huge value to the group. |  |
| 1. **Discrimination Support** | Angela outlined she has spoken to Norfolk FA who are also looking into this area.  Jordan had invited Alistair, but he is unfortunately away. This will be on the agenda for the next meeting. | **Jordan to invite Alistair to the next meeting.** |
| 1. **Terms of Reference and Membership Review** | The group looked at our terms of reference. Points were made by a number of members.  - 2.2 - Shan said it should read needs to “meet the needs for all people involved in football in Lincolnshire.”  - Angela said we need to identify training needs mentioned in 3.6. Charlotte said we need to identify inclusion priorities and embed the resources of the ‘Kick It Out Academy’.  - Shan added that we should clarify Inclusion staff lead, and amend 14 days’ notice to 7 at least seven days to any  Proposed meeting.  - 5.2 -Shan also added that the chair and vice chair should serve for a maximum of three years and three terms – 3 x 1 year is a short time.  - it was decided regarding 4.1 that we would meet a minimum of four times per  Year, whilst mandating two meetings per season as in person. Hybrid meetings were discussed and it was agreed to stick with either in-person or virtual, as this makes meetings easier for those attending online to engage with. Angela added that we will plan meeting dates for next year at the end of today’s meeting.  - 4.7 - any member of the group can take minutes.  - 3.7 - not 75% but 3 out of 5 or 6 meetings to be attended, but this will be reviewed again in future.  - 4.6 - Mark pointed out that a simple majority will be our majority  decision.  Jordan will review the changes as suggested and update the terms of reference.  Jordan asked the group if they would still like to sit on the IAG. The whole group agreed they would like to continue into next season. | **Jordan to update terms of reference following review.** |
| 1. **Inclusive County FA Document Review** | The group reviewed The FA’s ‘How to be a more Inclusive County FA’ document to discuss tangible actions that the group could prioritise. Both Jordan and Angela stated that this process was reassuring as many of the suggestions are already being carried out.  The document was broken down into sections.  Facilities:  The FA do produce a diversity date calendar that is shared with staff and images of diverse football role models are around the offices.  Emma said Microsoft offer a diversity date calendar that links to Outlook; Jordan will raise this at the staff team meeting.  It was pointed out that we do have disabled spaces for parking.  Charlotte suggested if and when we have a new facility we should consider other needs; Jordan said he will raise with Nick.  Workforce:  Jordan stated that the CFA do advertise on other websites for example ‘Kick It Out’, Sporting Equals, Sport England. Jordan asked the group to share all roles when they go live to support us in reaching diverse channels.  Emma then talked about a gender bias decoder and how we could use it.  Jordan stated that inclusion is embedded into all job adverts and role descriptions.  Charlotte pointed out that EDI should be mandatory across the workforce. Jordan is going to lead on incorporating an EDI component in all staff PDRs.  Shan said the LFA are doing a menopause inclusive factor in policies as well as  faiths and holidays.  Emma talked about neuro diversity and the possibility of a speaker at our meeting.  Charlotte, Zack and Jordan suggested incorporating a marketing calendar with the EDI events for staff and IAG. Emma and Angela agreed this would be beneficial.  Leadership:  Jordan started by saying we can tick all actions in this section – which is a great achievement and is a testament to the diverse and progressive leadership at Lincolnshire FA.  As regards board recruitment Angela will probably join the Board in July, JVT starts as Chairman in July. We have recently completed a skills audit etc. We then talked about the future inclusion of Youth Council members on the Board.  Marketing and Communications:  Zack shared the marketing calendar with Emma. The two will be meeting shortly to ensure EDI is embedded across the marketing strategy.  Jordan talked about how we are supporting and improving marketing with diverse groups.  Zack talked about trans inclusion as an example, and how we can partner with diverse individuals to give them a platform at key times throughout the year.  Action: Think about partners and what we are trying to achieve.  Coaching:  We don’t yet use the coach mentor workforce which is a problem for Lincolnshire, as there are no mentors located n Lincolnshire.  We need to use key dates as a target for coaching.  Action: case studies that are a good idea. There is a need to build up coaching and Refereeing courses for eastern European communities.  Refereeing.  Charlotte said this is an area of concern. Current diversity reports show a lack of diversity in our referees.  Jordan talked about the requirements of refereeing and said there is no KPI for  Diversity in refereeing. Jordan will ensure an EDI component is included in all PDRs and is utilised within PDRs, especially by line management.  Mark said it is a massive concern with the way referees are treated particularly the young ones. Consequently we are losing referees.  The FA have a lot of pressure to get it right for refereeing at every level.  There has been a lot of discussion of abuse of referees at every level and gender.  We also need more female referees however there are not many women only referee courses.  Zach asked about body cam trials and Shan replied it’s been successful and will be extended.  IAG:  Action: should we date our profiles every year?  Jordan said we’ve achieved all the main points apart from IAG Roadshow.  Charlotte suggested at the awards evening the youth Council and IAG should be invited. Also respect workshops could include an IAG presentation, and Mark suggested that IAG could have presence at league AGM’s – spending ten minutes discussing roles, responsibilities, areas of work etc. This will help IAG visibility.  Charlotte said we should say what our priorities are for next season e.g.  Neuro diversity, discrimination, and grassroots discipline problems.  Zack said we should have an IAG representative at events related to inclusion  Whenever possible.  Angela agreed with the above and Zack suggested PRIDE in London on July 1 -  March with the FA.  Reporting discrimination:  There is the need to improve visibility, and how to report discrimination.  Shan talked about a case she had come across involving a special needs child.  Should there be targeted training on discrimination for coaches etc?  We should have figures on this -perhaps at the end of the season.  Charlotte pointed out that support is not personal at the moment, and this is where the IAG can support.  Jordan said there is a dedicated page on the website for reporting discrimination. Zack will identify and share website traffic for this page.  Jordan said he will work with Alistair and Zack to produce a discrimination infographic for end of season, as well as a discrimination ‘how to’ | **Jordan to investigate how to implement EDI dates into Outlook**  **Jordan to discuss accessibility of facilities with Nick.**  **Jordan has refreshed the staff inclusion induction, which includes the requirement of an EDI objective as part of the PDR process.**  **Emma to organise a neurodiversity speaker for a future meeting.**  **Zack to share marketing calendar with group.**  **Jordan to liaise with IAG applicants that were unsuccessful to produce case studies.**  **Group to consider other partners we can collaborate with and case studies to make.**  **Group to send updated profile to Jordan if required.**  **Jordan to liaise with Chris to ensure IAG and Youth Council are invited to LFA Awards.**  **Mark and Emma to lead on engaging with league AGMs – content, delivery, etc ready for next season.**  **Jordan to work with Alistair and Zack to produce discrimination infographics at key points throughout the year.**  **Zack to share website traffic for discrimination with Jordan and group** |
| 1. **Equality Standard Update** | Jordan stated we are within touching distance of being ready to submit our Equality Standard submission.  The members looked at the Diversity Monitoring Report and recommendations produced by Jordan.  The Group signed off the document. It can now go to board and be submitted for the Equality Standard.  The group discussed future training of the staff team as part of the submission. This was discussed and was signed off following some minor amendments.  Jordan then went through a proposed staff inclusion induction agenda. The IAG agreed this looks a suitable process.  There was lots of discussion of how training is implemented and how many of the units should be done.  Charlotte queried whether all should be compulsory in the first 12 months. The group agreed that 3 items of training are compulsory in the first 2 weeks, with a following 3 to be selected to be completed within the first year. | **Jordan to make amendments in advance of Equality Standard submission** |
| 1. **Diversity and Inclusion Action Plan Review** | The DIAP was discussed and signed off ready for the Equality Standard submission. Key changes included an annual review of diversity data of recruitment to identify communities that may not be applying for Lincolnshire FA roles, and understanding of cultural barriers for key inclusion projects (e.g, staff to receive training on Ramadan to support key Ramadan football projects).  Targets:  Jordan went through these and there was a discussion of all - particularly  regarding coaches, and womens and girls football. After much deliberation, targets were set and agreed, with further input required from the staff team. | **Jordan to make amendments before submitting for Equality Standard** |
| 1. **AOB** | Zack talked about pride pin badges which should be available shortly. He will share with the group in due course.  Jordan thanked the group for their engagement and contribution as the IAG. After a year in place, the IAG is in a great place and is a huge contributor to the CFA’s work in inclusion. Angela echoed Jordan’s thanks to the group, and the group thanked them both in return. Overall it has been a successful first year in place. | **Zack to share LFA Pride pin badges with group.** |
| **Next meeting date** | Six meetings were scheduled for 23/24 season. These were:  September 6th – 6pm-8pm – in-person  November 8th – 6pm-8pm – Teams  January 10th – 6pm-8pm – Teams  March 13th – 6pm-8pm – Teams  May 8th – 6pm-8pm – In-person  July 10th – 6pm-8pm - Teams | |