



## Detailed Terms of Reference – Competitions Advisory Group

### Reason for the ADVISORY BOARD Delegation

Football Advisory Boards operate in an advisory capacity providing strategy, insights and information from Liverpool FA's stakeholders directly into the Liverpool FA Board, to inform the decision-making process and delivery of Liverpool FA's business plan and projects. Advisory Boards may be permanent in structure or set up specifically to advise on a standalone project.

**Competitions Advisory Group:** To review and advise upon the development and fruition of the 19 County Cup competitions, and advise upon any regulatory matters, development opportunities and principles that occur from time to time. Advisory Board remit may be adjusted according to business needs as determined by Liverpool FA's business plan and stakeholder views at any given time. In addition, additional Advisory Boards may be set up to respond to changing priorities, or new and differing project delivery. The initial remit for each Advisory Board will be communicated at the point of recruitment of members.

### Responsibilities of Members

Advisory Boards provide an advisory, counsel and support role for the Board and Liverpool FA Senior Leadership and are **non-decision-making**. The boards enable Liverpool FA to test new ideas, obtain market research and utilise feedback. Advisory Boards additionally provide expertise and fill skills gaps, especially when working on specific project-based ideas. Advisory Boards may form smaller working groups to target specific areas of their responsibilities. The Advisory Boards are required to meet all governance requirements for their specific remit, where identified in The FA Code of Governance, and have the following specific responsibilities:

1. All Advisory Boards Chairs will act as a conduit between the Board and the Advisory Board, providing a 1-pager document summarising each meeting and will join Liverpool FA Board Meetings, at the Board's request, to answer their questions about the Advisory Boards advice and insights, as well as obtaining Board feedback and disseminating this to the Advisory Boards member group. County Cup's Advisory Group

### Competitions Advisory Group

The Football Advisory Board has a consultative, non-decision-making responsibility, reporting to the Liverpool FA Board, with the focus to engage on matters and develop the Competitions, providing the perspective from experienced members of the football community, by:



### Competitions Advisory Group (Feb 2024, V3)

- Reviewing opportunities to develop the future of the existing County Cup competitions.
- Extending and improving the current delivery of existing competitions.
- Exploring opportunities for new/improved competitions and ensuring that they engage all inclusion matters, for example: disability and/or online competitions.
- Reviewing and recommending adjustments to rules and regulations for the competitions annually.
- Representing Liverpool FA on behalf of the Competitions Advisory Group at final and semi-final events.

The Chair will have a bystander role on the Liverpool FA Board and act as a channel between the Board and the Competitions Advisory Group, Advisory Board, providing a 1-pager document summarising each meeting and answer questions from the Board about the Advisory Boards advice and insights, as well as obtaining Board feedback and distributing this to the Competitions Advisory Group, Advisory Board.

### Advisory Board Membership

- Duration of membership: 12 months, with annual review.

Membership Pre-requisites:

- All Advisory Boards – All members aged 18+ are required to have completed, or agree to complete within 3 months, the FA Safeguarding Training and Equality, Diversity and Inclusion Training provided by Liverpool FA.
- Permanent Advisory Boards – Advisory Boards configuration should be reflective of the Liverpool FA football community's diversity, cover the range of protected characteristics, have a variety of experience and knowledge.
- Competitions Advisory Group: Advisory Group members are required to have valuable experience of the County Cup community and programmes within the Liverpool FA region
- Size and Scope: Typically, minimum 5, maximum 20, but adjustable according to individual Advisory Board requirements.

### Liverpool FA Staff Attendance

All Advisory Boards will have a Liverpool FA principal who will provide both input and direction on topics that require consideration, who will also fulfil the role of Advisory Group secretary during meetings.

Advisory Boards may also require additional attendance by Liverpool FA staff:



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- The Competitions Advisory Group, Advisory Board will include the Football Services Officer lead on Competitions. This person may be the same as the Liverpool FA Lead
- Liverpool FA Directors/CEO Attendance: Attendance at meetings is in an advisory capacity only to answer questions, at the request of the Advisory Board Chair. Generally, non-attendance enables free discussion.
- Liverpool FA staff will abstain from voting on any matters which may constitute conflicts of interest.

### **Recruitment Process**

- The process shall be designed to ensure fair representation.
- Advisory Boards requiring specialist skills may additionally be from outside of the typical football community. Where the number of candidates put forward may exceeds membership limits, composition of the Advisory Group regarding fair representation is prioritised, with all additional candidates chosen via a ballot system.
- The Advisory Board Chair is responsible for being the single point of contact for the Liverpool FA Board, preparing updates, and joining Board meetings on request to answer any pending questions. This position is reappointed annually. In the Chair's absence they shall nominate a substitute Chair in advance of the meeting.
- The Advisory Board secretary is responsible for finalising the agenda with the Chair and recording minutes for circulation.

### **Formation of the Advisory Board:**

#### Recruitment of the Chair:

- Open and transparent interview process requiring completion of an application form, outlining interests and experience in the Advisory Board.
- Relevant Chairperson experience, skills and abilities, with short-listed candidates interviewed by at least one member of the Liverpool FA Board, and additional panel members as suited to the criteria, with the Chair appointed according to merit.

#### Recruitment of other members:

- Open and transparent interview process requiring completion of an application form, outlining interests in the Advisory Board, relevant experience, skills and capabilities, with all candidates interviewed by the Advisory Board Chair and the Liverpool FA lead.
- Non-County FA members may only sit on one Advisory Board to avoid any conflict of interest.



- Advisory Board Chairs will be reviewed on an annual basis as part of the Advisory Board review.
- When Advisory Board members reduce through attrition to below 8 members, recruitment shall commence for additional members to join. This number may be adjusted according to the agreed minimum and maximum number for each particular Advisory Board.
- Certain Advisory Boards have specific recruitment criteria:
  - Competitions Advisory Group:
    - Advisory Group Members should have an interest in competition style football and have familiarity of the Competitions that Liverpool FA currently facilitate.
    - Advisory Group Members should have a league or club background and be able to positively contribute towards securing the future of the cups and ensuring that as many clubs get the opportunity to be involved in competitions football as possible.
    - Knowledge of adult, youth and disability football is desired.
    - Advisory Group Members will need to be able to conclude urgent matters on rule breaches within 2 days from notification with their views and suggested outcome of the charges.
    - Advisory Group Members must also be able to be candid and declare any conflicts of interests they have in respect of rule breach matters to ensure a fair and transparent process.
    - Advisory Group members will be invited to attend and represent Liverpool FA at final/semi-final events.

## Meetings

### Meeting Frequency

- Advisory Board to meet a minimum of four times a year.
- Advisory Board to assemble additional meetings as dictated by circumstances or at the Board's/Liverpool FA CEO's request to handle urgent matters.
- All meetings to have a minimum quorum
- Notice of each meeting, confirming venue, time, date and connection details, to be sent no later than five business days before the meeting, except for short-notice meetings referred to above.
- Liverpool FA lead shall deliver the role of Secretary for the Advisory Board.
- The Advisory Board Chair and all Advisory Board members to join an annual Advisory Board review meeting with the Board of Directors celebrating success and reviewing the previous 12-month period.

### Meeting Agendas and Minutes:



- Agenda items are finalised by the Liverpool FA Lead and Advisory Board Chair and included within the Advisory Board agenda/minutes smartsheet at least 5 working days prior to the meeting.
- For urgent or short-notice called meetings, Members are advised by email when agenda items and papers are uploaded within the email requesting the meeting.
- All meetings require a quorum, and the line item will be discussed at the next meeting when reviewing minutes from previous meeting.
- Minutes are added to the Agenda line item in real time during the meeting by the secretary, as a formal record.
- Agenda to include:
  - Normal Administrative Items: Apologies for Absence / Minutes & Status from Last Meeting to Action (Board feedback, Updates on actions taken) / Declaration of Interests.
  - Schedule of Matters – annual items planned throughout the year according to business requirements and assigned to specific meetings. Discussion for items to include:
    - Commentary on discussions.
    - Actions agreed for next steps and whom will lead.
    - Key advice for notification to the Board.
  - Any Other Business (AOB)
  - Safeguarding Perspective and points to review
  - Youth Voice Perspective, including any specific items advised by the Youth Advisory Board
  - Innovation & Opportunities.
  - Date of Next Meeting
  - Draft minutes are approved by the Chair within 24-hours.
- Process for adding an agenda item:
  - Advisory Group Members use either the 'meeting agenda submission form' on the Advisory Board dashboard, or email directly to notify the Advisory Board Chair and Liverpool FA Secretary of additional agenda items for discussion and provide any additional accompanying papers.
  - Once approved, the Liverpool FA Secretary will add the paper to the new smartsheets agenda line.

## **Reporting to the Board**

- Recommendations and advice are recorded in the Advisory Board Agenda/Minutes.



- The Advisory Board Chair will provide a single-page report on the advisory output after each meeting.
- Every Liverpool FA Board Meeting has an agenda item for each Advisory Board to discuss the single-page advice and ask the Advisory Board Chair questions as well as provide feedback for the Advisory Board.
- The Advisory Board can make whatever recommendations to the Board it deems appropriate on any area within its remit.
- Advisory Boards do not have delegated authority from the Liverpool FA Board and therefore do not have the power to make requisite decisions. Advisory Boards provide an advisory and support role, providing insights to assist the Board with decision-making. •