

<b>London FA</b>	<b>Minutes of the London FA Board</b>
<b>Date:</b>	Monday 14 June 2021
<b>Venue and time:</b>	18.00 – 20.00, via Microsoft Teams
<b>Present:</b>	James Middlehurst (Chair), Christina Oshodi, Jill Berry, Karen Greene, Simon Hughes, Ian Wallis, Yashmin Harun, Ali Morgan, Paul Mortimer, Roger Fox  Paul Bickerton (CEO)
<b>Apologies:</b>	Mark Deveney

No	Item and Discussion	Action
<b>1</b>	<b>Welcome &amp; introductions</b>	
1.1	James Middlehurst (JM) introduced the agenda and explained that the item on the FA Representative would be taken last, to allow both Yashmin Harun (YH) and Karen Greene (KG) to leave the meeting for this item as they were conflicted.	
<b>2</b>	<b>Confirm &amp; sign minutes of previous meeting</b>	
2.1	Paul Bickerton (PB) ran through the actions from the minutes and noted that the date should read 22 April 2021, not 22 February 2021.	PB to update minutes and place on website
2.2	SH updated the Board that he hadn't been able to circulate the info regarding the London elections prior to the date agreed; however, there was now opportunity to engage with the re-elected Mayor of London and the members of the newly-elected Greater London Assembly.	
2.3	The minutes were confirmed as an accurate record of the meeting.	
<b>3</b>	<b>Matters Arising</b>	
3.1	None	
<b>4</b>	<b>Conflicts of interest disclosure</b>	
4.1	None (see item 1.1. above)	
<b>5</b>	<b>Board papers</b>	
<u>5.1</u>	<u>Safeguarding Report</u>	
5.1.1	A written report had been provided to the Board by PB, Senior Safeguarding Lead, and Paul Mortimer, Board Safeguarding Champion. PM introduced this report to the Board and drew attention to the following: <ul style="list-style-type: none"> <li>The start date for London FA's new Designated Safeguarding Officer, Lewis Warren</li> <li>Updates to the DBS process</li> <li>The latest safeguarding statistics.</li> </ul>	

5.1.2	YH asked whether safeguarding cases had increased with the return to football recently. PB replied that cases had in fact risen during lockdown and decreased slightly since the return to football. London FA had been careful to retain safeguarding expertise throughout the lockdown period, with the Senior Safeguarding Lead, Deputy Senior Safeguarding Lead and at least one Designated Safeguarding Officer working in the business throughout lockdown, even when a significant number of staff had been furloughed.	
5.2	<u>CEO Report</u>	
5.2.1	<p>A written report had been provided to the Board by PB. PB introduced this report to the Board and then delivered a presentation focusing on the following:</p> <ul style="list-style-type: none"> <li>• The long-term strategic direction of the business</li> <li>• The key strategic priorities for the upcoming season (2021-22)</li> <li>• The 2021-22 budget related to these priorities, which the London FA Board were now being asked to approve.</li> </ul>	PB to circulate slides with the minutes of the meeting
5.2.2	IW asked that thanks be passed on to Roya Taslimi (Head of Finance & Operations) and the rest of the London FA team, for managing the financial performance of the business so carefully throughout a very challenging season. The sacrifices which the London FA team had made with pay constraints, organisational re-structuring and the use of the furlough scheme meant that London FA has been able to minimise its losses this season.	PB to update London FA team on the Board's feedback
5.2.3	JM highlighted that it was the Board's role to approve the budget for the 2021-22 season. He explained that prior to this meeting a draft budget had been presented to both the Risk & Audit Committee and then the Nominations & Remunerations Committee. Following healthy debate and discussion, both Committees had agreed on the final budget circulated to the Board and he was recommending it for approval.	
5.2.4	<b>APPROVED:</b> The Board approved the 2021-22 budget set out at Item 5.2, Appendix 2. It was proposed by Simon Hughes and seconded by Roger Fox.	
5.3	<u>The FA Representative</u>	
5.3.1	Rescheduled as the final item on the agenda (see item 11)	
<b>6</b>	<b>London FA Chair Appointment</b>	
6.1	JM explained that following Board recruitment in late 2020, his three-year term was due to end in early 2022. The process for appointing the London FA Chair for 2022-25 was set out in the London FA Articles and would be through an open and public process and this would start in the Autumn of 2021.	The process and timescales to be circulated to Board for the next meeting
<b>7</b>	<b>Meeting arrangements for the June AGM and Council meetings</b>	
7.1	SH confirmed that notices for the AGM had been circulated in advance by post, email and placed on the London FA website. In the future AGM/SGM notices would be circulated by email and placed on the website only; however, to maximise	PB to send a communication to all members later this year

<p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p>	<p>compliance with the law London FA was also sending these by post for this particular AGM.</p> <p>SH ran through the items of business to be covered at the AGM and explained that the voting process would either be in advance by proxy or on the night via a roll-call vote. It was agreed this would be the most transparent way of conducting proceedings and SH advised Board Directors to complete a proxy in advance if possible, as this would speed up the voting process.</p> <p>PB highlighted that a series of drop-in sessions had been scheduled in the lead up to the AGM, to allow members to attend and ask any specific questions on the proposed changes. These were being led by PB, SH and IW, hosted via Microsoft Teams and Board Directors were very welcome to attend.</p> <p>SH confirmed that one suggestion from these sessions was to better differentiate between the various types of Vice-Presidents (VPs, LVPs and Hon VPs) by also calling the new Vice-Presidents ‘Ambassadors’. This would be recommended to the Council and the term used informally until a formal change at the 2022 AGM. SH asked the Board to approve this recommendation</p> <p><b>APPROVED:</b> The Board approved the term ‘Ambassadors’ to describe the new Vice-President positions.</p> <p>Christina Oshodi (CO) requested that the differences between the various roles be made very clear on the night and in these drop-in sessions. SH responded that it would help if we circulated in advance a set of FAQs covering the main points, including this one.</p>	<p>informing them of plan to advertise future AGMs/SGMs by email and website in future, unless members request postal notices.</p> <p>PB/SH to circulate a set of FAQs to Council members prior to the AGM</p>						
<p><b>8</b></p> <p>8.1</p> <p>8.1.1</p> <p>8.2</p> <p>8.2.1</p>	<p><b>Verbal Update Reports</b></p> <p><u>Risk &amp; Audit Committee Update</u></p> <p>PB updated the Board that the Risk &amp; Audit Committee met on 19 May 2021 to review the draft budget 2021-22 and agreed to further consider this budget with the Nominations &amp; Remunerations Committee the following week. The Committee also reviewed the risk register.</p> <p><u>Nominations &amp; Remunerations Committee Update</u></p> <p>JM confirmed that the Nominations &amp; Remunerations Committee met on 27 May 2021 and agreed the final 2021-22 budget to be presented to Board at this meeting, to include staff remuneration. The Committee also agreed the approach for interviewing candidates for the FA Representative position.</p>							
<p><b>9</b></p> <p>9.1</p> <p>9.2</p>	<p><b>Date / time / place of future meetings</b></p> <p>Dates for Board and Council meetings in 2021:</p> <table border="1" data-bbox="252 2022 1166 2134"> <thead> <tr> <th data-bbox="252 2022 708 2056"><b>BOARD</b></th> <th data-bbox="708 2022 1166 2056"><b>COUNCIL</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="252 2056 708 2089">• Monday 20<sup>th</sup> September 2021</td> <td data-bbox="708 2056 1166 2089">• Monday 11<sup>th</sup> October 2021</td> </tr> <tr> <td data-bbox="252 2089 708 2123">• Monday 8<sup>th</sup> November 2021</td> <td data-bbox="708 2089 1166 2123">• Monday 6<sup>th</sup> December 2021</td> </tr> </tbody> </table>	<b>BOARD</b>	<b>COUNCIL</b>	• Monday 20 <sup>th</sup> September 2021	• Monday 11 <sup>th</sup> October 2021	• Monday 8 <sup>th</sup> November 2021	• Monday 6 <sup>th</sup> December 2021	
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<b>10</b>	<b>AOB</b>	
10.1	PB updated the Board on the process to re-certify for the Foundation Level of the Equality Standard. He explained that London FA was currently going through the process of having the Foundation Level evidence checked and would shortly be targeting the Preliminary Level for the Equality Standard.	PB to circulate slides to Board
<b>11</b>	<b>The FA Representative Appointment</b>	
11.1	At this point in the meeting YH and KG left the meeting, as they were both candidates for the FA Representative position.	
11.2	Jill Berry (JB) introduced this item and described the process that had been undertaken to recommend a candidate for the FA Representative role. JB confirmed that the following process had been undertaken: <ul style="list-style-type: none"> <li>- An open recruitment process for all Board and Council members</li> <li>- 7 candidates had applied, and all had been interviewed via Microsoft Teams by JB and JM</li> <li>- A scoring process had been used to rate candidate performance and all candidates had been asked the same questions</li> <li>- The outcome of the interviews and the scoring data had been shared with the Board in advance of this meeting</li> </ul>	
11.3	JB and JM then gave a summary of candidate performance and presented their own views about the recommended candidate to the Board, following the interviews.	
11.4	The Board then voted to appoint the FA Representative. This process was managed by the CEO, via a preferential voting process and secret ballot (via email).	
11.5	PB announced that Yashmin Harun had been appointed as the London FA's FA Representative for the upcoming 2021-2024 term.	SH to announce YH as the new FA Representative at the London FA AGM on 21 <sup>st</sup> June 2021
11.6	JM thanked all Board members and closed the meeting.	