



London FA	Minutes of the LFA Board
<b>Date:</b>	Monday 16 <sup>th</sup> September 2019, 18:30 - 20:30
<b>Venue and time:</b>	The Guildhall, Alderman's Court Room
<b>Present:</b>	James Middlehurst (Chair), Simon Hughes, Ian Wallis, Roger Fox, Vivienne Aiyela, Beth Archer, Kirstin Furber, Ali Morgan, Yashmin Harun, Drew Patterson Paul Bickerton – CEO
<b>Apologies:</b>	Derek Harris, Paul Mortimer

No	Item and Discussion	Action
1	<b>Confirm &amp; sign minutes of previous meeting</b>	
1.1	JM started by welcoming YH and DP to their first London FA Board meeting and congratulating them on their election from the Council	
1.2	3 <sup>rd</sup> June 2019 minutes approved and signed by JM	
2	<b>Matters Arising</b>	
2.1	A query was raised about whether Crystal Palace FC attended the strategy consultation on 11 <sup>th</sup> July 2019.  <i>NOTE – PB has followed this up and can confirm that they were not represented. 10 professional London clubs did attend the consultation</i>	PB to follow up
3	<b>Conflicts of interest disclosure</b>	
3.1	None	
4	<b>Board papers</b>	
4.1	<u>Safeguarding Report</u>	
4.1.1	A written report had been provided to the Board by Becky Greaves, Head of Governance and Strategic Lead for Safeguarding. This updated the Board on the latest safeguarding statistics, any changes to the safeguarding team in the office, an update on non-compliant London FA Council members and a recent safeguarding investigation.	
4.1.2	The Board asked how the statistics compared with other County Football Associations. PB replied that CFAs have not been supplied with this information but that he would follow this up.	PB to follow up with the FA
4.1.3	AM asked whether the category numbers in the poor practice log summary were correct, as they didn't seem to match the final total of 43.	PB to review and report back

4.2	<u>London FA Strategy 2019-2024</u>	
4.2.1	A final draft of the new London FA Strategy 2019-24 had been circulated to Board with the papers for the meeting. PB explained that this item was the primary focus of this meeting and it was the Board's role to approve the strategy.	
4.2.2	PB highlighted that Board members could still request amendments and changes at this stage. The Board would be key in promoting this strategy to stakeholders and so it is important they are comfortable and have ownership of the final document.	
4.2.3	<p>The Board requested the following changes:</p> <ul style="list-style-type: none"> <li>- The current document is very text-heavy. All efforts should be made to make it shorter and snappier and any unnecessary text should be removed</li> <li>- Where possible, less technical language should be used so that it appeals to a broader audience</li> <li>- Consideration should be given to combining goals 2 and 3, primarily to clarify that the growth in women's football will be a key factor driving growth in the structured game overall</li> <li>- A clearer rationale for why we have selected the specific under-represented groups highlighted would improve the document</li> <li>- It was suggested that we add board profiles and specific case studies relevant to football in London, to make the document more relevant and personable</li> <li>- The purpose of the targets and measures framework should be explained and several the methods for measurement could be clearer</li> <li>- The organisational values should be more heavily reflected across the entire document</li> <li>- An executive summary should be produced, that is easily distributable to wider audiences and can be used for publicity and press release purposes</li> </ul>	
4.2.4	Following this feedback, it was agreed that the Board should not sign off this strategy until these changes had been made. Sign off to take place at the next Board meeting (18 <sup>th</sup> November 2019)	PB to make changes and circulate final version at next meeting
4.2.5	It was agreed that as well as the planned strategy update at the Council meeting on 30 <sup>th</sup> September 2019, PB should circulate a note on the summary of changes to council members prior to this meeting. Council have been instrumental in shaping this strategy through the consultation process.	PB to update Council on suggested changes via email prior to Council meeting
4.3	<u>CEO Report</u>	
4.3.1	The Board had been provided with a written CEO Report, to include updated financial reports, a balanced scorecard for the full 2018-19 season and an updated risk register.	

	<p>PB explained that we were on track against the 2019-20 budget; however, this was at a very early stage in the financial year (one month in) and we would know more once the Quarter 1 management reports were completed.</p> <p>The Board asked about progress regarding office relocation. PB updated the Board on the recent meeting with the FA and it was agreed that this should be a more substantial item for discussion at the next Board meeting</p> <p><b>4.4 Governance Report</b></p> <p>4.4.1 JM updated the Board on the recent recruitment process for new Council members. The Board wanted to formally highlight how impressed they were with the experience and background of the new Council members.</p> <p>4.4.2 SH took the Board through two recommendations in the paper, which were 1) the process for electing a Deputy Chair and 2) the process for electing a final Director onto the Nominations &amp; Remunerations Committee.</p> <p>4.4.3 <b>RECOMMENDATIONS APPROVED.</b> Board Directors wishing to be considered for these positions to inform the CEO by email before 21<sup>st</sup> October 2019</p> <p>4.4.4 RF took the Board through the final recommendation in the paper; the reinstatement of Long Service Awards.</p> <p>4.4.5 Board highlighted that these awards should consider safeguarding checks and general good behavior. The Board also suggested that in future we consider recognition of coaches as well as referees.</p> <p>4.4.6 <b>RECOMMENDATION APPROVED.</b> Council member long service to remain at 15 years, taking into account the new rules around length of terms.</p>	<p>Quarter 1 management reports to be circulated for 18<sup>th</sup> Nov meeting</p> <p>PB to prepare a paper with various options, for board to discuss at next meeting</p> <p>PB to prepare process at next meeting, if posts contested</p>
<p><b>5</b></p> <p><u>5.1</u></p> <p>5.1.1</p> <p><u>5.2</u></p> <p>5.2.1</p>	<p><b>Verbal Update Reports</b></p> <p><u>Nominations &amp; Remunerations Committee</u></p> <p>Already provided by JM</p> <p><u>Risk and Audit Committee</u></p> <p>Verbal update provided by AM. Committee to meet before next Board meeting (now confirmed as 12<sup>th</sup> November 2019) to sign off 2018-19 accounts and to review Quarter 1 financial reports and the risk register.</p>	<p>2018-19 annual accounts circulated to Board once signed off and placed on website</p>

<p>5.3</p> <p>5.3.1</p> <p>5.4</p> <p>5.4.1</p> <p>5.4.2</p>	<p><u>Inclusion and Advisory Committee</u></p> <p>Verbal update provided by VA. It was suggested that the reporting of discrimination cases in London may be lower than in other County FAs and Board were keen to determine if this was the case</p> <p><u>Staffing update</u></p> <p>PB confirmed that Yasmin Dyer (Designated Safeguarding Officer) was leaving the London FA to study a Masters in Social Policy and that Hannah Dix (Discipline Administrator) had also left the organisation to pursue a different career path. This does leave the Association understaffed in the governance department and the CEO was managing this with the Head of Governance, to minimise the impact in this area of the business. Sue Plain had been recruited as a temporary discipline administrator to cover these shortages.</p> <p>Aquila Burgess has started in post as Football Development Manager.</p>	<p>PB to pick up with the FA and identify if we can draw any comparisons</p>
<p>6</p> <p>6.1</p>	<p><b>London FA Council Meeting</b></p> <p>The venue for the upcoming Council meeting on 30<sup>th</sup> September had been confirmed as London South Bank University</p>	
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p><b>AOB</b></p> <p>RF highlighted the issue of appointments of referees for the cup competitions. All Cup Competition issues are being managed between the London FA office and the Cups Committee and this has involved the London FA CEO and Chair.</p> <p>BA highlighted that the London FA should consider a different format and approach for the risk register</p> <p>IW highlighted that the London FA Representative George Dorling had been elected onto The FA's National Game Board. This was the first time that this had happened in London. The Board offered their formal congratulations and agreed that this achievement should be recognised at the next Council meeting</p>	<p>PB to pick up with BA</p> <p>Chair to recognise formally at 30<sup>th</sup> Sept Council meeting</p>
<p>8</p> <p>8.1</p>	<p><b>Date / time / place of next meeting</b></p> <p>Monday 18<sup>th</sup> November 2019, 6.30pm to 8.30pm Guildhall</p> <p>Monday 9<sup>th</sup> March 2020, 6.30pm to 8.30pm Guildhall</p> <p>Monday 8<sup>th</sup> June 2020, 6.30pm to 8.30pm Guildhall</p>	