



London FA	Minutes of the LFA Board
Date:	Monday 25 th Feb 2019 18:30 - 20:30
Venue and time:	The Guildhall, Alderman's Court Room
Present:	Simon Hughes (Chair), Ian Wallis, Louise Dorling, Paul Mortimer, Vivienne Aiyela, Ruth Holdaway, Ali Morgan, Paul Bickerton, Becky Greaves (for Safeguarding Report only)
Apologies:	James Middlehurst, Kirstin Furber, Derek Harris

No	Item and Discussion	Action
1	Confirm & sign minutes of previous meeting	
1.1	Note by VA that the formation of a working group to explore recruiting more women and clubs and leagues representatives to the LFA Council had been omitted	PB to update Jan 2019 Board minutes
2	Matters Arising	
2.1	None	
3	Conflicts of interest disclosure	
3.1	None	
4	Board papers	
4.1	<u>Safeguarding Report</u>	
4.1.1	BG provided the Board with a report on safeguarding, to include preparation for the upcoming assessment on 14 th and 15 th of March 2019.	
4.1.2	A set of detailed briefing papers updating the Board on changes to the Safeguarding Operating Standard for 2018-19 had been circulated with the Board papers. All confirmed they had been through the information, to include the briefing slides. AM highlighted that a part of the wording on slide 11 was unclear as the document had been converted to pdf.	BG to recirculate briefing slides to include full text on slide 11
4.1.3	It was also agreed that the detailed briefing papers would also be sent out to LFA Council as part of a CEO Update, as it is very important that LFA Council members are also aware of the changes to the 2018-19 Standard	PB to include briefing papers in next CEO update
4.1.4	The Board were asked to approve the recommendations contained within the Safeguarding Report, namely that LFA Council members who are still not compliant with the required training would be granted a final extension to 11 th March before being removed from the LFA Council	BG to phone each affected Council member to ensure they get fair warning
	DECISION – RECOMMENDATIONS APPROVED	

4.1.5	Some pages were reported missed from the cases report presented at the meeting itself (not part of formal papers). It was also highlighted that some narrative to the cases would be helpful.	BG to add missing pages and narrative to cases and to recirculate
4.1.6	The recent incident at the Marcus Lipton Centre involving Lambeth Tigers was discussed, with BG updating the Board on how the LFA had responded. SH indicated he was meeting the Leader of Lambeth Council that week and could raise any issues if appropriate.	PB to send to SH the letter the club had sent to the London Mayor
4.2	<u>CEO Report</u>	
4.2.1	PB took the Board through his report, focusing in particular on the balanced scorecard and updated financial reports. It was agreed that these reports were in a helpful format and should be provided as standard items to the Board to report on the Association's performance at each meeting	PB to include scorecard and financial reports as standard for all Board meetings
4.2.2	PB informed the Board that an appointment had been made to the new role of Finance & Operations Manager. Roya Taslimi had been appointed and would start in post on 11 th March 2019.	
5	Nomination and Remuneration Committee Verbal Report	
5.1	A final member of the Board was due to be elected to the Nomination & Remunerations Committee. One Board member – Vivienne Aiyela – had formally put herself forward for this Committee. DECISION: VIVIENNE AIYELA ELECTED UPOPOSED	
6	Verbal Update Reports	
6.1	<u>Risk and Audit Committee</u> Next meeting to take place on Wednesday 27 th March 2019. Main purpose of meeting will be to sign off 2017-18 accounts and Simon Murray from Williams & Co will be attending.	PB to circulate papers by Friday 22 nd March 2019
6.2	<u>Inclusion and Advisory Committee</u> Next meeting to take place on Monday 11 th March 2019. The Youth Research will be presented to the group by Callum Irving from Physical Intelligence.	
6.3	<u>Staffing update</u> Hannah Dix, Discipline Administrator, had started in post on 4 th March 2019.	

	Rakhi Shingadia, Football Development Manager, had resigned as she was taking up a new role at the Open Data Institute. Rakhi's role would be replaced by a Football Development officer.	
7	Board Strategy Away Day	
7.1	The Board Away Day date had been set as Wednesday 10 th April 2019, from 10am to 4pm. Location had yet to be agreed but Wembley was proposed and had been provisionally booked. Ian Wallis suggested that Charlton FC may be a more suitable location and he would explore availability there.	Ian Wallis to explore room availability with Charlton FC
8	Governance Report	
8.1	SH took the Board through the governance report and papers, highlighting that it was for the Board to approve the process for electing new Council-elected Directors, the job description and person specification for those Council-elected Directors, the terms of reference and appointments to the four re-instated Committees and the plans to recruit more females and club and league representatives to the LFA Council.	
8.2	SH explained the process for electing new Council-elected Directors, highlighting that expressions of interest and voting would be for the 'full Council members' only, not the whole of Council.	
8.3	LD asked whether this contradicted the Standing Orders in the Handbook, as the Handbook provides detail on the standard voting process. PB responded that for this process it had been agreed that the rules would be set by the Board and that this had been set out in the new Articles. SH explained that it would be poor practice for all members of Council to vote, as this would include the LFA Board, representatives of professional clubs, etc.	
8.4	IW asked about the role of the Nominations & Remunerations Committee in confirming candidates for election. SH responded that this was to ensure that suitable candidates would be put forward to the Council for election.	
8.5	Timings were discussed, if there were a large number of candidates confirmed. SH highlighted that the maximum number of questions (five) could be reduced.	
	DECISION: PROCESS TO ELECT COUNCIL-ELECTED DIRECTORS, TO INCLUDE VOTING RESTRICTED TO 'FULL' COUNCIL MEMBERS, APPROVED	PB to write immediately to full Council Members with process, JD/PS and inviting expressions of interest
8.6	PB took the Board through the Terms of Reference for each Committee and invited comments / proposed amendments. The following changes were	

	<p>recommended:</p> <ul style="list-style-type: none"> Referees, section 1h – add ‘to manage and address matters referred to them (including. FA matters) Referees, section 1d – add ‘to review referee development and mentoring and determine...’ Judicial, section 1c and d – replace design and create with ‘advise’ Cups & Competitions, first paragraph – insert ‘set’ in place of ‘approve’ Cups & Competitions, section 1g – change ‘senior’ cup matches to ‘agreed’ cup matches All Terms of Reference, section 3 – change to ‘decide on chair, vice-chair and secretary by the third meeting’, rather than first meeting. Board member to take chair until then. All Terms of Reference, section 6 – delete ‘provided one of members is Chair, Vice-Chair or Secretary’ <p>8.7 Agreed that Louise would be the board member appointed to Judicial Committee and Simon the board member appointed to the Rules & Sanctions Committee.</p> <p>8.8 Agreed that judicial chairs would be invited onto the Judicial Committee</p> <p>DECISION: COMMITTEE TERMS OF REFERENCE, ALONG WITH CHANGES INDICATED ABOVE, AND APPOINTMENTS APPROVED</p>	<p>PB to include appointments and terms of reference as part of CEO Update</p>
<p>9</p> <p>9.1</p> <p>9.2</p>	<p>AOB</p> <p>IW highlighted that some webpages look very out of date. PB explained that old links are sometimes an issue and very difficult to remove and would see how this can be remedied.</p> <p>Divisional minutes to be circulated to Board. All agreed</p>	<p>PB to raise with the FA</p> <p>PB to ensure divisional secretaries do this</p>
<p>10</p> <p>10.1</p>	<p>Date / time / place of next meeting</p> <p>Wednesday 10th April 2019, 10am – 4pm</p> <p>Monday 3rd June 2019, 6.30pm to 8.30pm</p> <p>Monday 16th September 2019, 6.30pm to 8.30pm</p> <p>Monday 18th November 2019, 6.30pm to 8.30pm</p>	