



London FA	Minutes of the London Board Meeting
Date:	16 July 2018
Venue and time:	Guildhall, 6.30pm
Present:	G. Dorling (Chair), V. Aiyela, L. Dorling, D. Harris, K. Furber, R. Holdaway, S. Hughes, A. Morgan, P. Mortimer, G. Shirley, I. Wallis, C. Isherwood (SRM), N. Twitchett (Acting CEO), B. Greaves (Acting CEO)
Apologies:	N/A

Item	Area and Discussion	Action
1	Apologies for absence Ruth Holdaway Ali Morgan	
2	Confirm and sign the minutes of the Board meetings held on Monday 21st May 2018 and 21st June 2018	
3	Matters Arising Raised in May meeting – FA Cup Final tickets: procedure usually first board members, then council members who do voluntary work for their counties.	Next board meeting – confirm allocation of tickets and who offered to? Note from FA of the procedure they follow
4	Conflicts of interest disclosure None.	
5	Introduction of Interim CEO – Helen Croft (HC) Helen has spent 17 years working with the FA & has spent time meeting team. Helen has gone through safeguarding documentation; will talk to assessors to obtain steer from them before we can resubmit. Training needed for volunteers. Going forward will need to suspend people who are not properly qualified. HC asked if LFA has a current risk assessment. Timescale for resubmitting to FA is end of July.	

6	Safeguarding Report – HC/ Becky Greaves (BG)	
6.1	Need to decide where responsibility will be in future for safeguarding in LFA? 18 months ago whole system was very disjointed and cases were not being investigated properly. LFA is currently recruiting for additional safeguarding capacity. Yasmin has been integrated into the full team and is very customer-focused.	
6.2	<p>Assessors acknowledged issues which had an impact on our standards. Key areas picked up by Assessors were lack of training, Yasmin distracted by duties on general enquiry line, no youth voice. Major flags were - 27 reds, 32 amber, 12 green. As a result, LFA has already taken significant steps:</p> <ul style="list-style-type: none"> • Safeguarding is now at the top of every agenda for SMT and Board meeting, with written report supplied. • All board members have signed the Safeguarding Commitment. • MT now has access to safeguarding inbox. • Yasmin has been taken off general enquiries line. • Luke has put together a proposal, submitted as evidence, aimed at 16 to 24year-olds. Hoping to have Youth Council operating in the next couple of months. • Minutes of all meetings starting to improve, especially in capturing action points and who is responsible. 	
6.3	Confirmed funding available to hire a disability officer.	
6.4	Council need to complete Safeguarding Workshop online. Ex-officio Council members such as Life Members and Vice Presidents have not yet been on the list for training, but are welcome to make appointments to come into office to access online training if easier. Need to agree final date for all Council members training. There are currently 42 appointed Council members but only 4 have completed the training to date. Everyone who has a vote in the LFA has to complete training. Agreed to set and communicate deadline for training to be completed: 31 st July 2018, and to notify everybody that they will not be allowed to vote in Council unless they have completed training. There is also a daytime safeguarding course for all Council members and others to learn about who deals with what, what club should deal with, what league should deal with etc., and all members are and will be encouraged to attend. BG can register Council members for this training.	BG will send email tomorrow to flag deadline for completing online training: 31 st July
6.5	HR Code of Conduct 'Business Integrity and Equality' will be issued to all staff shortly.	
6.6	Continuing Professional Development (CPD) – LFA working with Middlesex league to progress CPD events.	

6.7	Development Plan – we plan to resubmit to assessors with revised reports and proposals for areas highlighted as red/amber flags in first assessment. There will be a further Safeguarding Review soon.	
6.8	BG was congratulated on her excellent report.	
6.9	Agreed we need to work out how better how to obtain feedback from younger players with a forward plan.	
6.10	BG will check color codes and make sure codes are explained in all publications.	
6.11	Agreed to seek FA policy on reporting sexual abuse /substance abuse – should it be automatically reported to the police for consideration? Board members asked what is LFA policy? Answer - We would work with the individual to encourage them to inform the police but LFA do not inform the police ourselves because understand that police cannot accept report from a third party, even though a young person might not tell a parent but might tell someone associated with the club.	
6.12	Agreed board members would feed back to BG what is helpful to include in future reports.	
7	<p>Deputy Chair</p> <p>SH reported that at present no board member has put forward their name, so we cannot have an election now; people who might not have wanted to come forward might now want to. Only two or three board meetings until new Chair starts, so SH stated that he is happy as Senior Independent Director to act as Deputy Chair (as provided in Articles) until new CEO and Chair are in place. Agreed.</p>	
8	<p>Proposal for regular balance scorecard reports</p> <p>Using the traffic light system, taken this plan to SMT to agree what would be useful in terms of reported KPIs. This will be collated and distributed. Deadline for board members next input - 21st August.</p>	
9.	<p>Board Papers</p> <p>9.1 <u>Financial reports</u></p> <p>NT reported: working with KPMG; audit with Williams & Co. Auditors will take time. KPMG have requested reconciliations. Financials usually given after the AGM.</p> <p>9.2 Mandate changes submitted to Barclays and need to make sure this</p>	9.2 NT will chase

9.3	<p>goes through as soon as possible. Originally submitted 2 or 3 months ago and papers were then 'lost'. Will chase urgently.</p> <p><u>FA Grant and Conditions</u></p> <p>Application for 3 year grant, with a legal agreement between the LFA and the FA. Deadline was 13th July 2018. The new 18th July deadline is to meet the conditions. Meeting this afternoon between FA chair and lawyers. Same formula is used for money for every CFA. Chair and Executive are authorised to sign off. GD attending meeting tomorrow, every county will be attending. Comms will go out on Friday. July money will be paid. We have a contract with the FA until July 2019. This new contract is from then, and across the three years.</p>	Barclays. SH and GD offered to help from AM if need back up to chase.
10	<p>Verbal Reports</p> <p>10.1 <u>Nominations and Remunerations Committee</u></p> <p>Paul Bickerton (PB) is due to start full time as CEO on Monday 13th August 2018. There will be a one week overlap with HC to make sure there is a handover.</p> <p>HC had been appointed as Interim CEO after references checked – following Assessors recommendation for an interim CEO.</p> <p>10.2 <u>Risk and Audit Committee</u></p> <p>Has not met.</p> <p>10.3 <u>Inclusion Advisory Committee</u></p> <p>Next meeting planned for September.</p>	
11	<p>Key Dates:</p> <p>No Board meeting in August 20th September - Board Meeting 24th September – AGM and Council 15th October - Board Meeting 19th November - Board Meeting 26th November - Council Meeting</p> <p>Need to confirm dates. Issue of number of meetings in September, and concern about two meetings in same week. 20th September agreed for next Board meeting.</p> <p>Confusion about attendance at divisional meetings. Nothing in Articles to say directors must attend divisional meetings. Agreed to look at</p>	



	<p>covering the between the board members allocated to each division. as Agreed also that Council meetings should be run by the Council which should set its own agenda and agree its own minutes.</p> <p>Next Board meeting will be with our new Chief Executive, and he will set agenda in consultation with Chair and Acting Deputy Chair.</p>	
12	<p>AOB</p> <p>None</p>	
13	<p>Next Meeting:</p> <p>20th September 2018</p>	