



London FA	Minutes of the LFA Board
Date:	Monday 21 st January 2019 18:30-20:45 pm
Venue and time:	The Guildhall - Alderman's Dining Room
Present:	Simon Hughes (Acting Chair), Kirstin Furber, Ian Wallis, Derek Harris, Louise Dorling, Paul Mortimer, Vivienne Aiyela, Ali Morgan, James Middlehurst (Chair as of 01 February 2019), Paul Bickerton
Apologies:	Ruth Holdaway

No	Item and Discussion	Action
1	Confirm & sign minutes of previous meeting	
1.1	VA noted that her name had been incorrectly spelt on the 19 th November 2018 Board Minutes	PB to amend
1.2	Minutes approved	
2	Matters Arising	
2.1	PB confirmed that Board and Council had received hard copies of the LFA Handbook 2018-19	
2.2	PB confirmed that all Board and Council members had now received a copy of their ID cards and LFA branded lanyards	
3	Conflicts of interest disclosure	
3.1	None	
4	Safeguarding Report	
4.1	PB presented the safeguarding report (Report 4.1, 2019-01)	
4.2	Board members noted that this has not been circulated with original papers, which was simply an oversight by PB as the report was in the 'final papers' file and had been prepared on time by BG	PB to immediately circulate to Board and direct any questions to PB via email
4.3	2018-19 SOS assessment confirmed to take place on 14 th & 15 th March 2019, by Girling Hughes. Good progress made against key areas like voice of the child, risk assessments, safeguarding visits, Club & League Welfare Officer education and CPD.	
4.4	Question asked regarding Board involvement in safeguarding visits and how this can be arranged. To be picked up in next Safeguarding Project Board meeting on 25 th Jan and response provided to Board	PB to raise at meeting and come back to Board

<p>4.5</p> <p>4.6</p>	<p>Progress against the new standard leading up to assessment tracked via monthly Project Board meetings (strategic focus) and internal project group meetings (operational focus)</p> <p>Updated code of conduct to be signed by all Board and Council members. Much of this was done at 16th Jan EGM but any outstanding members to sign this before assessment.</p>	<p>BG to ensure all dates for these meetings are recorded in the calendar</p> <p>BG to follow up via email members who haven't yet signed this</p>
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>CEO Report</p> <p>PB presented the CEO report (Report 4.2, 2019-02) and took Board through a presentation highlighting:</p> <ul style="list-style-type: none"> - Summary of the current financial position - Areas of concern - Immediate action taken to address these areas - Next steps <p>A question was asked regarding the reliance on FA funding and in particular what proportion of the funding from the FA goes towards staffing costs. PB confirmed that this detail was in the budget but he didn't have it to hand.</p> <p>Board confirmed that the format and content of both the financial and balanced scorecard information was helpful and keen for this to be produced at each Board meeting as standard reporting information.</p>	<p>LFA reliance on FA funding to be added to balanced scorecard and staff percentage reported back in next CEO report</p> <p>Q1 & Q2 variance report and updated scorecard to be provided at Feb board meeting</p>
<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>Inclusion & Advisory Group</p> <p>VA presented the Inclusion & Advisory Group Report (Report 4.3, 2019-03)</p> <p>A discussion ensued regarding the positive impact of football on mental health and whether the LFA should consider exploring this in more detail. PB confirmed that the LFA had appointed and trained a mental health champion (Laura Foster), but that the remit of her work would be confined to LFA staff in the first instance.</p> <p>It was agreed that minutes of IAG meetings would be circulated to the Board, along with any revised work plans</p>	<p>Football and mental health links to be revisited at Board strategy day in April</p> <p>PB to circulate IAG minutes to Board when available</p>

<p>7</p> <p>7.1</p>	<p>Proposed calendar of dates for future Board meetings</p> <p>The following Board and Council dates for the upcoming year were agreed:</p> <p><u>Board:</u> 25th February, 10th April (strategy away day), 3rd June, 16th September, 18th November</p> <p><u>Council:</u> 25th March, 24th June, September (tbc), December (tbc)</p> <p><u>LFA Staff & Board Social</u> – 31st January 2019</p>	<p>PB to add all dates to calendar and circulate</p> <p>PB to confirm venue</p>
<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p>	<p>Verbal update reports</p> <p><u>Nominations and Remunerations:</u> current committee members are JM, SH and AM. One further committee member to be recruited from female board members, to ensure diversity balance.</p> <p>Agreed that a female representative from Board would be confirmed as the final Committee member at 25th Feb Board meeting</p> <p><u>Risk and Audit Committee:</u> next meeting to be March 2019 (exact date tbc), auditors to be invited to attend to report back</p> <p><u>Staffing Update:</u> PB confirmed that a football services administrator (Calum Opere-Hoyal) had left as he had secured a new role at Cumberland FA. LFA had taken the opportunity to change this role to a more specific Discipline Administrator, and an appointment had been made (Hannah Dix). Hannah will start on 11th February.</p> <p>A permanent administrator had been appointed to the Workforce team (Alex Wilson) and had already started, ensuring a fully staffed workforce & competitions team now.</p> <p>Finance & Operations Manager interviews on 31st January 2019, 6 candidates shortlisted.</p>	<p>PB to email relevant board members asking them to put their names forward</p> <p>AM to set date</p>
<p>9</p> <p>9.1</p>	<p>EGM and Governance update and next steps</p> <p>SH outlined the following actions for the Board, following the EGM on 16th January 2019:</p> <ul style="list-style-type: none"> - Fix the date for the June AGM (confirmed as 24th June) - Agree final appointment to Nominations & Remunerations Committee (see above) - Agree process for Council-elected Directors to fill current vacancies and also for Board selection for 2020, once current term limits come 	

	<p>to an end.</p> <ul style="list-style-type: none"> - Appoint Council members to Committees - Agree terms of reference for the Committees - Agree a plan to recruit more women and clubs / leagues representatives to the LFA Council - Communication to members regarding transferring to electronic rather than hard copy mailing 	
9.2	<p>Initial appointments were made to the Judicial and Rules & Sanctions Committees and the following Board Directors were provisionally appointed to each Committee:</p> <p>Cup Competitions – Ian Wallis Referees – Derek Harris Judicial – Louise Dorling Rules & Sanctions – Louise Dorling</p>	
9.3	<p>As the Cup Competitions and Referees Committees were currently over-subscribed, it was agreed PB would circulate an update to Council with the appointments agreed to date and inviting any further expressions of interest. Any applicants would need to provide a short statement of up to 300 words in support of their application for the Board to consider.</p>	<p>PB to send comms to Council inviting further EoI</p>
9.4	<p>Terms of reference for each Committee and final appointments would be confirmed at the 25th February Board meeting</p>	<p>PB to work with Board to agree terms of reference, to be circulated with papers for next Board meeting</p>
9.5	<p>It was agreed that the Nominations & Remunerations Committee would lead the process of Board selection in 2020, to be addressed over the course of this year. It was also agreed that PB would prepare a recommendation paper for Board for the 25th February meeting, to cover the following:</p> <ul style="list-style-type: none"> - Process for appointing council-elected directors at the March 2019 council meeting, to fill the two current vacancies - Agreeing a plan to recruit more women and clubs / leagues representatives to the LFA Council 	<p>PB to circulate this paper for next Board meeting</p>
9.6	<p>It was agreed that an important part of the process would be a skills and diversity audit of the current Board, which would underpin a job description and person specification for the vacant board positions, to identify any skills and diversity gaps that need to be filled on the existing Board.</p>	<p>PB to complete a skills and diversity audit of current board prior to next meeting, and circulate audit report, draft job description and person specification with papers for next Board meeting</p>



10	AOB	
10.1	Reminder to confirm attendance at LFA Staff and Board social on 31 st January 2019	
11	Date / time / place of next meeting	
11.1	Monday 25 th February, at the Guildhall, Alderman's Dining Room	