



# Sheffield & Hallamshire County Football Association.

Sheffield & Hallamshire County FA – 204 Meadowhall Road, Sheffield, 29 2BN.

## **Minutes of the County FA Council Meeting**

**Wednesday 7<sup>th</sup> June 2023, 7.00pm.**

### **PRESENT:**

Brian Coddington, Peter Burton, Martin Gilmour, Rachel Habergham, Martyn Tate, Rudi Bryars, Roy Parden, Bruce Bickerdike, Caroline Wainwright, Graham Furness, James Livesey, Graham Furness, Keith Firminger, Allan Clough, Stuart Highfield, Cris Daines, Gavin Logan,

### **IN ATTENDANCE:**

Simon Frost, Sarah Wood.

### **APOLOGIES:**

Dave Tipper, Jim Warr, Martyn Wilson, Phil Woodward, Richard Trinder, Robin Beynon, Russ Higham

|           |   | <b>ACTION</b> |
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| <b>1.</b> | <b>Welcome</b><br><br>a) Brian Coddington (Sheffield & Hallamshire County FA - Chair) welcomed the Association's new Trustee Rachel Habergham. Rachel will Chair the Inclusion Advisory Group and will provide a direct link between the Association's work around Equality, Diversity and Inclusion and the Board.<br><br>Brian welcomed the recently elected Elected Trustee James Livesey to his first Council Meeting.<br><br>b) Council Members recognised the sad loss of John Preen. Rudi Bryars spoke fondly about our late colleague and former Trustee.<br><br>c) Roy Pardon recalled the outstanding contribution made to local football by Allan Clough and Albert Rennison, who both received their FA Long Service Awards <a href="https://www.sheffieldfa.com/about/50-year-service-award">https://www.sheffieldfa.com/about/50-year-service-award</a> |               |

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| <p><b>2.</b></p> | <p><b>Council Meeting – 28<sup>th</sup> July</b></p> <p>a) The minutes of the meeting held on the 28<sup>th</sup> July 2022 were approved for content and accuracy.</p> <p>Proposer – Stuart Highfield<br/>Seconded – Peter Burton</p> <p>There were no matters arising.</p>   |  |
| <p><b>3.</b></p> | <p><b>County FA Governance Updates</b></p> <p>a) Simon thanked all members who had contributed to a number of consultation events during the summer 2022. The proposed amended Articles of Association were adopted by a significant majority at the September 8<sup>th</sup> EGM.</p> <p>b) As part of the Articles refresh the District FAs no longer exist. Council members (or any other persons) should not undertake any activity described as being part of a District FA.</p> <p>c) In line with the FA Code of Governance, term limits for both the Board and Council have been included within the revised Articles. Board and Council members will be allowed to serve a maximum of three terms of three years. Existing Council members who have already served more than three years will be considered to have served one term, and therefore they have six years before they must vacate their position on the Board or Council under these rules.</p> <p>d) The FA Code of Governance (and SHCFA Articles of Association) sets out how trustees are appointed to the Board. Council are permitted to appoint no more than 1/3 of Board members, and any Board member appointed via Council or via a Council vote cannot be considered to be independent.</p> <p>e) There was a reminder that the Code of Governance requires all Council Members to act with integrity at all times, in short this requires all Council members to act within the standards set out within the Council Code of Conduct at all times.</p> <p>f) The FA Code of Governance requires an increased level of transparency around Council. This will require a website section to be developed which will include information about Council members, who each member represents, how they were appointed and minutes/notes relating to Council or Council sub group meetings.</p> <p>g) The Board are required to appoint a Senior Independent Director. Martin Tate was recently appointed in to this role, this was endorsed by the FA appointed consultant who undertook the recent Board audit. Martin along</p> |  |

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|                  | <p>with Rachel (independent) and Brian (Chair) will form a Nominations Committee to consider all future “governance” appointments.</p> <p>h) Attainment of The FA Code of Governance is a sizeable piece of work which must be concluded by the end of the calendar year.</p>   |  |
| <p><b>4.</b></p> | <p><b>Business Strategy 2021-24</b></p> <p>a) The County FA strategy 2021-24 can broadly be considered in two parts, firstly business development and the improvements included within “underpinning this strategy” and football development/delivery linked to FA KPIs and the Association’s own performance targets.</p> <p>b) Simon gave Council an update on business development progress “underpinning this Strategy” at the end of year two of the 2021-2024 strategy.</p> <ul style="list-style-type: none"> <li>• Working with an external HR advisor significant work has been undertaken to refresh all workforce policies.</li> <li>• The County FA has now transitioned to Xero accountancy software. Financial performance remains positive, and the County FA is able to post funds to reserves as it seeks to identify a development site for a pitch &amp; HQ facility.</li> <li>• Last season The County FA received its first safeguarding audit with the NSPCC who described the Association as the most joined up organisation they had seen. Significant work has gone in to safeguarding 365 preparation as we look forward to welcoming the NSPCC to review our season 2022-23 activity.</li> <li>• The Association has achieved the Equality Standard in Sport (Foundation level) and will shortly submit an application for the Preliminary level.</li> <li>• Work continues on the FA Code of Governance which the Association aims to complete within the remaining part of this calendar year.</li> <li>• The strategy highlighted the desire to achieve greater diversity at all levels of the Association. The Articles change will assist with this, but clearly more work is required in this area.</li> <li>• The strategy highlights the wish to strengthen communications with stakeholders and as such Chris McEwan (Marketing &amp; Communications Officer) was appointed. Engagement statistics have significantly increased during Chris’s time with the Association. A full breakdown of season 2022-23 progress is included within the previously circulated season report (AGM)</li> </ul> |  |

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|                  | <ul style="list-style-type: none"> <li>• Customer Service Excellence remains important and Sarah will progress this area during the coming season. Sarah along with two other county FAs will form part of FA selected pilot group who will test/implement the new FA customer service operating standard.</li> <li>c) Sarah gave an update of the Association’s football performance 2022-23. It was incredibly pleasing to note that our performance in relation to FA KPIs is now recognised to be amongst the best in the Country.</li> <li>d) Sarah reviewed the three main themes within the strategy - Places, People and Pathways.</li> <li>e) 18 new clubs are in receipt of Grass Pitch Maintenance Fund with a £783,821 project value. 496 pitches have been assessed on Pitch Power with 170 assessed as ‘good’ or above</li> <li>f) The Association supported 68 facility projects during 2022-23, with a £1,637,986 project value.</li> <li>g) The Association’s participation pathway performance is outstanding with a FA KPI performance of +9% over target in the Male pathway, +25% over target in the Female pathway and +37% over target in the Disability pathway.</li> </ul> <p>Keith noted that the growth in the Male pathway included all forms of football. Keith asked what the performance figure was if we only looked at 11 v 11 affiliated league football – the assumption being that this would show a negative position. The Association agreed to look at the question posed by Keith.</p> <ul style="list-style-type: none"> <li>h) The People theme also showed some strong results in 2022-23. Referee numbers are up 5% when compared to the previous season and the number of female referees is up 25%. 92% of youth teams now have a qualified coach, 94% of teams are England Accredited and we helped established 27 new Weetabix providers.</li> </ul> <p><a href="#">Business Strategy</a></p> | <b>SHCFA</b> |
| <p><b>5.</b></p> | <p><b>Council Committees / Working Groups</b></p> <ul style="list-style-type: none"> <li>a) The FA Code of Governance requires the Association to establish the following Committees. <ul style="list-style-type: none"> <li>• Equality Diversity &amp; Inclusion – IAG (Rachel Habergham - Chair)</li> <li>• Youth Council</li> </ul> </li> </ul>  |              |

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|  | <ul style="list-style-type: none"> <li>• Nominations Committee <ul style="list-style-type: none"> <li>○ Board Recruitment</li> <li>○ Evaluation and Implementation of the Board Skills Matrix</li> <li>○ Committee and Working Group Appointments</li> </ul> </li> </ul> <p>b) In addition to the Committees referenced within the Code, the Association intends to establish three new Working Groups in 2022-23</p> <p><b>Cups Committee</b></p> <ul style="list-style-type: none"> <li>○ 2022-23 – Review</li> <li>○ To consider amendments to S&amp;HCFA cup competition rules and to make recommendations on changes to Council.</li> <li>○ To rule on matters of poor practice, Rule breaches, protests, fixed penalties etc relating to S&amp;HCFA Cups.</li> <li>○ to give decisions on matters arising out of S&amp;HCFA Cup Competitions which shall be deemed to be decisions of the Council.</li> </ul> <p><b>Regulatory</b></p> <ul style="list-style-type: none"> <li>○ To receive, consider and approve competition rules. (annually as a pre-requisite to affiliation)</li> <li>○ To receive consider and approve competition accounts (annually as a pre-requisite to affiliation)</li> <li>○ To co-ordinate ground sharing arrangements/league fixtures.</li> <li>○ To hear appeals against league and competition decisions.</li> <li>○ To investigate/review complaints made against affiliated leagues and competitions.</li> </ul> <p><b>Referee</b></p> <ul style="list-style-type: none"> <li>○ Recruitment</li> <li>○ Retention</li> <li>○ Progression</li> </ul> <p>c) Council members were advised that the above bulleted description of the activities of the three working groups was intended to be a starting point and Council were invited to send any suggestions for additions/removals to Simon.</p> <p>Council members wishing to join a Working Group should send an Expression of Interest (500 words) to Rob Wharton. The EOI invite will also be open generally in order to explore if any suitable Co-opted members may be identified. The Nomination Committee will consider all applications to join a working Group.</p> | <p style="text-align: center;"><b>Council</b></p> <p style="text-align: center;"><b>Nominations Committee</b></p> |
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| Minutes Approved                                     | Date |
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| <i>(Sheffield &amp; Hallamshire County FA Chair)</i> |      |