**IAG Meeting Minutes – draft v0.01**

Monday 12th April, 2021, 7:30 pm via Conference Call Dial-In , Meeting ended at 8:20 pm

**Present/On the call :** Riz Rehman(Chair), Sally Lockyer (SFA CEO), , Andrew Dickinson, John Wallis (Sec.), Mac Alonge, Soye Briggs, Josie Jones, James Chadwick, Victor Olisa.

**Apologies:** Kate Budd , Graham Keable, Emma O’Connor, Cigdem Turkan

1. **Welcome & Apologises** **(Riz)**
   1. Brief introductions and apologies for not distributing information from the March meeting.
   2. A dynamic agenda was displayed and modified slightly as the meeting began.

1. **Equality In Sport accreditation. Where are we and what are we planning ?Minutes of previous meetings (Andrew and Sally).** The pandemic has prevented us from progressing to the Advanced level which would normally be expected within a 3 year timescale. The plan now is to re-do the new Intermediate standard. Sally notified the group that a new role is being created at Surrey FA to cover these specific equality , diversity and inclusion aspects, the role will also have for lead responsibilities for disability football. The intention is for the IAG to be consulted at key stages during the recruitment process.
2. **Equality Impact Assessments EIAs (Soye / Andrew** ). Each department of Surrey FA have previously been trained and have produced EIAs to identify areas where improvements can be made. It is felt that these should be re-freshed along with some potential staff re-education. These will be required for the Equality in Sport work and would be well positioned within the scope of the new Inclusion manager’s role.
3. **Language refresh. (General discussion)** This subject was originally discussed in a meeting in March. It was agreed that Riz and Mac would ideally put together a document to define where Surrey FA would propose to go forward with a language usage framework. This would define how EDI sensitive language should be used within Surrey FA going forward, including external marketing communications. This proposal would need to be implemented in a controlled fashion . Sally , Soye and Jose all commented that, although we as Surrey FA can control our output we need to recognise any changes being implemented/recommended by The FA, especially in the context of heritage documents/ agreements such as KPIs. To be kept under review and a decision to be taken as soon as practicable.
4. **Comms Update (James)** – James provided the group with a brief run down of recent marketing campaigns. These included – ‘Football v Transphobia’ , a series of Ramadan inspired content - James requested a copy of a document/post recently produced by Cigdem and Riz. He also mentioned that Surrey FA staff may take part in a fundraising effort by fasting for a day. There is also a disability access project in progress.
5. **Working Groups (Sally).** Sally mentioned that two(2) new working groups have been established and both will be good new additions to the county FA. Namely a **Referees group** , which has a good diverse spread of members and a **Commercial group,** which has aprestigious and broad range of members. Two other working groups for **Coaching** and **Players pathway** are currently being re-visited in light of the pandemic and significant changes to the delivery of coaching. Jose suggested that it would be helpful for the various working groups to be able to have a greater insight into their objectives and workings. It was suggested that members of different groups might sit in on each others meetings and then report back to their home groups as a knowledge sharing exercise. Sally is keen for volunteers to be able to be better engaged with the county FA and amongst themselves.
6. **Strategy Meeting – Monday May 10th within the IAG (Sally) –** Surrey FA are in the preparity stages of defining their next long term strategies. The approach is for two(2) main phases – (i) Listen / Capture Data , (ii) Consultation and Feedback. As part of the phase (i) Sally is keen to involve the IAG, especially where we may have access to usable data and or contacts to aid the process. Helpful documents will be forwarded ahead of the meeting.

Collaboration with other organisations is seen as very productive, for example the continued work with ‘Women in Football’ [www.womeninfootball.co.uk](http://www.womeninfootball.co.uk) for information about their organisation.

1. **AOB**

(Sally/Soye ) – **FA Code of Governance -update**. Surrey FA are continuing work on a new Code of Governance with specific criteria set by The FA and including diversity targets . As a part of this exercise there is a need to make modifications to the County FA’s Articles of Association which will be proposed in an EGM which was originally set for February , 2021.

(John) – **County Member Communication pathway**. John expressed a feeling of detachment from the workings of the main Board and it’s frequency of communication with County Members. Sally will check that he is on the appropriate distribution lists for communications from the board to members. Subsequent to the meeting Andrew and Anne-Marie Cliffe confirmed that John is on the list and that that the last notice was sent in late January 2021.

1. **DONM – Monday , May 10th 2021 , 7:30pm – via Teams .** In the short term meetings will stay ‘on-line’ but should be reviewed going forward to consider the following. (a) Face to Face meetings with an option for members to join via the internet too, (b) alternative day and time of meetings to enable participation of those with diary clashes , (c) the recording of meetings .

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| **ACTION** | **WHO** | **BY WHEN** | **STATUS** |
| Produce a working document for discussion regarding ‘Language Refresh’ | **Riz / Mac** | Next meeting , May 2021 | **WIP** |
| Emma to provide a matrix of key areas that Surrey FA are addressing with KPIs so that the IAG can be better utilised | **Emma Barnes/ Andrew to liase with Emma ?** | **asap** | **WIP** |
| Involvement of the IAG in the recruitment process for the role of Diversity Inclusion Manager | **Sally/Andrew** | **Whwn appropriate** | **WIP** |
| Preparation for Strategy Discussion in May meeting of the IAG. Guidance document/notes for IAG members to highlight where they can contribute fully with the Strategy development process. | **Sally / Andrew** | **Prior to May meeting** | **WIP** |
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For series two of the podcast ‘Stoppage Time ‘ follow the link here : <https://open.spotify.com/show/1dmGUJleHXOGGpa23uRANV>