**Surrey County IAG Meeting Minutes – Draft v0.01**

Tuesday 26th October 2021, 6:00 pm in person at Meadowbank, Dorking

plus via Conference Call Dial-In, Meeting ended at 7:25 pm

**Present at Meadowbank and via Teams call (5) :** Soye Briggs (IAG Vice-Chair and Interim SFA Chair), Sally Lockyer (CEO), Mac Alonge (via Teams), John Wallis (Sec.), Eve Roberts, Josh Symmonds.

**Apologies (8)**: Victor Olisa, Emma O’Connor, Graham Keable, Cigdem Turkan.

Josie Jones, Kate Budd, Riz Rehman (Chair), Andrew Dickinson.

1. **Welcome and Introductions** **(Soye – last minute stand in as Riz was not able to attend )**
   1. Brief introductions.
   2. Josh Symmonds, recently appointed Head of Marketing & Partnerships at Surrey FA.

1. **Apologies** as listed above.
2. **Actions from previous minutes.** – All actions had been completed. (John)
3. **Executive/SFA Update**. (Sally)
4. General Update. (Sally)

All Surrey FA staff have been back in the office at Meadowbank since October 5th, the majority are operating on a hybrid basis working from home for two days a week.

The process for recruitment of a new Surrey FA Chair and a Senior Board member is on-going. The application end date has been extended to November 15th. In the interim Soye is acting as Chair.

Interviews for a new Marketing Assistant are imminent. IAG members will be part of the interview and selection process. There is also a vacancy for Referees Development Officer.

Several workforce changes are in progress as staff some have moved on to other opportunities, notably Emma Barnes is now Head of Development.

Surrey FA are coming towards the end of their negotiations with The FA regarding KPIs for participation and other metrics. This will be concluded shortly alongside the new Operations Plan for the county.

1. Marketing (Josh)

As mentioned above new marketing staff members are being recruited, in the meantime the services of Oporto Sports Limited are being used to support the on-going marketing output including the monthly Surrey FA e-zine.

A new Surrey FA Stoppage Time Podcast (Series 4 Episode 2) has been released to mark **Black History Month** featuring an interview with lifelong England and Brentford fan, Billy ‘The Bee’ Grant. Billy has recently been recognised as a winner in the Football Black List 2021 Community and Grassroots and openly discusses his over 40 year experiences as a football fan and also more recently as a youth coach.

1. **Surrey FA Strategy Document – Executive Presentation (Sally)**

Sally guided those present through a comprehensive presentation to highlight the key elements of the almost complete 10 Year Surrey County FA Strategy Document. The document is approaching the final sign-off and acceptance from The FA and the Surrey CFA Board.

The document clear defines themes of:

VISION | MISSION | VALUES | STRATEGIC FOUNDATIONS |

There are numerous target metrics and the whole strategy is to be monitored by reviews ever three years. Particular focus will be on increasing the participation of females at all levels in the game and to incorporate the new Governance policies that have been adopted by the county, especially the EDI elements.

All IAG members were provided with advanced sight of the document prior to the meeting and have subsequently been requested to provided direct feedback to Sally.

***[Several valuable contributions have been supplied since the meeting – Thank-you.]***

Within the meeting Mac mentioned the Youth Forum (YF) inclusion and it was recognised that there may need to be a review of the length of term a chair of the YF and the age range limits.

Sally commented that Surrey FA will continue to maintain and seek long-term relationships with partners, communities and organisations that share our values. John enquired what the approach should for such ‘footballing’ partners etc who do not openly share our values. Sally commented that as the governing body for football in the county, Surrey FA would seek to educate and support any non-compliant football organisations/structures/enterprises to adhere to best practise in regard to any and all footballing activities.

Soye explicitly wished to acknowledge, congratulate and commend Sally, her team and the Board for their work in producing the new 10 year strategy document***. “This is an exceptional piece of work, especially considering the exceptional circumstances during which it has been created”***

1. **Rainbow Laces & Black History Month, and general EDI update (Eve and Josh)**

***General EDI update***: (Eve)

Eve and Andrew have had further meetings with the Equality standards consultant, Louise. The intention is to use the most recent Census Data from 2021, which should be available in 2022. This data will provide the base community diversity male-up. Surrey FA will then conduct our own survey to cover all nine (9) protected characteristics, this will be wider than the data available from The FA.

There is an on-going drive to educate Surrey FA staff, IAG members and the wider football community in the whole EDI. Some of this has been provided by external training companies.

An Action Plan is being developed to re-establish our Intermediate Equality Standard and once this has been attained then effort will be directed to establish the Advanced level.

It was noted that: **‘EDI IS ALWAYS ON’** and shouldn’t be a roving target only giving attention to specific characteristics for ‘their month in the limelight/focus’.

***Rainbow Laces*** (Eve and Josh)

The campaign runs from Thursday, November, 25th to Sunday, December, 12th.

Eve is assembling a list of activities being organised for the campaign and any nominated Ambassadors that have been identified. Eve invited any IAG members to let her know of any suggested known or new activities that are being staged within Surrey.

The slogan/strapline **‘Lace-Up and Speak-Up’** has been adopted

Soye suggested if a ‘Schools Poster Competition’ was being considered. There was also a brief discussion as to whether an ‘Advent Calendar style’ might be employed to reveal marketing ‘content/copy’ via our media channels - Josh will follow this up.

Black History Month was mentioned previously – see Josh’s marketing update above.

1. **AOB.**

Members are reminded that the **Surrey FA Grassroots awards 2021** will be presented via video on the evening of **Wednesday, December 1st.**

1. **Date of Next Meeting– (All)** – Not directly discussed. Likely to be mid-January 2022.

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| **ACTION** | **WHO** | **UPDATE PROGREES /**  **TARGET DATE/WHEN** | **STATUS** |
| All IAG members to Review draft 10 Year Strategy Document and provide feedback to Sally. | **All** | **In progress.** | **In progress.** |
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https://www.surreyfa.com/about/rules-and-regulations/inclusion/inclusion-advisory-group