



Meeting: Council Meeting
Venue: Microsoft Teams Webinar
Date: Thursday 11th February 2021
Attendees: C Archer (Chair), O Selfe (CEO), Tina McCosh (Vice Chair), P Lowe, Terry McCosh, C Gorton, R Gardiner, K Turner, M Eburne, I Hailstone, S Mitchell, N Edwards, I Hibbard, T Norton, T Williams, R Nelson, I Lycett,

Minute No	Minute	Action
204/20	<p><u>Apologies:</u> Apologies for absence were received from, D Phillips, S Hooper, A Riddiford, C Newbury, D Kilford, C Tewkesbury.</p>	
205/20	<p><u>Chairman's Address:</u></p>	
(a)	The Chairman welcomed everyone to the meeting.	
(i)	The Chairman wished everyone well and spared a thought to those who have been affected by Covid-19.	
(ii)	The Chairman explained that there has been lots of ups and down over the course of the current season and thanked everyone for all they are doing to keep the game going in Wiltshire.	
(iii)	The Chairman welcomed K Turner, who is the new walking football league representative on the Council.	
(b)	There is quite a lot to get through tonight and there will be a lot of information/detail, the meeting is expected to last 1hrs 30mins.	
206/20	<p><u>Minutes of the last meeting</u></p>	
(a)	The minutes of the last meeting were approved by all members.	
207/20	<p><u>CEO and Chairman's Company Update</u></p>	
(a)	O Selfe shared a CEO brief with the Council prior to the meeting. The document is attached to these minutes.	
(b)	O Selfe updated the group on the financial position of the company.	
(i)	The year end accounts have just been finalised by Ross Brooke accountants. The accounts show a healthy profit, however this is not a real picture of the finances for the year, in that the end of year accounts show the proceeds for sale of 2-3 Dorcan Business Village, which is being paid to Devizes Town Council over a 10 year period, as part of the lease for Green Lane. The real picture is we made a loss of £30k in 2020, however this was offset by £50k in Gov't grants (Furlough and Business Grants). The real picture is a £20k profit, which is in line with our target and has been achieved by careful financial management during the first half of the Covid19 pandemic.	



- (ii) The P&L for the first 6 months of the year (1st Jul 2020 – 31st Jan 2021) has also been managed carefully, as a result we are at a cost neutral position with a small profit of £2k, from an initial budgeted loss of £45k.
- (iii) With the latest Gov't lockdown, the picture to the end of year is looking bleak. The company is forecasting an overall loss for the season of £40k. This is because income streams for the business have been cut off, due to the current suspension of football and we did not forecast this in the company budget. Nobody expected the first three months of the year to be a full national lockdown.
- (b) O Selfe also showed some pictorial slides and talked about the successes this season.

208/20 Safeguarding Report (T McCosh)

- (a) T McCosh talked the Council members through the safeguarding assessment process and covered the key findings from the Girling Hughes assessment report.
- (i) One of the big areas for improvement was the recording of our safeguarding processes. The assessors highlighted that whilst the team have the relevant knowledge and experience and understand the processes, these are not being recorded. As a result, all our safeguarding processes have now been recorded and will be stored in a safeguarding folder on the shared drive, as well as a hard copy in the office, so that they are accessible to all staff members that might require them.
- (ii) One specific point mentioned by Girling Hugues was the fact we are a very close-knit team and that everyone has a great understanding of safeguarding.
- (b) T McCosh provided the annual Council safeguarding briefing using The FA standard template.
- (i) The Council were given information on the following; 1. The historic allegations via the Sheldon Report 2. Working Together 2018 statutory guidance 3. Safeguarding compliance for Wilts FA volunteers 4. The importance of reporting any concerns about a child, hear a rumour or are told a secret, see behaviour where a child or children or adult in disability football seems to be at risk.

209/20 The FA Code of Governance

- (a) O Selfe revisited the purpose of The FA Code of Governance for County FAs, sharing the 5 pillars and talking about their relevance.
- (i) O Selfe shared the Code of Governance Interface explaining that The FA Regional Manager has scored us as follows....Structure 98%, People 94%, Communication 100%, Standard & Conduct 100%, Policies and Processes 36%, against the 100 criteria.
- (ii) O Selfe demonstrated the Board Tracker, Self-Assessment and the criteria for each section, picking out some examples of the documentation we have produced to meet the criteria.



- (iii) O Selfe showed the Council the Board Skills Audit, Succession Planning doc and Directors code. O Selfe explained that codes will be shared with Council members.
- (b) The Chairman spoke to the Council about the articles of the association which were revised in June last year, and we adopted the FA Recommended Articles which are required for the Code of Governance compliance.
- (i) The FA have now reviewed the amended articles and raised a red flag against the Chairman role. The Code of Governance stipulates that the Chairman of the Board should be recruited via an open, publicly advertised recruitment process, criteria 2.6. At present our articles state that the Chairman of the Council is also the Chairman of the Board. This needs to be amended to meet the compliance. To achieve this the Wiltshire FA must remove mention to the Chairman of the Council being the Chairman on the Board and record the appointment process in the Council meeting minutes.
- (ii) The Chairman requested that 13.1 of the articles is amended to remove mention to 'The Chairman of Council shall be the Chairman of the Directors'.
- R Gardiner expressed concern with the proposed wording 'The members may appoint a director to chair directors' meetings (the "chairman"). This contradicts what The FA are asking us.
- The Council agreed that R Gardiner, O Selfe and C Archer could seek the appropriate wording and make the amendment, and the principle of the change was voted on. The Council members voted and agreed unanimously to approve this amendment.
- (iii) The Chairman requested that 40.5 of the articles is amended to the Chairman serving a maximum of 3x3 year terms and that mention of the Chairman of the Council being the Chairman of the Board is removed. The Council members voted and agreed unanimously to approve this amendment.
- (iv) The Chairman asked the Council for their support in agreeing the Chairman's recruitment process, so that it aligns to the FA Code 2.6. The Council approved the following process, and this is to be recorded in the Council minutes.
- The appointment of the Board Chair and independent non-executive directors must be via an open, publicly advertised recruitment process.
- Anyone can apply
 - Publicly advertised
 - Wilts FA and FA Interview panel
 - Will commence at end of Chairman's current term
- (v) The Chairman thanked the Council for their support. The changes will now be made, and this will be ratified at AGM in June.



210/20

FA Representative Report (R Gardiner)

- (a) R Gardiner spoke about the structural changes within The Football Association.
- (b) R Gardiner talked about the new FA Grassroots Strategy 2021-24. A copy of the document has been forwarded to the Council members.
- R Gardiner covered key points from The FA Council meeting.
- The new Chairman to replace Greg Clarke will be recommended to Council by the end of the year.
 - The strategy report and financial statement was presented to Council. The problems with Covid-19 are clear for everyone to see and this has had an impact on The FAs financial position. The financial risk has been mitigated by the measures The FA put in place, including the grant cuts to County FAs.
 - The neurocognitive disease research. The FA Council has committed £150k towards the research. David Ellery presented details of the law changes which have been approved by the IFAB to allow concussion substitutes to be trailed.
 - Brexit on the English qualified player. A points system will be introduced which will permit a foreign player to be signed by English clubs. Players will need to be seen as improving the players coming into the English game.
 - The FA Council gave approval to a new working group which will be chaired by Sue Hough and will focus on improving diversity across the game.

211/20

Wiltshire FA Strategy 2021-24.

- (a) O Selfe introduced the Council to the timelines for the new Wiltshire FA Strategy 2021-24.
- (b) The Council discussed the question; How do you think we can best engage our stakeholders to ensure maximum engagement in creating our new strategy 2021-24? Consider: Time, human resource and cost
- (i) Tina McCosh asked if the existing strategy could be forwarded to all Council members, following this meeting.
- (ii) Terry McCosh felt that a survey would be the best approach given Covid-19. The survey needs to provide some context to the current strategy and what has been achieved from 2018-2021.
- (iii) R Gardiner felt the current objectives for the County FA align nicely to The FA objectives. This is a good basis for building our strategy.
- (iv) There was acknowledgment that the existing strategy has achieved tangible success. We need to demonstrate this to the football family in Wiltshire.
- (v) R Gardiner highlighted that Objective 7 of our current strategy is to Increase the profile of grassroots football through effective marketing and communication. It would be useful to include a question about how effective we have been here and



what else our members would like to see, in terms of how we communicate to them.

- (vi) Terry McCosh offered to draft a member's survey, having previously had experience in a professional capacity.
- (vii) Tina McCosh highlighted that grassroots league meetings are less frequent now due to the game being suspended. When the game returns the leagues will have priorities on reactivating the game. This means the timing of the new strategy is not ideal and could present a challenge in obtaining feedback.
- (ix) The Council members agreed to speak to their peers and to bring the new strategy to members attention. There was a consensus that they would put the strategy on the agenda at league meetings and gain some feedback from members.
- (x) **Action:** O Selfe to send the existing strategy to all members, together with the successes we have achieved between 2018-2021. This will be a good basis for Council members to have a conversation with their colleagues.
- (c) O Selfe showed The FA funding model for County FAs. In summary; 40% of FA NGB grant split equally, 30% for number of registered players + email. 10% number of referees, 10% number of coaches, 10% number of improved facilities and this is based upon current market share.
- (d) O Selfe explained that the new funding model is based on each County FA relative contribution to the National Game of each of the 6 KPI's. Therefore the County FA's size and current performance against the new KPIs are the key drivers which will impact the total funding per County FA. As there is a change in funding formula there will be swings in County FA funding.

212/20

AOB

- (a) M Jeffery asked why the Policies and Procedure section in the Code of Governance very low compliance 36%, compared to the other sections.
- (i) O Selfe explained that the section is small and is last in order, therefore evidence has not been uploaded yet. O Selfe believes we have most of the evidence and once this is uploaded and ratified, we will be around 85% compliant. The two areas we need to focus on in this section is, the four-year financial forecast and achieving the Preliminary level of the National Standard for Equality.

Meeting closed 8pm