



County Cups Forum – Terms of Reference

Reason for the delegation

Provision of an independent body to provide decisions on County Cup Rules and County Cup Rule Breaches during the 2024-28 strategy period.

Responsibilities that have been delegated

Decisions relating to County Cup Rules and County Cup Rule Breaches. Decision-making responsibilities have been delegated by a Named Director, under the sub-delegation powers provided by Lancashire FA's articles (23.1.1), who holds delegated authority from the Board to take such decisions.

Details about membership

Membership comprises County Cups Football Advisory Board members. The Named Director may attend any meeting at their discretion.

Frequency of meetings

Meetings are held as required to facilitate timely decision-making on the Forum's remit. Meetings may take place either within, or separately from, scheduled County Cups Football Advisory Board meetings. Meetings may be convened by email with minimal notice as dictated by circumstances to handle urgent matters.

How decisions under 'delegated authority' are recorded and reported to the Named Director and the Board

Specific County Cups Forum decisions are recorded within the County Cups Football Advisory Board Agenda/Minutes Smartsheet and are clearly indicated as such. Meeting minutes are finalised within 24-hours of each meeting. Decisions are included in a 1-pager report for the Named Director and Board.

Members required to make decisions (quorum)

A quorum of 5 is required.

Behaviours for Forum members

Forum members are required to bring their personal expertise, experience and insights to contribute to the wider picture of the Forum without any personal agenda and, as County Cup Football Advisory Board members, are to refer to the County Cups Terms of Reference and Board Code of Conduct for the values and behaviours that apply.