



## Football Advisory Boards (FABs) – Terms of Reference

[To be read in conjunction with 'Appendix A - Workflow and Detailed Terms']

### Reason for the delegation

Enable Lancashire FA to leverage the knowledge, experience, insights and opinions of our stakeholders to inform the strategic direction of the game.

### Responsibilities that have been delegated

FABs provide an advisory and support role for the Board, and are non-decision-making. They are required to meet all governance requirements for their specific remit from The FA Code of Governance.

### Details about membership of the committee

FABs shall comprise between 5 and 20 members, with specific criteria according to their remit.

### Frequency of meetings

Minimum quarterly FAB meetings, plus an annual FAB review meeting in person with the Lancashire FA FABs Lead and periodic planning meetings with the Executive Leads online.

### How decisions are recorded and reported to the Board

Decisions are recorded within the appropriate FAB Agenda/Minutes Committee smartsheet, and minutes from committee meetings are finalised within 24-hours of each meeting and available for FAB and Board Member access. The Chair of the Committee provides a 1-pager report for the Board summarising each committee meeting, and attends the Board Meeting on request to present to the Board about the FABs work, providing insights and observations.

### Members required to make decisions (quorum)

For the purposes of FAB operations, a quorum of 5 is required.

### Reporting decisions under 'delegated authority'

N/A

### Behaviours for committee members

Committee members are required to bring their personal expertise, experience and insights to contribute to the wider picture of the Advisory Board without any personal agenda, and are to refer to the Board Code of Conduct for the values and behaviours of all Board of Directors, Committee and FAB Members.



## Appendix A - Workflow and Detailed Terms

### Reason for the delegation

Football Advisory Boards operate in an advisory capacity providing intelligence, insights and direct project delivery from Lancashire FA's stakeholders directly into the Lancashire FA Board and Executive, to inform the decision-making process and delivery of Lancashire FA's business plan and VMOST. FABs may be permanent in structure or set up specifically to advise on a standalone project.

**Equality, Diversity & Inclusion:** To embed inclusion across Lancashire FA and its football community, through support and advice on all matters regarding diversity and inclusion within the strategic and operational workings of the organisation.

FABs remit may be adjusted according to business needs as determined by Lancashire FA's business plan and stakeholder views at the time. In addition, additional FABs may be set up to respond to changing priorities. The initial remit for each FAB will be communicated at the point of recruitment of members.

### Responsibilities

FABs provide an advisory and support role for the Board and Executive, and are non-decision-making. They enable Lancashire FA to test ideas, obtain market research and feedback. Project-based FABs additionally provide specialist expertise and fill skills gaps.

FABs may form smaller working groups to target specific areas of their responsibilities.

The FABs are required to meet all governance requirements for their specific remit, where identified in The FA Code of Governance, and have the following specific responsibilities:

All FAB Chairs act as a conduit between the Board and the FAB, providing a document summarising each meeting and presenting at Board Meetings, at the Board's request, on insights from their work, the subsequent Board feedback and discussion will then be disseminated to the FAB membership.

#### **Equality, Diversity & Inclusion:**

The Football Advisory Board has a consultative responsibility, ultimately reporting to the Lancashire FA Board regarding:

- Maintain a strategic overview of Lancashire FA's work from an inclusion perspective.
- Support Lancashire FA in their design, planning and consultation of County Plans and development plans, advising the likely impact this may have on under-represented communities within Lancashire, e.g. diverse ethnic communities, women and girls, people with impairments, LGBT and faith communities and people of all ages.
- Monitor and review the impact of the County FA's work in relation to equality through the County plans and working towards achieving the next level of the Equality Standard for Sport, including the creation of a robust Equality Action Plan to sit alongside, compliment and be part of Lancashire FAs wider operations plan.
- Review, monitor and scrutinise all Lancashire FA programmes from an inclusion perspective, as well as advise on specific interventions to increase participation by the whole community to address gaps in provision and grow the game.
- Receive and comment on inclusion assessments of key aspects of Lancashire FA work and report and feedback effectively on the delivery of Inclusion to Lancashire FA Board and Executive.
- Provide advice and support, in particular about:
  - Community engagement, fostering good relationships with the local community, so that football can be used to create positive sporting opportunities, bring diverse people together and increase participation for all.
  - Proactive interventions to address gaps in equality and inclusion.
  - Embedding inclusion into Lancashire FA's planning process.
  - Enhancing development programmes for inclusion.



- Lancashire FA's Communications strategy and methodology, providing feedback on any adjustments required to Lancashire FA's communication platforms, including the Lancashire FA website and social media feeds.
- Provide advice and support where relevant on fine-tuning disciplinary procedures to support good practice on handling allegations of discrimination.
- Support Lancashire FA in the development of specific campaign work with targeted communities.
- Provide input to the People & Culture Committee/Board on their consideration of the adoption of representative targets in respect of gender (currently 30%) and any other protected characteristic to ensure a diverse, representative Board at Lancashire FA.

In supporting the above, the Equality, Diversity and Inclusion FAB may:

- Analyse data to provide intelligence and support recommendations for Lancashire FA.
- Consult on and support the county planning process, including the setting of business objectives and targets which ensure that the needs of all communities are considered, catered for and met where possible. This will include supporting the Football Development Officer with the development and implementation of Action Plans in respect of the Equality Standard for Lancashire FA.
- Provide support to Lancashire FA's community engagement, consultation, development programme and disciplinary procedures.
- Act as Ambassadors within the community, as appropriate for Lancashire FA.
- Bring a diverse and inclusive perspective, mindset and culture to Lancashire FA.
- Identify key equality issues and support the identification and delivery of solutions.
- Advocate the benefits of addressing equality issues.
- Assess and advise on equality impacts arising out of county plans.
- Coordinate consultation sessions with the wider community in relation to annual county plans and general football inclusion issues.
- Identify key issues and trends that may promote the growth of the game through inclusion and diversity interventions.
- Promote inclusion and diversity in football.
- Devise, monitor and evaluate County FA secondary Key Performance Indicators for inclusion and diversity.

The Chair will have an observer role on the Lancashire FA Board.

## FAB Membership

- Set Up: 12 months, with annual review and extension.
- Membership Pre-requisites:
  - **All FABs** – All members aged 18+ are required to have completed, or agree to complete within 3 months, the FA Safeguarding Training and Equality, Diversity and Inclusion Training provided by Lancashire FA.
  - **Permanent FABs** – FAB composition where possible should be reflective of the Lancashire FA football community's diversity and cover the range of protected characteristics as well as having diversity of experience, knowledge and thought. Similar Board inclusion and diversity targets should be adopted as a minimum (minimum of 30% of each gender).
  - Certain FABs have specific additional membership criteria:
    - **Equality, Diversity & Inclusion:** A member of Lancashire FA's Youth Voice FAB and Women & Girls FAB will sit on this FAB (must comply with the role description's 'essential' criteria to ensure the relevant standards, skills, experience and qualities are brought to the committee).
- Numbers: Typically, minimum 5, maximum 20, but adjustable according to individual FAB requirements.
- Lancashire FA Staff Attendance: All FABs will have a Lancashire FA lead who will provide both input and direction on topics that require consideration and fulfil the role of committee secretary during meetings. Certain FABs also require additional attendance by Lancashire FA staff:
  - **Equality, Diversity & Inclusion FAB:** to include the Community Engagement Officer who leads on Inclusion. This person may be the same as the Lancashire FA Executive Lead



- Lancashire FA Directors/CEO Attendance: Attendance at meetings is in an advisory capacity only to answer questions, at the request of the FAB Chair. Generally, non-attendance enables free discussion.

## FAB Recruitment Process

- All footballing stakeholders of Lancashire FA are permitted to apply to become a member of a FAB where the nominee meets the membership criteria. Non-permanent FABs requiring specialist skills may additionally be from outside of the typical football community. Where the number of candidates put forward exceeds membership limits, composition of the committee regarding fair representation is prioritised, with all additional candidates chosen via ballot.
- The FAB Chair is responsible for being the single point of contact with the Board, preparing update papers, and joining Board meetings on request. The position is reappointed every three years. In the Chair's absence they nominate a substitute Chair ahead of the meeting.
- The FAB secretary, who is the Executive Lead, is responsible for finalising the agenda with the Chair and recording minutes in real time.
- Formation of the FAB:
  - Recruitment of the Chair: Open and transparent interview process requiring completion of an application form, outlining interests in the FAB, relevant Chair experience, skills and abilities, with short-listed candidates interviewed by one member of the Lancashire FA Board and the Lancashire FA lead, with the Chair appointed according to merit.
  - Recruitment of members: Open and transparent interview process requiring completion of an application form, outlining interests in the FAB, relevant experience, skills and abilities, with all candidates interviewed by the FAB Chair and the Lancashire FA lead.
- Members may remain in place for three years from initial appointment, and are able to be reappointed for a further term. They can only sit on one FAB to avoid any conflict of interest.
- When FAB members reduce through attrition to below 8 members, recruitment reopens for additional members to join. This number may be adjusted according to the agreed minimum and maximum number for each particular FAB.
- Certain FABs have specific recruitment criteria:
  - **Equality, Diversity & Inclusion:** The Chair of the committee is appointed via an open, publicly advertised recruitment process and has a clear, specific role description. The Chair will have an observer role on the Lancashire FA Board.

## Meetings - Frequency & Agenda Setting

### Meeting Frequency

- FABs to meet a minimum of four times a year.
- FABs to convene additional meetings as dictated by circumstances or at the Board's/CEO's request to handle urgent matters. All meetings to have a quorum.
- Notice of each meeting, confirming venue, time, date and connection details, to be sent no later than five business days before the meeting, except for short-notice meetings referred to above.
- FAB Chair to join an annual FAB review meeting with the FAB Executive Lead celebrating success and looking to the future, and periodic planning meetings with the Executive Leads.

### Meeting Agendas/Minutes:

- Agenda items are finalised by the LFA Lead and Chair and added to the FAB agenda/minutes smartsheet 5 working days prior to the meeting.
- For short notice meetings, Members are advised by email when agenda items and papers are uploaded within the email requesting the meeting. All meetings require a quorum, and the line item will be discussed at the next meeting when reviewing 'Minutes and Status from Last Meeting'.
- Minutes are added to the Agenda line item in real time during the meeting by the secretary, as a formal record.
- Agenda to include:
  - Standard Administrative Items: Apologies for Absence / Minutes & Status from Last Meeting to Action / Declaration of Interests.



- Agenda items, to include:
  - Commentary on discussion.
  - Action agreed for next steps and by whom.
  - Key advice for notification to the Board.
- Any Other Business.
- Safeguarding Perspective
- Equality Diversity & Inclusion Perspective.
- Youth Voice Perspective.
- Innovation & Opportunities.
- Date of Next Meeting.
- Draft minutes are approved by the Chair within 24-hours.

#### **Process for adding an agenda item:**

- Committee Members email directly, to notify the Chair and Secretary of additional agenda item for inclusion, and provide any additional accompanying papers.
- Once approved, the FAB Secretary (LFA Lead) adds the paper to the new smartsheets agenda line.

#### **How recommendations and advice are recorded and reported to the Board**

- Recommendations and advice are recorded in the FAB Agenda/Minutes.
- FAB Chair provides a 1-pager summary report on the advisory output after each meeting.
- Periodically, the Lancashire FA Board invite a different FAB Chair to each Board meeting to present on their work programme and insights.
- The FAB can make whatever recommendations to the Board it deems appropriate on any area within its remit.

#### **Members required for a meeting to take place (quorum)**

- FABs do not have delegated authority from the Board and therefore do not have the power to make binding decisions. FABs provide an advisory and support role, providing insights to assist the Board with decision-making.
- For the purposes of FAB operations, a quorum of 5 is required.

#### **Reporting decisions under delegated authority**

Not Applicable

#### **Behaviours for FAB committee members**

FAB Committee members are required to bring their personal expertise, experience and insights to contribute to the wider picture of the Advisory Board and Lancashire FA, without any personal agenda.

Refer to the Board Code of Conduct for values and behaviours of Board of Directors and all Committee Members.

For the avoidance of doubt:

- Prepare well ahead of meetings, reading and digesting all papers circulated, to enable meeting time to be spent efficiently;
- Listen respectfully and openly to alternative views, ensure each person has sufficient time and opportunity to provide their view;
- Be measured and consider the best interests of the business at all times;
- Be mindful of the personal impact on others of your communication-style (tone and delivery);
- Be conscious of time management constraints during debate and decision making and respect the Chair's decision when it is time to move on;
- Be calm, polite, professional and respectful when challenging, operating as a critical friend;



- Be mindful of the balance between support and challenge for agenda items, during meetings and with each other;
- Remain strategic in approach, aligned to strategy and business priorities. Remain non-parochial and generally non-operational. Note, under certain circumstances you may be required to provide a more operational approach at the request of the CEO and The Board;
- Ensure no undue influence is exerted within, or outside of, meetings;
- Behave in accordance with the LFA Code of Ethics & Conduct and Company Values at all times, role modelling these behaviours;
- Use an agreed mechanism for respectfully calling out behaviours that are counter-productive to the team operating efficiently (such as talking over someone, not moving on when a decision has been reached, going off topic, not being prepared for a meeting);
- In the case of a conflict of interests preclude yourself from voting, and leave the meeting. Do not participate in any discussions, debate or voting, and engage only if specifically asked to do so. The conflict is recorded in the minutes; and
- Once a decision has been made, it must be supported even if initially there was disagreement.