

London FA	Minutes of the London FA Board
Date:	Monday 14 th November 2022
Venue and time:	18.00 – 20.00, Box 4021, Wembley Stadium, SW1P 9EQ
Present:	James Middlehurst (Chair), Christina Oshodi, Jill Berry, Tom Barnard (via Teams link), Ian Wallis, Yashmin Harun, Mark Deveney, Paul Mortimer, Anita Poulman Paul Bickerton (LFA CEO), Neil Twitchett (LFA Head of Football Development, for Item 5 only), Phil Woodward, FA Senior Facilities Manager, for Item 5 only), Chris Pringle (FA Regional Manager)
Apologies:	Roger Fox

No	Item and Discussion	Action
1	Welcome & introductions	
1.1	James Middlehurst (JM) introduced the agenda and welcomed Phil Woodward (PW), Chris Pringle (CP) and Neil Twitchett (NT) to the meeting.	
1.2	JM explained that due to the importance of item 6 on the agenda (Facilities in London), he was going to re-order the agenda to take this item earlier in the meeting (at Item 5, before the Safeguarding and CEO reports)	
2	Confirm & sign minutes of previous meeting	
2.1	Paul Bickerton (PB) ran through the actions from the minutes of the 5 th September 2022 meeting (the Minutes) and provided a progress update against each one.	
2.2	Two actions were recorded as incomplete and so it was agreed to retain these in the minutes and carry them over to the next meeting. These were items 1.2 (PB to approach Ian DaCunha and see if he is interested in taking on the Board Coordinator role) and 8.3 (JM to complete 1-1 written summaries from recent Board Director reviews, as per Code of Governance requirements)	PB and JM to provide Board with a progress update at next meeting
3	Matters Arising	
3.1	None	
4	Conflicts of interest disclosure	
4.1	Anita Poulman (AP) highlighted that there was the risk of a potential conflict of interest in the AOB item to approve Jordan Sapler's application onto the London FA Council, as he was a volunteer in her league, and she knew him well.	
4.2	The Board determined that this was not a direct conflict as AP had not been involved in the appointment process and this final step was simply for the Board to consider the recommendation.	PB to note discussion in the minutes

5	Facilities in London	
5.1	PW opened this item by presenting back the FA’s approach to the current facilities challenges across the country. The presentation focused on the current issues and challenges, the interventions that have been designed to address these challenges and the plans for the future.	PB to circulate slides with the minutes of the meeting
5.2	Several queries were raised by the Board throughout the presentation, as follows:	
5.2.1	- The importance of changing facilities? PW responded that the FA were currently testing this and would be guided by the research. Changing facilities have a role to play but are likely dependent upon the age group and type of football played.	
5.2.2	- What impact does the grass pitch improvements works have on the durability of the surface? PW explained that the research showed an increase from 1 game per week to 3 games per week, so it was a significant increase.	
5.2.3	- It was agreed that greater access to school sites could be very beneficial, with PW recommending that London FA explore this.	
5.2.4	- How to best incentivise existing sites to prioritise Women & Girls? Reviewing previous agreements was one way of doing this but PW also advocated building a positive relationship with suppliers. With the new staff in place London FA was well placed to do this.	
5.3	PW presented back The FA and Football Foundation’s position on hybrid pitches. He confirmed that better results were being seen across the pilots in the north more recently but no decisions that would change the existing policy of hybrid pitches not being funded would be made by the Football Foundation until the summer of 2023. An expansion of the hybrid programme had been agreed with the Football Foundation at Regents Park, as there was confidence in that site and their maintenance programme.	
5.4	JM highlighted he was keen to see the hybrid programme expand further across London. PW advised that London FA focus their delivery on the Regents Park site for now, ensuring that the Royal Parks can provide the required partnership funding being a key priority. He would keep London FA informed of any future policy decisions on hybrids.	
5.5	<p>NT then presented back London FA’s facilities plan, which comprises the following objectives:</p> <ul style="list-style-type: none"> - Accelerate the current 3G programme across London - Deliver the grass pitch improvement programme across the capital - Work with local authorities to establish new PlayZone sites across London - Deliver an additional hybrid pitch at Regents Park 	PB to circulate slides with the minutes of the meeting
5.6	The Board confirmed that it was happy with the current plan and the focus on the above four areas. It was agreed that progress against this plan should be reported back at each meeting, possibly through an amended balanced scorecard report.	PB to work with NT on an updated scorecard to reflect the facilities priorities

<p>5.7</p>	<p>PB asked PW for his advice on how London FA should approach influencing the Football Foundation's investment. PW advised that this should be done diplomatically and focus on building a positive relationship with the Football Foundation, as they are a key partner for London FA across each of the four strands identified in the facilities plan.</p>	
<p>5.8</p>	<p>NT highlighted that a mapping exercise had taken place to underpin London FA's approach to the facilities plan and that this could be shared with the Board.</p>	<p>NT to share any available mapping work with the Board</p>
<p>6</p> <p><u>5.1</u></p> <p>5.1.1</p> <p>5.1.2</p> <p>5.1.3</p> <p><u>5.2</u></p> <p>5.2.1</p> <p>5.2.2</p>	<p>Board Papers</p> <p><u>Safeguarding Report</u></p> <p>PB summarised the written report, explaining that the new safeguarding team were settling in well, work was continuing to align the organisation to the updated 2022-23 Safeguarding Operating Standard and the club visits had started early and were well on track.</p> <p>AP asked if it was possible to share trend data on the case statistics at Appendix 1. PB responded that this might be difficult as we only started collecting this type of data last season and have changed it slightly for this season; however, he would enquire with the safeguarding team</p> <p>The Board requested that they be kept updated on any new policy changes. PB explained that the team reviewed the annually updated Safeguarding Operating Standard and made any required policy changes as part of these regular reviews.</p> <p><u>CEO Report</u></p> <p>A written report had been provided to the Board by PB. PB introduced this report to the Board and summarised the financial position of the business.</p> <p>The Board were keen to better understand how risks were managed and highlighted that these were rarely discussed at full Board meetings. PB explained that this was outlined in the risk register and generally covered in more detail in the Risk & Audit Committee meetings. It was agreed that a session on risk should form part of a Board Strategy day in April 2023.</p>	<p>PB to explore possibility of sharing trend data on LFA cases</p> <p>PB to ensure that this is included in the annual safeguarding briefing for Board & Council</p> <p>PB to set a date for strategy away day and include risks on that agenda</p>
<p>7</p> <p><u>7.1</u></p> <p>7.1.1</p>	<p>Verbal Update Reports</p> <p><u>Risk & Audit Committee Update</u></p> <p>The next Risk & Audit Committee meeting date is to be confirmed but will take place to review and sign-off the 2021-22 accounts.</p>	<p>PB to schedule next R&A Committee date</p>

<p><u>7.2</u></p> <p>7.2.1</p> <p><u>7.3</u></p> <p>7.3.1</p> <p><u>7.4</u></p> <p>7.4.1</p> <p><u>7.5</u></p> <p>7.5.1</p>	<p><u>Nominations & Remunerations Committee Update</u></p> <p>JB updated the Board that they had now shortlisted the Finance Director / Commercial Marketing Director candidates, with a very good response to the adverts. The Nominations & Remunerations Committee would be interviewing the candidates on the 24th and 28th November 2022.</p> <p><u>Inclusion Advisory Group & Plan</u></p> <p>PB gave the Board an update from the latest Inclusion Advisory Group meeting and referred to the Balanced Scorecard for the Racial Equality Action Plan which had been circulated with the papers for this meeting. This scorecard would be shared with the IAG and used to track progress from here.</p> <p><u>FA Representative / Women & Girls</u></p> <p>YH gave the Board an update from the latest FA Council meeting and the latest Women & Girls Advisory Group meeting.</p> <p><u>Facilities</u></p> <p>Covered under Item 5</p>					
<p>8</p> <p>8.1</p>	<p>Date / time / place of future meetings</p> <p>No dates had been set for 2023 but the Board requested that this be done by PB and circulated to all.</p> <p>N.B. These dates have been agreed and are set out below:</p> <table border="1" data-bbox="256 1413 1219 1637"> <thead> <tr> <th data-bbox="256 1413 724 1420">BOARD</th> <th data-bbox="729 1413 1219 1420">COUNCIL</th> </tr> </thead> <tbody> <tr> <td data-bbox="256 1426 724 1637"> <ul style="list-style-type: none"> • Monday 20th February 2023 • Thursday 20th April 2023 <i>(Away Day)</i> • Monday 19th June 2023 • Monday 11th September 2023 • Monday 20th November 2023 </td> <td data-bbox="729 1426 1219 1637"> <ul style="list-style-type: none"> • Monday 27th March 2023 <i>(virtual)</i> • Monday 10th July 2023 <i>(AGM, F2F)</i> • Monday 9th October 2022 <i>(virtual)</i> • Monday 4th December 2023 <i>(F2F)</i> </td> </tr> </tbody> </table>	BOARD	COUNCIL	<ul style="list-style-type: none"> • Monday 20th February 2023 • Thursday 20th April 2023 <i>(Away Day)</i> • Monday 19th June 2023 • Monday 11th September 2023 • Monday 20th November 2023 	<ul style="list-style-type: none"> • Monday 27th March 2023 <i>(virtual)</i> • Monday 10th July 2023 <i>(AGM, F2F)</i> • Monday 9th October 2022 <i>(virtual)</i> • Monday 4th December 2023 <i>(F2F)</i> 	<p>PB to set out 2023 dates and include in Board minutes</p> <p>PB to ensure that these dates fit with Board / Council appointment process. Council review to take place in March / April 2023</p>
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<p>9</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p>AOB</p> <p>JM recommended Jordan Sapler to join Council, following the interview process carried out earlier that month.</p> <p>DECISION: The Board approved Jordan Sapler onto the London FA Council.</p> <p>Ian Wallis (IW) requested that Jordan Sapler also be appointed to the Cups Committee. JM replied that there may need to be an interview process for that, and it should be clarified before a decision is made.</p>	<p>PB & IW to review process and report back</p>				