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| London FA | Minutes of the London FA Board |
| Date: | Monday 19 th June 2023 |
| Venue and time: | 18.00 – 20.00, Box 4027, Wembley Stadium, SW1P 9EQ |
| Present: | James Middlehurst (Chair), Ian Wallis, Abu Nasir, Nina Stewart, Roger Fox, Yashmin Harun, Jill Berry Paul Bickerton (LFA CEO), Charlie Sizer, Jo Hind, Amanda Lewis (LFA Women & Girls Advisory Group) |
| Apologies: | Tom Barnard, Paul Mortimer, Christina Oshodi, Anita Poulman |

| No | Item and Discussion | Action |
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| 1 | Welcome & introductions | |
| 1.1 | James Middlehurst (JM) introduced the agenda and informed the Board that apologies had been received from Tom Barnard, Paul Mortimer, Christina Oshodi and Anita Poulman. | |
| 2 | Confirm & sign minutes of previous meeting | |
| 2.1 | Paul Bickerton (PB) ran through the actions from the minutes of the 19 th June 2023 meeting (the Minutes) and provided a progress update against each one. | |
| 2.2 | JM informed that Board that he had completed his 1-1 written summaries from the Board Director reviews (as per Code of Governance requirements) but was still to send those summaries over to PB to include as Governance Code evidence. | JM to provide these to PB for filing. |
| 2.3 | Yashmin Harun (YH) asked about the external evaluation of the Board and PB confirmed these had been completed and the final report circulated to JM and PB. It was agreed the report would be circulated to all Board members and added to the agenda for the November 2023 Board meeting. | JM to circulate report, PB to add to agenda of next meeting. |
| 3 | Matters Arising | |
| 3.1 | None | |
| 4 | Conflicts of interest disclosure | |
| 4.1 | None | |
| 5 | Board Papers | |
| <u>5.1</u> | <u>Safeguarding Report</u> | |
| 5.1.1 | PB summarised the written report and gave an overview of the latest safeguarding developments since the last meeting. | |
| 5.1.2 | It was confirmed that Kate Milton had started in post as the Safeguarding & Welfare Officer over the summer and would lead London FA's compliance work. A monthly compliance report would be received by the national County FA compliance team and PB would meet quarterly with the safeguarding team to review compliance progress. | |

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| 5.1.3 | Board members enquired about the process for club safeguarding visits. PB described the plan for the 2023-24 season and confirmed that all visits were unannounced, to get as accurate a picture as possible of practice out in the network. | |
| 5.2 | <u>CEO Report</u> | |
| 5.2.1 | A written report had been provided to the Board by PB. PB introduced this report to the Board and explained that it contained a revised <i>reserves reinvestment</i> plan and accompanying budget. PB presented further detail on the plan to the Board and explained that it was the Board's role to approve this plan and budget but clarified that the plan and budget being approved would be reviewed every year. Therefore, the Board was being asked to approve the plan and budget for Year 1 of the reserves reinvestment plan only at this stage. | PB to circulate these slides along with the minutes of the meeting. |
| 5.2.2 | Board members enquired about the Marketing & Communications Manager recruitment and the engagement of a consultancy to support the commercial work. It was confirmed that recruitment for the Marketing & Communications Manager would go out externally and PB and Abu Nasir (AN) explained the process undertaken to select a specialist consultancy. | |
| 5.2.3 | DECISION: The Board approved the recommendation to engage Oaks Consultancy to support London FA with their commercial work. It was agreed that the contract should include some commission for Oaks, to incentivise them on any future commercial partnership deal. | PB & AN to meet with Oaks and agree contract and commission. |
| 5.2.4 | DECISION: The Board approved the reserves reinvestment plan as presented at the Board meeting, and the 2023-24 budget to deliver on this plan. | |
| 5.2.5 | Nine Stewart (NS) asked if the variance total could also be added to the budget report. | PB to add total to variance columns in the budget report. |
| 6 | Women & Girls Update | |
| 6.1 | At this point in the meeting, the Board were joined by Charlie Sizer (Chair – London FA Women & Girls Advisory Group), Jo Hind (Deputy-Chair – London FA Women & Girls Advisory Group) and Amanda Lewis (London FA Women & Girls Manager). | PB to circulate the slides along with the minutes of the meeting. |
| 6.2 | Charlie, Jo and Amanda presented back the progress under this area of work since they last attended a Board meeting in February 2022. They noted the Council Review changes to include Committee gender diversity and also the additional investment in the Women & Girls game through the reserves reinvestment plan. | |
| 6.3 | It was agreed that if additional opportunities for investment should come up then Women & Girls development would be one of the priority items for further investment. It was also confirmed that the PlayZone facility programme was a great opportunity to provide additional facility capacity for women's recreational activity across London. | Amanda to consider additional investment opportunities with PB. |

| 6.4 | <p>Charlie Sizer informed the Board that she had recently taken up a position as Chair of Derbyshire Netball and so would be standing down as Chair of the London FA's Women & Girls Advisory Group. The Board wanted to place on record its thanks to Charlie, for all her tireless work in driving forwards the women & girls football agenda at London FA over the past three years, and she was presented with a leaving gift in the meeting.</p> | | | | | |
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| <p>7</p> <p><u>7.1</u></p> <p>7.1.1</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>Verbal Update Reports</p> <p><u>Risk & Audit Committee Update</u></p> <p>The Risk & Audit Committee had reviewed the salary and total budget for 2023-24 at its last meeting. The next meeting would be to approve the 2022-23 accounts, likely to be in late October / early November 2023.</p> <p><u>Nominations & Remunerations Committee Update</u></p> <p>An independent panel has been appointed to support the Council and Board appointment process in the Autumn. This panel will support JM and Nominations & Remunerations Committee members as they interview candidates for the Board and Council for the 2024-27 cycle.</p> <p>PB highlighted that the Council applications were now live and for all Board members to promote these through their networks.</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 had sent PB a report to be circulated to the Board following this meeting.</p> | <p>JM to liaise with Committee to schedule Board & Council interviews.</p> <p>All to promote vacancies through their networks.</p> <p>PB to circulate report.</p> | | | | |
| <p>8</p> <p>8.1</p> | <p>Date / Time / Place of 2023 Meetings</p> <table border="1" data-bbox="268 1704 1219 1816"> <thead> <tr> <th data-bbox="268 1704 724 1738">BOARD</th> <th data-bbox="729 1704 1219 1738">COUNCIL</th> </tr> </thead> <tbody> <tr> <td data-bbox="268 1744 724 1778"> <ul style="list-style-type: none"> Monday 20th November 2023 </td> <td data-bbox="729 1744 1219 1816"> <ul style="list-style-type: none"> 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 November 2023 | <ul style="list-style-type: none"> Monday 9th October 2022 (<i>virtual</i>) Monday 4th December 2023 (<i>F2F</i>) | |
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| <p>9</p> <p>9.1</p> | <p>AOB</p> <p>None</p> | | | | | |