

London FA	Minutes of the London FA Board
Date:	Wednesday 16 th February 2022
Venue and time:	18.00 – 20.00, Aldermen’s Courtroom, The Guildhall, London, EC2V 7HH
Present:	James Middlehurst (Chair), Christina Oshodi, Jill Berry, Tom Barnard, Ian Wallis, Paul Mortimer, Roger Fox, Ali Morgan, Yashmin Harun, Anita Poulman Paul Bickerton (CEO), Mervyn Lyn (Chair – Inclusion Advisory Group) Women’s Advisory Group Invitees, for section 7 only: Charlie Sizer (Chair), Jo Hind (Deputy Chair), Amanda Lewis (London FA Women & Girls Development Manager)
Apologies:	Mark Deveney, Karen Greene

No	Item and Discussion	Action
1	Welcome & introductions	
1.1	James Middlehurst (JM) introduced the agenda and welcomed Tom Barnard (TB) to his first London FA Board meeting	
1.2	JM also welcomed the Board members who were joining virtually, due to COVID-19 restrictions (Jill Berry, Ali Morgan & Mervyn Lyn)	
2	Confirm & sign minutes of previous meeting	
2.1	Paul Bickerton (PB) ran through the actions from the minutes and provided a progress update against each one.	
2.2	PB reported that as set out in Board Minute 5.1.4, several Council members still had not signed the Safeguarding Code of Conduct for Volunteers. The Board agreed that a final reminder alongside a deadline would be sent to these Council members, and should they miss that deadline then they would be suspended from the London FA Council	PB to send further reminder and timescale to outstanding Council members
2.3	The Board noted the importance of the facilities work and it was agreed that this would be added as an item for discussion at the April Board meeting	PB to place facilities item on Board agenda for April meeting
2.4	It was noted that the date of the November 2022 Board meeting at Minute 11.2 was incorrect. It should read Monday 14 th November 2022, not Monday 17 th November 2022.	PB to update Minutes
2.5	Considering the above, the minutes were confirmed as an accurate record of the meeting.	
3	Matters Arising	
3.1	None	
4	Conflicts of interest disclosure	
4.1	None	

<p>5</p> <p><u>5.1</u></p> <p>5.1.1</p> <p>5.1.2</p> <p>5.1.3</p> <p>5.1.4</p> <p>5.1.5</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>A written report had been provided to the Board by PB, Senior Safeguarding Lead, and Paul Mortimer, Board Safeguarding Champion. PM introduced this report to the Board and drew attention to the following:</p> <ul style="list-style-type: none"> • The new approach to reporting on case management to the London FA Board, to include additional detail such as method of reporting and geographical location • Progress against the plan for delivering the required number of club visits for the 2021-22 season • The importance of regularly seeking and acting on feedback from young people to influence strategic areas of work across the business <p>PB reported that both Paul Mortimer and James Middlehurst had attended Club Safeguarding Visits alongside him this season. The Board asked what action was taken following these visits and PB explained that all clubs were sent a follow up email with a summary of the visit and areas to action. Any clubs with more serious concerns were placed on an action plan and monitored to ensure the issues were rectified</p> <p>PB ran through a summary of the young people feedback contained at Appendix 1. The Board asked that engaging with the Duke of Edinburgh award scheme be added to the list of stakeholders on Slide 6</p> <p>PB recommended that a representative of the Youth Council be invited to attend a minimum of one Board meeting per year, when appropriate topics were being covered, to provide feedback directly to the London FA Board</p> <p>APPROVED – a Youth Council representative to be invited to attend a minimum of one Board meeting per year</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 then delivered a verbal update. He highlighted the Quarter 2 financial reports and the update on the office relocation / renovation work.</p> <p>AM asked why the Referee Retention figure in the balanced scorecard showed zero. PB said he would take this back to the team and provide an answer at the next Board meeting</p>	<p>PB to update slides and integrate this into the plan</p> <p>PB to feedback at April meeting</p>
<p>6</p> <p>6.1</p>	<p>London FA Racial Equality Action Plan</p> <p>PB presented a set of slides to summarise the final London FA Racial Equality Action Plan and Resourcing Requirements to the Board, as circulated at Item 6: London FA Racial Equality Action Plan & Resource Requirements</p>	<p>PB to circulate slides with notes of the meeting</p>

<p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>The Board enquired about plans for the launch and PB explained the process and timescales. It was agreed that it should be made clear that this was a long running piece of work and not a short-term reaction to the situation with Yorkshire County Cricket Club.</p> <p>AM asked how the progress on this work would be reported back to the Board. PB explained that the most efficient and appropriate way of doing this would be agreed in the first meeting of the internal operational group, due to meet in March</p> <p>YH requested that the final report to be released alongside the plan be carefully reviewed for any spelling errors.</p> <p>APPROVED – the Board unanimously approved the plan and resource requirements set out at Item 6: London FA Racial Equality Action Plan & Resource Requirements</p>	<p>PB to feedback the process for reporting progress on this plan at the April meeting</p> <p>PB to carry out this exercise prior to launch</p>
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Women & Girls Advisory Group</p> <p>JM welcomed Charlie Sizer (CS), Jo Hind (JH) and Amanda Lewis (AL) to the meeting. CS introduced herself and the rest of the team and then the Board was provided with an overview of the Women & Girls plans, with a focus on activities in the lead up to the Women’s Euros 2022.</p> <p>AL highlighted some of the challenges to this work, to include capacity and facility access. JH followed up to explain that the Women & Girls Advisory Group were fully behind the plan but that a concern was whether the importance of this area of work could be further seeded across the organisation</p> <p>The following three area of focus were agreed:</p> <ul style="list-style-type: none"> - A member of the Women & Girls Advisory Group to be nominated to participate in the Facilities Working Group - YH to consider with the group how this area of work could be further promoted across the organisation - The Women & Girls Advisory Group come back to the Board with a plan for any additional activities they wish to progress and explore how resources can be allocated to support this 	<p>PB to circulate the slides from the presentation with the minutes of the meeting</p>
<p>8</p> <p>8.1</p> <p>8.2</p>	<p>Salary & Benefits Review Update</p> <p>REDACTED</p> <p>REDACTED</p>	<p>JB to provide a further update on this work at the April meeting</p>

11	AOB	
11.1	AM informed the Board that sadly he would be stepping down as of 1 st July 2022. JM wanted to place on record his sincere thanks for the contribution Ali has made to the progress of the organisation overall and its financial management in particular.	
11.2	RF proposed to the Board that they approve an increase to official and observers' fees and travel costs, in line with the rising cost of living. This proposal had been circulated to the Board in advance	
11.3	APPROVED – The Board approved the Officials & Observers Match Fees proposal	