

<b>London FA</b>	<b>Minutes of the LFA Board</b>
<b>Date:</b>	Monday 16 November 2020
<b>Venue and time:</b>	18.00 – 20.00, via Microsoft Teams
<b>Present:</b>	James Middlehurst (Chair), Simon Hughes, Ian Wallis, Derek Harris, Yashmin Harun, Beth Archer, Ali Morgan, Drew Patterson, Paul Mortimer, Roger Fox Paul Bickerton (CEO)

<b>No</b>	<b>Item and Discussion</b>	<b>Action</b>
<b>1</b>	<b>Confirm &amp; sign minutes of previous meeting</b>	
1.1	Approved	
1.2	Following an action set out in these minutes, Paul Bickerton (PB) elaborated on why, as a result of confidentiality, the outcome of safeguarding investigations could not always be shared by either the FA or the Police with a County FA	
1.3	PB reminded those Board members who had not yet completed the Safeguarding Board Commitment Statement or the Code of Conduct to do so, as they were to be sent over to the FA by 30 <sup>th</sup> November 2020.	All outstanding Board members to complete this.
<b>2</b>	<b>Matters Arising</b>	
2.1	None	
<b>3</b>	<b>Conflicts of interest disclosure</b>	
3.1	None	
<b>4</b>	<b>Board papers</b>	
<u>4.1</u>	<u>Safeguarding Report</u>	
4.1.1	A written report had been provided to the Board by Nikeeta Patel, Designated Safeguarding Officer, and Paul Mortimer, Board Safeguarding Champion. Paul introduced this report to the Board and drew attention to the following: <ul style="list-style-type: none"> <li>• The latest safeguarding staffing arrangements, following the announcement of a further COVID-19 lockdown in November</li> <li>• The plan to complete the required safeguarding visits for the 2020-21 season.</li> <li>• The latest safeguarding statistics.</li> </ul>	
4.1.2	No questions were raised on this report	
<u>4.2</u>	<u>CEO Report</u>	
4.2.1	PB delivered a presentation to the Board covering the following areas: <ul style="list-style-type: none"> <li>• REDACTED</li> </ul>	PB to circulate slides from the presentation

<p>4.2.2</p> <p>4.2.3</p> <p>4.2.4</p> <p>4.2.5</p> <p>4.2.6</p> <p>4.3</p> <p>4.3.1</p> <p>4.3.2</p> <p>4.3.3</p>	<ul style="list-style-type: none"> <li>• An update on spend against the agreed budget for the 2020-21 season</li> <li>• An update on the work to develop a racial equality group and action plan</li> <li>• An update on the impact of the latest COVID-19 restrictions on grassroots football in London</li> </ul> <p>REDACTED</p> <p>PB informed the Board of the new senior management team appointment, Priti Trivedi, as Head of Football Services. Particular thanks went to James Middlehurst and Yashmin Harun for supporting the recruitment process, as members of the Nominations &amp; Remunerations Committee.</p> <p>BA highlighted how diverse the leadership at London FA now was, at Board, Council and now Senior Management team level.</p> <p>PB updated the Board on the challenges presented to the London FA and grassroots football in London as a result of the latest suspension due to new COVID-19 restrictions being imposed nationally. The most significant challenge was aligning London FA cup competition matches to league fixtures.</p> <p>DH highlighted his concerns regarding the current London FA cup competition fixture schedule and the difficulties this was going to create for some of the youth leagues. The Board were keen that the CEO, Cup Committee Chair and Cup Competitions Officer explore a solution with the leagues most affected by this to allow them more space in which to complete their fixtures.</p> <p><u>London FA Council Nominations</u></p> <p>JM introduced this item and summarised the process by which the new London FA Council nominations were selected. He highlighted the role of the Nominations &amp; Remunerations Committee and the independent panel, who supported the interview process</p> <p>The Board were keen that all Council members received sufficient prior notice to declare their interest in standing for election as a Council-elected Director at the first Council meeting on 7<sup>th</sup> December 2020</p> <p><b>APPROVED:</b> The Board approved all the Council members set out in the attached report (Item 4.3 – London FA Council Nominations). It was confirmed that Becky Greaves could only join Council after her London FA employment had ended, that Lewis Styles is eligible to be on Council and that Independent Panel members are not eligible to be Council members for the three years of their membership of the panel.</p>	<p>alongside the notes of this meeting.</p> <p>A website article to be circulated on the London FA website once contracts with Priti have been signed.</p> <p>PB to convene a meeting with the relevant youth leagues to seek a possible solution.</p> <p>PB to email all Council members immediately after Board with clear instructions on how to stand as candidates.</p>
<p>5</p> <p>5.1</p> <p>5.1.1</p>	<p><b>Verbal Update Reports</b></p> <p><u>Governance, to include London FA AGM arrangements</u></p> <p>SH set out the arrangements for the forthcoming London FA AGM on 23<sup>rd</sup> November 2020 and asked the Board to approve the following:</p>	

- That the proxy votes will be counted as valid votes on all business at the 2020 AGM, that for normal motions or resolutions to pass a simple majority of all those entitled to vote and present in person or by proxy will be required, and for amendments to our Articles a 3/4 majority of all those entitled to vote and present in person or by proxy will be required

**APPROVED:** The Board approved this arrangement.

- The Board is asked to confirm that the Vice-President elections will be held by secret ballot and by a preferential voting system following the practice used by the Electoral Reform Society and previously used by London FA at our 2019 Council.

**APPROVED:** The Board approved this arrangement.

- Choice Voting support be engaged to run both the Vice-President elections at the AGM and the Council-elected Director elections at the London FA Council meeting

**APPROVED:** The Board approved this arrangement.

5.1.2 The Board were then asked to approve the following rules for the Vice-President elections at the forthcoming AGM on 23<sup>rd</sup> November 2020:

- As the Articles say the election shall be at the AGM, we should limit those entitled to vote to those present at the AGM – in person or by proxy.
- All 12 Vice-President candidates should be asked for a manifesto of up to 150 words setting out their priority for their role over the following three years - to be with the CEO by noon this Friday 20th Nov then circulated by the end of Friday to all who have confirmed attendance at the meeting
- On the night all candidates be invited to speak for no more than 90 seconds, and not to listen to the other candidates speaking before them.
- All candidates to answer one question, for this to be the same question to all candidates and not to listen to answers from other candidates speaking before them.

**APPROVED:** The Board approved these arrangements.

5.1.3 The Board were then asked to approve the following rules for the Council-elected Board Director elections at the Council meeting on 7<sup>th</sup> December 2020:

- All approved candidates should be asked for a manifesto of up to 300 words setting out their priority for their role as director over the following three years - to be with the CEO by noon on the Friday before the Council meeting and then circulated by the end of the same Friday to all members of Council.
- All candidates for Board Director should be asked to speak for three minutes, and not listen to the other candidates speaking before them.
- All candidates for Board Director should be invited to answer three questions from members of Council, chaired and moderated, with their answers limited to thirty seconds on each question, but without the other candidates listening to the questions or answers of those candidates speaking before them.

**APPROVED:** The Board approved these arrangements.

<p>5.1.4</p> <p>5.2</p> <p>5.2.1</p> <p>5.3</p> <p>5.3.1</p> <p>5.4</p> <p>5.4.1</p> <p>5.4.2</p>	<p>The Board were then asked to approve the following in relation to the process for selecting the FA Representative:</p> <ul style="list-style-type: none"> <li>To start the process of choosing the FA Representative for the next period, and to put this on the agenda of the next appropriate Council meeting so that the process of involving Council can begin then. The new board will make the appointment in the first period of 2021, to comply with the FA nomination timetable.</li> </ul> <p><b>APPROVED:</b> The Board approved these arrangements.</p> <p><u>Risk &amp; Audit Committee Update</u></p> <p>Ali Morgan updated the Board on the recent Committee meeting, which reviewed the 2019-20 financial accounts and the 2020-21 Quarter 1 financial reports. Ali requested that the Board review and approve the circulated accounts by close of play on Monday 23<sup>rd</sup> November 2020</p> <p><u>Nominations &amp; Remunerations Committee Update</u></p> <p>Covered under items 4.2.3 and 4.3.1</p> <p><u>Racial Equality Update</u></p> <p>PB updated the group on the agenda and discussions at the first Racial Equality Group meeting, which took place on Thursday 12<sup>th</sup> November 2020.</p> <p>Specialist racial awareness training was also discussed, as a very successful session had recently been delivered to London FA staff. It was agreed this training should be cascaded to the new Board in January 2021.</p>	<p>Board members to respond to circulated accounts by cob on 23.11.20</p> <p>Board to agree date for this training at meeting on 14<sup>th</sup> December 2020</p>
<p><b>6</b></p> <p>6.1</p> <p>6.2</p>	<p><b>Date / time / place of future meetings</b></p> <p>A Special Board meeting to take place on Monday 14<sup>th</sup> December 2020 at 6pm, via Microsoft Teams, to approve the new London FA Board from 1<sup>st</sup> January 2021 onwards, and deal with any other urgent business.</p> <p>Date for Board meetings in 2021 were also agreed as follows:</p> <ul style="list-style-type: none"> <li>Monday 22<sup>nd</sup> February 2021</li> <li>Thursday 22<sup>nd</sup> April 2021 (Board Away Day)</li> <li>Monday 14<sup>th</sup> June 2021</li> <li>Monday 20<sup>th</sup> September 2021</li> <li>Monday 8<sup>th</sup> November 2021</li> </ul>	<p>PB to circulate calendar invites to new Board in early January 2021</p>
<p><b>7</b></p>	<p><b>AOB</b></p> <p>None</p>	