

London FA	Minutes of the London FA Board
Date:	Monday 20 th September 2021
Venue and time:	18.00 – 20.00, Committee Room 1, The Guildhall, London, EC2V 7HH
Present:	James Middlehurst (Chair), Christina Oshodi, Jill Berry, Karen Greene, Simon Hughes, Ian Wallis, Mark Deveney, Paul Mortimer, Roger Fox Paul Bickerton (CEO), Mervyn Lyn (IAG Chair)
Apologies:	Ali Morgan, Yashmin Harun

No	Item and Discussion	Action
1	Welcome & introductions	
1.1	James Middlehurst (JM) introduced the agenda and welcomed the Board to its first face to face meeting since March 2020	
1.2	JM introduced Mervyn Lyn as the new Chair of the London FA Inclusion Advisory Group (IAG) and explained that Mervyn would attend Board meetings when specific inclusion items were on the agenda for discussion. Yashmin Harun and Paul Mortimer would continue to represent the IAG at all Board meetings.	
2	Confirm & sign minutes of previous meeting	
2.1	Paul Bickerton (PB) ran through the actions from the minutes and highlighted that all outstanding actions had been completed.	
2.2	SH updated the Board that all the proposed governance changes had been accepted by members at the AGM on 21 st June 2021. JM wanted to place on record his thanks to SH for the outstanding job he has done on modernising London FA's governance.	
2.3	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	
5	Board papers	
<u>5.1</u>	<u>Safeguarding Report</u>	
5.1.1	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: <ul style="list-style-type: none"> The FA's new Safeguarding 365 Standard, which will set the foundation for the updated Safeguarding Operating Standard 2021-22 	

	<ul style="list-style-type: none"> • Club safeguarding visits for the upcoming season (2021-22) • Safeguarding assessments over the next two seasons (2021-22 / 2022-23) 	
5.1.2	<p>PB reminded the Board that a key action tonight was to sign the 2021-22 safeguarding commitment statement. This had been circulated at the start of the meeting, so all Board members could sign one document physically. Yashmin Harun and Ali Morgan had already signed the document electronically.</p>	<p>PB to submit the signed statement to the FA by 01 Oct 2021</p>
5.2	<p><u>CEO Report</u></p>	
5.2.1	<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 on the recent issues with the FA's Player Registration and Full-Time systems. These issues had severely disrupted the start of the football season, with many leagues having to push their season start dates back.</p>	
5.2.2	<p>Karen Greene explained to the Board that the most significant issue had been the requirement for all U16s to have their registration verified via a parent email. This additional step had not functioned correctly and created a significant amount of additional work for the clubs and leagues.</p>	
5.2.3	<p>PB also explained that the issues with the Full-Time system had also severely disrupted the planning of the county cup competitions. Fixture and draw information had to be created and distributed to clubs and leagues manually via email, which had delayed their release.</p>	
5.2.4	<p>PB highlighted to the Board the steps the London FA had taken to support clubs and leagues with these issues. This included the creation by the FA of a knowledge bank of FAQs, a 'known issues' website log listed any technical problems and an email service desk. London FA had also set up an email service desk and reallocated staff to focus on responding to the many queries and complaints coming through. Managing this via the new Freshdesk email management system allowed the organisation to track and monitor progress against this work much more carefully.</p>	
5.2.5	<p>The Board expressed serious concern about the impact of this on grassroots leagues and club volunteers. JM confirmed that he and the CEO would work with the FA's Regional Manager Chris Pringle, to capture the issues and problems and feed them back to the FA. The London FA would also work with the other County FA's, who have all been affected by these issues, to call for a clear plan to ensure that these problems do not re-occur next season.</p>	<p>PB & JM to raise these issues formally with the FA and report back progress at the November 2021 Board meeting</p>
5.2.6	<p>PB also updated the Board on the commercial plans currently being developed and that positive discussions were underway with Jewson, to explore a potential partnership. Mervyn Lyn highlighted that he had a background in securing strategic partnerships for brands and would be happy to support.</p>	<p>PB to send commercial documents over to ML and arrange a meeting to get feedback on the approach</p>
5.2.7	<p>Mark Deveney also indicated that he had been sent the commercial documentation and would review and provide his own feedback to PB.</p>	

<p>5.3</p> <p>5.3.1</p> <p>5.3.2</p> <p>5.3.3</p> <p>5.3.4</p> <p>5.3.5</p>	<p><u>London FA Racial Equality Consultation Report</u></p> <p>PB introduced the first draft of the London FA Racial Equality Consultation Report, which had been provided by Revolution EDI. PB invited Mervyn Lyn to share his thoughts on the report with the Board.</p> <p>Mervyn fed back that the report was helpful in framing the challenge but that its conclusions were not surprising. It was clear that those who contributed to the consultation were pushing for significant change and London FA would have to be brave and respond to that.</p> <p>PB invited the rest of the Board to share their own views and a summary of the feedback is below:</p> <ul style="list-style-type: none"> • Direct action and a no tolerance approach for discrimination is a clear message in the report and we should seek to enact this across leagues, the London FA and through FA regulations • Should London FA ask clubs to commit to a standard / code of conduct on this topic at the start of each season? Could it be part of the affiliation process? • Accountability is a key theme in the report – ensuring that if you commit an act of discrimination there are clear penalties • The report touches on navigating white spaces but doesn't offer much practical advice. Can this be drawn out further? • Education and training is at the heart of the solution and this should include language and what is appropriate to say • There is a great opportunity for London FA to be bold here and we must take it. The respondents are waiting to see if we will act or if this just becomes another report. • Much of the feedback in the report affects FA regulations and processes. We should work with the FA to seek changes to these but also focus on what we can change and control ourselves <p>PB explained the next steps to the Board. Feedback directly to Revolution EDI would be provided on the report and a further draft produced.</p> <p>Once the report was finalized, Revolution EDI would lead a series of workshops with Board, staff, racial equality group and IAG members to start developing the action plan.</p>	<p></p> <p>Board members to provide further specific feedback to PB</p> <p>PB & ML to agree how best to set out the action planning process and feed back to the Board</p>
<p>6</p> <p>6.1</p> <p>6.2</p>	<p>London FA Chair Appointment</p> <p>JM had alerted the Board at the last meeting that his current term was due to come to an end in January 2022 and an open recruitment process would take place to appoint the Chair for the upcoming term (2022 – 2025).</p> <p>A paper had been circulated (6. London FA Chair Appointment Process & Timescale) that set out the process for appointing the London FA Chair for this</p>	<p>Board</p>

<p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>upcoming term of office. This would be led by the Nominations & Remunerations Committee.</p> <p>APPROVED: The Board approved the process set out in Paper 6: London FA Chair Appointment Process & Timescale.</p> <p>At this stage in the meeting SH informed the Board that he had taken the decision to step back from the Board from January 2022, though would remain supporting London FA on certain items of work until the summer of 2022. The governance reforms had been largely completed and he felt it was the right time to step back. As a result of this an advert for the role of a new Independent Director would be included alongside the Chair appointment process, as this was the most efficient way of doing things.</p> <p>The Board wanted to place on record their gratitude to SH for the many years of service provided to the London FA and highlighted that he had created a firm foundation for the organisation to progress from through his time in office.</p>	
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Council-elected Director Election – London FA Council Meeting, 11.10.21</p> <p>SH confirmed that an election would take place at the 11th October 2021 Council meeting, to fill the vacancy created by Beth Archer’s resignation. This election would follow the same process as the elections held for Council-elected Directors in December 2020.</p> <p>SH & JM proposed that the Council meeting on 11th October 2021 should take place virtually, due to the high number of COVID-19 cases and the established process for virtual elections.</p> <p>APPROVED: The Board approved the decision to hold the Council meeting in October virtually, but indicated they would be keen to hold the December Council meeting face-to-face.</p>	<p>PB to set out the process for elections when Council agenda and papers are circulated</p>
<p>8</p> <p>8.1</p> <p>8.2</p>	<p>London Weighting Issue & Dialogue with the FA</p> <p>JM and PB updated the Board on discussions to date with the FA on the London weighting issue.</p> <p>PB, JM and JB would work with both the Middlesex FA and Amateur FA to raise this issue formally through the National Game Board, working closely with Chris Pringle to prepare the approach. The work being undertaken as part of the salary & benefits review would feed into this exercise.</p>	<p>An update on this item to be provided at each Board meeting</p>
<p>9</p> <p><u>9.1</u></p> <p>9.1.1</p>	<p>Verbal Update Reports</p> <p><u>Risk & Audit Committee Update</u></p> <p>PB updated the Board that the Risk & Audit Committee were planning to meet in the Autumn to review the 2020-21 annual accounts. These would then be presented to the Board for approval. This timeline is dependent on the Auditors completing the work in time for the November Board meeting.</p>	<p>AM to circulate 2020-21 accounts to Board for approval, once reviewed.</p>

<p>9.2</p> <p>9.2.1</p> <p>9.3</p> <p>9.3.1</p> <p>9.3.2</p> <p>9.4</p> <p>9.4.1</p>	<p><u>Nominations & Remunerations Committee Update</u></p> <p>JB confirmed that the Nominations & Remunerations Committee would be leading the Chair and Independent Director recruitment. She also updated the Board on the planned salary & benefits review, with a first session scheduled with the London FA Senior Management Team on Tuesday 12th October 2021.</p> <p><u>Inclusion Advisory Group & Plan</u></p> <p>PB and Mervyn Lyn updated the Board on the work of the new IAG. A draft plan had been developed and was due to be reviewed and approved by the IAG at the September meeting. This plan was available for Board members to review at any stage.</p> <p>PB informed the Board that the FA were due to release their new Equality, Diversity, and Inclusion Strategy in October 2021. This would be followed by the release of their new Leadership Diversity Code</p> <p><u>FA Representative</u></p> <p>This item was not covered as Yashmin Harun was not at the meeting. However, she would be providing a full update to the London FA Council at the meeting on 11th October.</p>	<p>JB to update Board on progress of Chair / INED recruitment and salary/benefits review at next meeting</p> <p>PB to circulate details to the Board and IAG once released.</p>				
<p>10</p> <p>10.1</p> <p>10.2</p> <p>10.3</p>	<p>Decisions Working Group - Proposal</p> <p>A working group comprising Board and Council members had been established to review the purpose of the Divisions and recommend a new approach going forwards. This new approach has now been developed by the working group and was recommended to Board via a formal paper (10 Proposal Summary – Divisions Working Group).</p> <p>Roger Fox and Ian Wallis had both represented the Board on the working group and gave an overview of the proposal. The Board asked for further detail on the specific content of the divisional meetings and also for more information on how we would engage with youth football if there was no longer going to be a youth division.</p> <p>APPROVED: The Board approved the proposal, on the proviso that greater detail be provided to the Council on the content of the divisional meetings and further plans are developed to agree how best to engage with youth football</p>	<p>Paper circulated to Council to contain further detail on these two points</p>				
<p>11</p> <p>11.1</p> <p>11.2</p>	<p>Date / time / place of future meetings</p> <p>Dates for Board and Council meetings in 2021:</p> <table border="1" data-bbox="260 1995 1171 2101"> <thead> <tr> <th data-bbox="260 1995 715 2022">BOARD</th> <th data-bbox="715 1995 1171 2022">COUNCIL</th> </tr> </thead> <tbody> <tr> <td data-bbox="260 2022 715 2101"> <ul style="list-style-type: none"> Monday 8th November 2021 </td> <td data-bbox="715 2022 1171 2101"> <ul style="list-style-type: none"> Monday 11th October 2021 Monday 6th December 2021 </td> </tr> </tbody> </table>	BOARD	COUNCIL	<ul style="list-style-type: none"> Monday 8th November 2021 	<ul style="list-style-type: none"> Monday 11th October 2021 Monday 6th December 2021 	<p>PB to present proposed dates for 2022 meetings at next Board meeting</p>
BOARD	COUNCIL					
<ul style="list-style-type: none"> Monday 8th November 2021 	<ul style="list-style-type: none"> Monday 11th October 2021 Monday 6th December 2021 					

12	AOB	
12.1	SH updated the Board on engagement with the On The Ball Initiative. Duncan Hart and Farooq Mohammed from London FA Council have volunteered to support on this.	
12.2	JM presented Roger Fox with his 50 Year Service Award from the FA. The Board wanted to place on record their congratulations and thanks to Roger for his service to grassroots football in London.	