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| London FA | Minutes of the London FA Board |
| Date: | Monday 26 th February 2024 |
| Venue and time: | 18.00 – 20.00, Box 4023, Wembley Stadium, SW1P 9EQ |
| Present: | James Middlehurst (Chair), Tom Barnard, Abu Nasir, Nina Stewart, Jill Berry, Yashmin Harun, Anita Poulman, Jo Hind, Tyra Mills, Abdul Yusuf, Kevin Wilmot, Terri Lynam (joining online) Paul Bickerton (LFA CEO) |
| Apologies: | None |

| No | Item and Discussion | Action |
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| 1 | Welcome & Introductions | |
| 1.1 | James Middlehurst (JM) introduced the agenda and welcomed the new Board members to the group. JM summarised the appointment process at the end of last year and highlighted how pleased he was to have such a strong new Board to steer the London FA through the next three years. | |
| 1.2 | JM asked all the Board members to introduce themselves one by one and say a bit about their background and what role they would play on the Board. | |
| 1.3 | It was confirmed that Anita Poulman (AP) would take on the role of Board Safeguarding Champion, replacing Paul Mortimer. JM wanted to place on record his thanks to Paul for carrying out that role so well over the past four years. | PB to arrange induction for AP. |
| 1.4 | It was also important to minute that Jill Berry (JB) will continue the role of Senior Independent Director and would lead on people matters for the Board. This will cover the role of Board Safety Champion, as set out in Version 2 of the FA's Governance Code for County FAs; this will include supporting the London FA's health & wellbeing plan. It will also involve leading on the process to appoint the new Nominations & Remunerations (N&R) Committee. | JB to seek expressions of interest to form new N&R Committee. |
| 2 | Confirm & Sign Minutes of Previous Meeting | |
| 2.1 | Paul Bickerton (PB) ran through the actions from the minutes of the 20 th November 2023 meeting (the Minutes) and provided a progress update against each one. | |
| 2.2 | PB highlighted that a celebratory meal for Ian Wallis / Roger Fox was still to go ahead but that it would be better to wait until the strategy work and cup finals were completed, due to the number of evening commitments for Board and staff over the next few months | PB to update. |
| 3 | Matters Arising | |
| 3.1 | None | |
| 4 | Conflicts of Interest Disclosure | |
| 4.1 | Yashmin Harun (YH) declared her association as a London Sport trustee. Abu Nasir (AN) declared his association as a Sport England trustee. | |

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| 4.2 | It was confirmed that neither would present a conflict of interest on tonight's agenda. | |
| 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 | A query was raised regarding Appendix 1. Under the 'entries by club' table, one of the categories was none, was this an error? PB confirmed he would follow this up. | PB to pick up with safeguarding team. |
| 5.1.3 | YH asked whether discrimination cases as part of safeguarding case management had increased to date. PB confirmed they hadn't seen an increase specifically in relation to the safeguarding cases that come in but explained that most safeguarding cases with a discrimination issue are referred to the London FA discipline team to investigate, alongside the Football Welfare & Safeguarding Manager. | |
| 5.1.4 | There was a discussion regarding antisemitic discrimination in relation to Jewish leagues, with several cases having come into London FA recently. AP highlighted the challenges facing Jewish leagues currently and PB updated the Board that he was working with Maccabi GB to deliver antisemitism in sport training to the London FA staff team. | |
| <u>5.2</u> | <u>CEO Report</u> | |
| 5.2.1 | A written report had been provided to the Board by PB. PB introduced this report and then delivered a presentation setting out and summarising the recommendations in the report (the 'accelerated investment plan'). | PB to circulate these slides along with the minutes of the meeting. |
| 5.2.2 | The presentation also covered the process by which London FA would develop its new four-year strategy, scheduled to be signed off by the Board on 17 th June 2024. This included details on the full consultation process, to include key dates and a timeline. | |
| 5.2.3 | Nina Stewart (NS) gave the Board a summary of the financial position of the London FA and explained the FA's reserves policy. Demonstrating the reinvestment of London FA's excess reserves was a key part of London FA's plans over the next few years, and it was for this purpose that a reserves reinvestment plan and this new accelerated investment plan had been developed. | |
| 5.2.4 | JM requested more detail on the proposed brand refresh and what the process for this would entail. Terri Lynam (TL) confirmed that at this stage the Board were simply being asked to approve the engagement of a brand and marketing agency, to start the process of a brand refresh. The full process of a brand refresh would involve significant consultation with London FA stakeholders, to include the Board, and this item would also be covered in detail at the Board Away Day in April. | PB to circulate strategy consultation details to Board and keep Board updated on strategy and brand refresh progress. |

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| <p>5.2.5</p> <p>5.2.6</p> | <p>Tyra Mills (TM) proposed that the new Women & Girls Facility Fund be heavily promoted on social media, as this was a great example of London FA investing back into its members.</p> <p>APPROVED: The London FA Board unanimously approved the recommendations in the CEO Report; namely, the accelerated investment plan and the strategy consultation process and timeline.</p> | <p>PB to ensure that all social media channels are used.</p> |
| <p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.4.1</p> <p>6.4.2</p> <p>6.4.3</p> <p>6.5</p> <p>6.6</p> | <p>London FA Committee & Working Group Appointments</p> <p>NOTE: due to time constraints, JM recommended that this agenda item be adjourned to a virtual meeting date later that week for one hour. This was agreed by the Board and a date of Thursday 29th February was set, via Microsoft Teams.</p> <p>The minutes below for Item 6 relate to this adjourned meeting and the following Board members were present: James Middlehurst, Jill Berry, Jo Hind, Kevin Wilmot, Nina Stewart, Abu Nasir, Terri Lynam, Yashmin Harun.</p> <p>A written report had been provided to the Board by PB, and PB summarised this for the Board. This included the proposed Committee and Working Group allocations for the 20924-2027 cycle.</p> <p>The challenges in accommodating Council Member first choices, alongside the diversity goals and appropriately matching skills and experience, was discussed. The following amendments to the current Rules were agreed:</p> <ul style="list-style-type: none"> • To allow more than twelve (12) on a Committee / Working Group, if further specialist skills are required (note the diversity goals would need to be adhered to). • To allow members to sit on more than one Committee / Working Group if they wish. • To review the allocation after six months. <p>It was also agreed that the Commercial and Disability Working Groups would be put on hold temporarily. The Commercial Working Group would be set up after a draft terms of reference had been produced, to include clarifying the skills and requirements of Working Group members. The Disability Working Group would await the start of the new London FA Disability & Inclusion Officer (Issey Lee-Fisher), due to start on 3rd April 2024, before being set up.</p> <p>APPROVED: The London FA Board unanimously approved the proposed Committee & Working Group allocations for the 2024-2027 cycle, as set out in the Board report for Item 6.</p> | <p>PB to circulate these slides along with the minutes of the meeting.</p> <p>PB to inform Council of allocations and the agreed changes</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>NS explained that the Committee had formally approved the 2022-23 accounts but wanted to ensure approval from the new London FA Board before posting them on Companies House.</p> | |

| <p>7.1.2</p> <p>7.2</p> <p>7.2.1</p> <p>7.3</p> <p>7.3.1</p> <p>7.4</p> <p>7.4.1</p> | <p>APPROVED: The London FA Board unanimously approved the 2022-23 accounts.</p> <p><u>Nominations & Remunerations Committee Update</u></p> <p>JB explained that she would be setting up a new N&R Committee and would be going out to Board for expressions of interest shortly.</p> <p><u>Inclusion Advisory Group & Plan</u></p> <p>PB explained that the first Inclusion Advisory Committee meeting of the new group would be chaired by Mervyn Lyn and would be set up for April 2024, once the new Disability & Inclusion Officer had started.</p> <p><u>FA Representative / Women & Girls</u></p> <p>YH had sent PB a report which would be circulated with the Council meeting papers.</p> | <p>PB to ensure accounts are posted at Companies House</p> <p>Board members wishing to join this Committee to inform JB.</p> <p>PB to include with March Council meeting papers.</p> | | | | | | | | | | | | |
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| <p>8</p> <p>8.1</p> | <p>Date / Time / Place of 2024 Meetings</p> <table border="1" data-bbox="268 1048 1217 1576"> <thead> <tr> <th><i>Board Meetings, 2024</i></th> <th><i>Council Meetings, 2024</i></th> </tr> </thead> <tbody> <tr> <td>Thursday 18th April 2024 <i>(Strategy Away Day, Sport & Rec Alliance Offices, 1000 – 1600)</i></td> <td>Monday 18th March 2024 <i>(Virtual via MS Teams, 1830 – 2030)</i></td> </tr> <tr> <td>Monday 17th June 2024 <i>(Wembley Stadium, 1800 – 2000)</i></td> <td>Monday 15th July 2024: AGM <i>(Keyworth Centre, 1830 – 2030)</i></td> </tr> <tr> <td>Monday 23rd September 2024 <i>(Wembley Stadium, 1800 – 2000)</i></td> <td>Monday 14th October 2024 <i>(Virtual via MS Teams, 1830 – 2030)</i></td> </tr> <tr> <td>Monday 11th November 2024 <i>(Wembley Stadium, 1800 – 2000)</i></td> <td>Monday 2nd December 2024 <i>(Keyworth Centre, 1830 – 2030)</i></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> | <i>Board Meetings, 2024</i> | <i>Council Meetings, 2024</i> | Thursday 18 th April 2024 <i>(Strategy Away Day, Sport & Rec Alliance Offices, 1000 – 1600)</i> | Monday 18 th March 2024 <i>(Virtual via MS Teams, 1830 – 2030)</i> | Monday 17 th June 2024 <i>(Wembley Stadium, 1800 – 2000)</i> | Monday 15 th July 2024: AGM <i>(Keyworth Centre, 1830 – 2030)</i> | Monday 23 rd September 2024 <i>(Wembley Stadium, 1800 – 2000)</i> | Monday 14 th October 2024 <i>(Virtual via MS Teams, 1830 – 2030)</i> | Monday 11 th November 2024 <i>(Wembley Stadium, 1800 – 2000)</i> | Monday 2 nd December 2024 <i>(Keyworth Centre, 1830 – 2030)</i> | | | |
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| <p>9</p> <p>9.1</p> | <p>AOB</p> <p>JM outlined the Deputy Chair appointment process and explained that he would be taking expressions of interest following this meeting. Board members wishing to express an interest should write to PB in the first instance, setting out in no more than 300 words why they felt they were suitable for this position. Candidates would then speak for no more than three (3) minutes at the next Board meeting and the Board would vote for their preferred candidate (secret ballot / preferential voting process).</p> | <p>PB to circulate the 300 words from each candidate to Board, alongside April Board papers.</p> | | | | | | | | | | | | |