

| London FA | Minutes of the LFA Board |
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| Date: | Monday 2 nd March 2020, 18:30 - 20:45 |
| Venue and time: | Committee Room 1, The Guildhall |
| Present: | James Middlehurst (Chair), Simon Hughes, Ian Wallis, Roger Fox, Vivienne Aiyela, Beth Archer, Ali Morgan, Drew Patterson, Paul Mortimer, Paul Bickerton (CEO) |
| Apologies: | Derek Harris, Yashmin Harun, Kirstin Furber |

| No | Item and Discussion | Action |
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| 1 | Confirm & sign minutes of previous meeting | |
| 1.1 | The Board requested that the 18.11.2019 Board minutes be amended as follows: <ul style="list-style-type: none"> - Item 7.1: date to read as 9th <u>December</u> 2019, not 9th September 2019 - Item 9.1: date to read as <u>2nd</u> March 2019, not 9th March 2019 | CEO to amend |
| 1.2 | With the above changes, the Board approved the minutes from the 18 th November 2019 Board meeting. | |
| 2 | Matters Arising | |
| 2.1 | SH asked if the safeguarding action identified in the minutes had been followed up. PB confirmed that it had, and the reason for 120+ days case was that this case was with the FA nationally and they were awaiting information from external parties before being able to progress and conclude it. | |
| 2.2 | SH asked if the London FA Strategy had been formally launched and highlighted that the dates on the LFA website read 2019 - 2024. PB confirmed that the strategy had not been launched formally yet, but this was an action for him from this meeting and that the dates would be amended. | PB to follow up and provide progress report to Board |
| 3 | Conflicts of interest disclosure | |
| 3.1 | None | |
| 4 | Board papers | |
| 4.1 | <u>Safeguarding Report</u> | |
| 4.1.1 | A written report had been provided to the Board by Becky Greaves, Head of Governance and Paul Mortimer, Board Safeguarding Champion. Paul introduced this report to the Board and noted the following for discussion: | |

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| | <ul style="list-style-type: none"> - That the information related to U18 players in open age football and adult disability teams had been circulated as appendices to the report and was a key change to the safeguarding standard this year - That the London FA assessment had concluded, and London FA had now passed the standard with a full set of green ratings. - That an additional report on Daily Monitoring Data has been included in the report as an appendix and this would be a standard item. | PB to circulate report from Girling Hughes when received |
| 4.1.2 | The Board had several questions on the adult open-age and disability football changes, mostly around the process by which the DBS checks could be carried out. It was agreed that an update would be provided to the Board on this process, clarifying specifically the difference between a standard and enhanced DBS check. | PB to provide clarification to Board on DBS process |
| 4.1.3 | The Board asked how this information was being communicated to clubs and leagues. PB confirmed that communication plans for this area had been developed and were being implemented. | PB to circulate comms plan to Board |
| 4.1.4 | Board members were reminded to complete the Adults at Risk training if they hadn't done so already. Completed pdf certificates should be emailed to Marquel Ellis-Brooks (Marquel.Ellis-Brooks@londonfa.com). | |
| 4.2 | <u>Governance Report</u> | |
| 4.2.1 | <p>SH took the Board through the governance report that was circulated before the meeting. He went through each of the three items for discussion in the following order:</p> <ul style="list-style-type: none"> • The appointment of the Deputy Chair • The process for appointing Board and Council members • The rules governing voting for Council-elected Directors | |
| 4.2.2 | <p>SH confirmed that the paper circulated was work in progress, and that there was more work to do before this was presented to the LFA Council. The Board indicated they were comfortable with the direction of travel generally and had only some minor suggestions.</p> <ul style="list-style-type: none"> • BA requested that the paper clarify that in relation to the Deputy Chair appointment, if the vote at the Board is tied then the Chair should have the casting vote. All agreed with this suggestion. • In relation to the interviewing of new Board members, it was agreed that a member of the independent panel should form part of the interviewing Committee. Therefore, the interviewing panel would now be made up of the Chair or Deputy Chair, a member of the Nominations & Remunerations Committee and a member of the new Independent Panel. • The Board were supportive of the suggestion that Vice-Presidents have a more senior role on Council and an allocated portfolio | <p>PB to update paper with this point added</p> <p>PB to update paper with this point added</p> <p>PB to update paper with this point added</p> |

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| | responsibility. It was agreed that the portfolios should be determined by the CEO and be in line with the new LFA strategy 2020-2025. | |
| 4.2.3 | BA proposed that to make the paper clearer a summary table should be added showing the various rules related to each of the different Council categories (President, Vice-President, etc). Agreed. | PB to update paper with summary table |
| 4.2.4 | PB highlighted that a further meeting of the governance working group had been convened for Tuesday 10 th March 2020, and that a finalised paper would be circulated to Council following this meeting, prior to Council on 30 th March 2020. | |
| <u>4.3</u> | <u>Finance Report</u> | |
| 4.3.1 | In a slight change to the usual format, PB presented a separate finance report to Board, rather than one contained as part of the CEO Report. This was to give the Board an early indication of the planning for the budget for the 2020-21 season. | |
| 4.3.2 | The Board were broadly comfortable with the direction proposed but requested that the budget table with specific items highlighted should be updated with clearer costs to include budget saving amount, rationale etc. | PB and Roya Taslimi to add this detail to the table as next step of budget planning |
| 4.3.3 | Following the circulation of the papers, DH had indicated by email that he was disappointed that the Representative Team funding was part of the review. This was noted by the Board. | |
| 4.3.4 | JM updated the Board on the discussion, at the Risk & Audit Committee meeting, about the LFA's premises, explaining that there was a desire to accelerate this work, and he would be working closely with PB and RT to cost out various options and start to scope locations in central London. | |
| <u>4.4</u> | <u>CEO Report</u> | |
| 4.4.1 | The Board had been provided with a written CEO Report, to include an updated balanced scorecard, risk register and the results from the new internal staff survey. | |
| 4.4.2 | The Board discussed two operational areas in the business that had proved challenging over the past few months – these were the delivery of the Cup Competitions and the change in FA guidelines for discipline, which required serious cases to be charged in under 28 days. PB highlighted that this had taken up a lot of his time recently but that he did feel progress was being made in both areas. | |
| 4.4.3 | A suggestion was made that for the Cup Competitions, further work to clarify roles and responsibilities between the Committee and the LFA office may help. | PB to consider with IW |

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| <p>5</p> <p>5.1</p> <p>5.1.1</p> <p>5.1.2</p> <p>5.1.3</p> <p>5.1.4</p> <p>5.2</p> <p>5.2.1</p> <p>5.2.2</p> <p>5.3</p> <p>5.3.1</p> <p>5.3.2</p> <p>5.4</p> <p>5.4.1</p> | <p>Verbal Update Reports</p> <p><u>Nominations & Remunerations Committee</u></p> <p>JM updated the Board on upcoming priorities for the Nominations & Remunerations Committee, to include the CEO's annual performance review.</p> <p><i>PB left the room for this discussion.</i></p> <p>The Board agreed to a change in the notice period on the CEO's Employment Contract to 6 months' notice either way.</p> <p>The Chair confirmed he would submit a CEO 2019 /20 salary review and recommendation to the Nominations & Remunerations Committee by Friday 13th March 2020.</p> <p><u>Risk and Audit Committee</u></p> <p>Verbal update provided by AM, most of which was covered under the finance item and was in the finance report</p> <p>The next Risk & Audit Committee meeting was scheduled for early May 2020 (date tbc) to finalise the plans for next year's budget.</p> <p><u>Inclusion and Advisory Group / Women & Girls Advisory Group</u></p> <p>Verbal update provided by VA, following her email update earlier that day.</p> <p>It was suggested by JM that a full agenda item on this work is included towards the top of the agenda for the June 2020 Board meeting</p> <p><u>Staffing update</u></p> <p>PB confirmed that there had been some changes in the Discipline team over the past month. Rich Berry, Investigations Officer, had left the organisation and so had Ezekiel Teya, Investigations Administrator. Harley Manning had come across temporarily from the Delivery team to support the administration, and Sienna Howell from Sussex FA was also going to work for London FA temporarily as an Investigations Officer (2 days weekly), until permanent replacements had been appointed.</p> | <p>Item placed on agenda for June meeting</p> |
| <p>6</p> <p>6.1</p> | <p>London FA Council Meeting</p> <p>The venue for the upcoming Council meeting on 30th March had been confirmed as The Passmore Centre at London South Bank University. The focus of this meeting would be first a panel to debate discrimination in grassroots football and then time later in the meeting to discuss the proposed governance changes.</p> | |

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| | SH indicated that there were a couple of other items to consider for the agenda on suggested future topics for Council meetings. | PB to pick up with SH |
| 7 | AOB | |
| 7.1 | RF proposed that the updated Terms of Reference for the Referees Committee be approved by the Board, following the addition of one item to the role of the Committee (ratification of cup final referee appointments). APPROVED | |
| 7.2 | IW proposed the co-option of additional Members to Committees based on their expertise or gender. The Board were unable to come to a decision in the time available on this matter and it has since been agreed with the Board that this will be considered by the governance working group and a proposal put back to the Board at the June 2020 meeting. | PB to place item on agenda for next gov. working group meeting |
| 8 | Date / time / place of upcoming Board and Council meetings | |
| 8.1 | Board: <ul style="list-style-type: none"> Monday 8th June 2020, 6.30pm to 8.30pm at the Guildhall Monday 7th September 2020, 6.30pm to 8.30pm at the Guildhall Monday 16th November 2020, 6.30pm to 8.30pm at the Guildhall | |
| 8.2 | Council: <ul style="list-style-type: none"> Monday 30th March 2020, 7.15pm to 9.15pm, Passmore Centre (AGM) Monday 29th June 2020, 7.15pm to 9.15pm, Passmore Centre Monday 5th October 2020, 7.15pm to 9.15pm, venue tbc Monday 7th December 2020, 7.15pm to 9.15pm, venue tbc | |