

London FA	Minutes of the London FA Board
Date:	Wednesday 5 th September 2022
Venue and time:	17.30 – 19.00, Committee Room 1, The Guildhall, London, EC2V 7HH
Present:	James Middlehurst (Chair), Christina Oshodi, Jill Berry, Tom Barnard, Ian Wallis, Roger Fox, Yashmin Harun, Mark Deveney, Paul Mortimer Paul Bickerton (CEO)
Apologies:	Anita Poulman, Karen Greene

No	Item and Discussion	Action
1	Welcome & introductions	
1.1	James Middlehurst (JM) introduced the agenda.	
1.2	Paul Bickerton (PB) updated the Board that Danny Mills (DM) had taken a work secondment to New York for nine months and so would be unavailable at that time to take the minutes and act in his role as Board Coordinator. It was proposed that PB approach Ian DaCunha (ID) and see if he would be willing to take on that role.	PB to discuss Board Coordinator role with ID
1.3	JM updated the Board that, due to personal reasons, Karen Greene (KG) had resigned from the Board. The Board wanted to put on record their thanks to KG for her contribution to the London FA Board over the past 18 months. Plans to replace KG would be covered under the Nominations & Remunerations Committee update later in these Minutes.	
2	Confirm & sign minutes of previous meeting	
2.1	Paul Bickerton (PB) ran through the actions from the minutes of the 15 th June 2022 meeting (the Minutes) and provided a progress update against each one.	
2.2	IW reported that he had followed up the safeguarding code of conduct query with Colin Wheeler, who was unable to electronically sign the code. It was agreed that as Colin no longer had an active role in football this was less of a concern but that he would be asked to sign it via a hard copy letter sent to him and to come back to the London FA.	PB to write to Colin Wheeler with a hard copy of the code of conduct.
2.3	Considering the above, the Minutes were confirmed as an accurate record of the 15 th June 2022 meeting.	
3	Matters Arising	
3.1	None	
4	Conflicts of interest disclosure	
4.1	None	

5	Board papers	
5.1	<u>Safeguarding Report</u>	
5.1.1	PB reported that the recruitment for Lewis Warren’s replacement had gone very well. Carly Sclare (CS), the current Assistant Designated Safeguarding Officer, had been successful through an open recruitment process and secured the Designated Safeguarding Manager position (the role had been upgraded to a manager role through the Salary & Benefits Review). An external candidate, Harry Woodley (HW), had also impressed through the interview process and been offered and accepted the now vacant Assistant Designated Safeguarding Officer position. HW starts on Monday 26 th September 2022	
5.1.2	Yashmin Harun (YH) referred to the safeguarding report and that it was very helpful to see the case data breakdown for the 2021-22 season. PB confirmed that this data would be proved for each Board meeting	
5.1.3	JM reminded the Board that additional standards had been added to the County FA Safeguarding Operating Standard for the 2022-23 season and he expected these standards to become increasingly stringent. Christina Oshodi (CO) and Paul Mortimer (PM) added that they were aware of increasing numbers of female on female safeguarding issues and education around this issue should be considered as part of the London FA’s work. PB replied that this could be integrated into the Club Welfare Officer training programme.	PB to connect CO and PM with CS to discuss content of future Club welfare Officer training
5.2	<u>CEO Report</u>	
5.2.1	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 following matters:	
5.2.2	<ul style="list-style-type: none"> • <u>Salary & Benefits Review</u>: this had been communicated to all staff over the summer and been positively received. Staff commented on the thoroughness and transparency of the process. 	
5.2.3	<ul style="list-style-type: none"> • <u>Wembley Relocation</u>: plans for this have accelerated significantly over the past month. The lease has been signed by London FA and a signature by The FA was imminent. London FA had already started moving to their new location in the Green Quad at Wembley Stadium, with the full move due to be completed by the end of September 2022. The Hurlingham Park office was in the process of being refurbished, with a completion date for that work being mid-October. Once the renovation work was completed the Hurlingham Park office would be placed on the rental market. PB warned the Board that this was resulting in a small number of unforeseen costs and so an updated budget would be presented to Board at the November meeting 	PB to provide a revised budget to Board at Nov. meeting
5.2.4	<ul style="list-style-type: none"> • <u>Facilities</u>: the full facilities plan was in progress, with an update provided on the 3G projects, the expanded hybrid site at Regents Park, the grass pitch programme and the new PlayZone funding opportunity. 	
5.2.5	JM asked if the current cost of living escalation should change the position on the outcome of the salary & benefits review. Jill Berry (JB) reported that this wasn’t required at this stage but should always be under consideration.	

<p>5.2.6</p> <p>5.2.7</p>	<p>JM highlighted his concerns with the expanded hybrid proposals at Regents Park, explaining that he didn't feel this matched the current demand from the Women & Girls game.</p> <p>It was agreed that London FA's position in relation to the hybrid pitch programme and the interaction with key stakeholders such as the Football Foundation should be discussed and agreed as item at the November 2022 Board Meeting. It was also agreed that it would be helpful if a facilities representative, either from The FA or the Football Foundation, could be present at that meeting to contribute to the discussions.</p>	<p>PB to prepare a paper to set up the discussion at the next Board meeting and invite a facilities representative to that meeting.</p>
<p>6</p> <p><u>6.1</u></p> <p>6.1.1</p> <p><u>6.2</u></p> <p>6.2.1</p> <p>6.2.2</p> <p><u>6.3</u></p> <p>6.3.1</p> <p><u>6.4</u></p> <p>6.4.1</p> <p><u>6.5</u></p> <p>6.5.1</p>	<p>Verbal Update Reports</p> <p><u>Risk & Audit Committee Update</u></p> <p>The next Risk & Audit Committee meeting date is to be confirmed but will take place to review and sign-off the 2021-22 accounts, likely in October 2022.</p> <p><u>Nominations & Remunerations Committee Update</u></p> <p>JB informed the Board that the recruitment process for the Finance & Risk Director was open, although only a small number of applications had been received to date.</p> <p>The recruitment to replace KG was also now required and it was proposed that the Nominations & Remunerations Committee would meet after the closing date for the Finance & Risk Director role to agree next steps and how to approach appointing to both positions.</p> <p><u>Inclusion Advisory Group & Plan</u></p> <p>PB gave the Board an update from the latest Inclusion Advisory Group meeting and referred to the Balanced Scorecard for the Racial Equality Action Plan which had been circulated with the papers for this meeting. This scorecard would be shared with the IAG and used to track progress from here.</p> <p><u>FA Representative / Women & Girls</u></p> <p>YH gave the Board an update from the latest FA Council meeting and the latest Women & Girls Advisory Group meeting.</p> <p><u>Facilities</u></p> <p>Covered under the CEO update at items 5.2.6 and 5.2.7.</p>	<p>N&R Committee to meet to agree next steps</p>

<p>7</p> <p>7.1</p>	<p>Date / time / place of future meetings</p> <p>Dates for future Board and Council meetings in 2022:</p> <table border="1" data-bbox="264 465 1220 546"> <thead> <tr> <th data-bbox="264 465 724 472">BOARD</th> <th data-bbox="724 465 1220 472">COUNCIL</th> </tr> </thead> <tbody> <tr> <td data-bbox="264 472 724 546"> <ul style="list-style-type: none"> Monday 14th November 2022 </td> <td data-bbox="724 472 1220 546"> <ul style="list-style-type: none"> Monday 17th October 2022 Monday 5th December 2022 </td> </tr> </tbody> </table>	BOARD	COUNCIL	<ul style="list-style-type: none"> Monday 14th November 2022 	<ul style="list-style-type: none"> Monday 17th October 2022 Monday 5th December 2022 	
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<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>AOB</p> <p>Ian Wallis (IW) informed the Board that he had identified a potential independent candidate to fill the vacancy on the Cups Committee. JM proposed the candidate formally join the London FA Council and the Board agreed with this proposal.</p> <p>PB sought feedback on Board reports and format for papers. The Board confirmed they were happy with the current arrangements</p> <p>JM wanted to congratulate YH for being appointed as a member of the FA's National Game Board. He also thanked Board members for attending the recent annual 1-1 reviews with him.</p>	<p>PB to ask proposed candidate to apply formally and JM to take through Council interview process</p> <p>JM to complete 1-1 written summaries as per Code of Governance requirements</p>				
<p>9</p>	<p>Board Meal</p> <p>The Board departed for a social meal to include members of London FA's SMT.</p>					