



MSP Advisory Board

MEETING DATE / HOST VENUE	Friday 1 st December 2017 MSP Office Unit 1 Dakota Business Park Skyhawk Avenue Garston Liverpool L192QR
NOTE TAKER	Brendan McCrudden (Business Improvement Support Officer)
BOARD ATTENDEES	Tom Smith (Sport Expert); Ron Odunaiya* (Local Government Expert – Host Authority); Cameron Jones* (Chair); Cllr Wendy Simons (Political Expert) Mark Coups (Sport Expert)
MSP OFFICER ATTENDEES	Jean Stephens* (Director); Calum Donnelly (Strategic Lead)
GUESTS/OBSERVERS	Graham Macpherson (Sport England)
COMPLIANCE AND SCRUNITY GROUP MEMBERS	* denotes
APOLOGIES	Sue Wilkinson (Physical Education Expert); Liz Farrington (Public Health Expert); Sion Williams (SW) (Marketing Expert); Justine Bromerly (SE)
DISTRIBUTION	www.merseysidesport.com , Core Team Development Managers, Sport England relationship officers,

AGENDA ITEM 1

TITLE: INTRODUCTION

DISCUSSION/OUTCOME	AGREED ACTION/OUTCOME	WHO	DEADLINE	COMPLETED
a. Welcome & Apologies b. Action notes from previous meeting 01/09/17	a. Apologies received as noted above b. Action notes were reviewed and agreed as a true record	CJ		

AGENDA ITEM 2

TITLE: DECLARATION OF INTEREST

DISCUSSION/OUTCOME	AGREED ACTION/OUTCOME	WHO	DEADLINE	COMPLETED
a. Declaration of Interest	a. No declaration of interest was received for the meeting	JS		

TITLE: GOVERNANCE ARRANGEMENTS

AGENDA ITEM 3

DISCUSSION/OUTCOME	AGREED ACTION	WHO	DEADLINE	COMPLETED
Governance Arrangements - JS briefed board members of the progress to date regarding the <u>UK Sports Governance Code (CODE)</u> . Sport England have agreed MSP Improvement Plan as of 31 st October 2017 and the below items require Board Members input and approval as part of the plan.	Board agreed to consider reports from Senior Board Member on items regarding Governance for future meeting on behalf of the MSP Governance, Scrutiny and Nominations Group (GSNG)	MC / JS	Each meeting as required	
a. Diversity Statement and Action Plan produced as cited in MSP Governance Framework (MSPGF) pages 17 – 19, to be compliant with “CODE” criteria 2.1b, 2.2	(A) Board approved Diversity Statement and Action Plan with minor amendment to point 3 of the action plan on page 18 of MSPGF	BM	01.12.17	YES
(a.1) MSP Policy Statement for Respecting, Safeguarding and Protecting CYP and Adults at risk in Sport & Physical Activity 2017-2022 – annual review to ensure fit for purpose with advanced standard.	(A.1) Board approved with minor inclusion of “Promote and enable adequate training and up skilling around safeguarding to meet the needs of staff, board members and stakeholders” on page 14 of the MSP Governance Framework.	BM	01.12.17	YES
b. Publicly display Diversity Statement and Action	(B) Board approved document to be uploaded onto www.merseysidesport.com	BM	20.12.17	
c. Board Terms of Reference – Bullet point inserted regarding: “returning board members eligibility” (MSP GF Page 21) – compliant with “CODE criteria 1.15)	(C) Board approved	BM	01.12.17	YES
d. Board balance score card – draft distributed to board members inviting feedback and input to ensure compliance with “CODE” 1.8a, 4.1 (it was noted that the Board Score Card will compliment and add value to MSP strategic Balance Score Card)	(D) Board approved the framework in terms of Themes: Strategy, Performance, Impact & improvement, mentoring, Investment and advocacy. The following additions to be added to the Balance Score Card: - <ul style="list-style-type: none"> Action column to be inserted Board members to email admin@merseysidesport.com with additional input regarding the content of the Board balance scorecard 	BMc BM	20.12.17 10.01.18	
e. External evaluation of MSP Board (4.2/4.3) – A comprehensive discussion took place regarding purpose and benefits of external evaluation to further progress MSP. Concerns were raised by Board Members on the effectiveness of this process when the Board is only 18 months old.	E) Board agreed <ul style="list-style-type: none"> to prepare a brief fit for purpose to comply with 4.2/4.3 of the UK Sports Governance Code Identify and appoint an appropriate individual or organisation Undertake the external evaluation before December 	JS / CJ	31.03.18 31.03.18 31.12.18	

	<p>2018</p> <ul style="list-style-type: none"> Implement any actions from the external evaluation within a 12 month period 		As per action plan	
f. Succession Planning (Board Members, Senior Staff)	(F) To prepare a succession planning model fit for purpose for board members and senior staff to comply with the UK sports governance code 1.8c and 2.7	JS/CJ	15.12.17	
g. Financial accounts (preparation and publically displayed)	(G) Board agreed accounts will be produced and publically displayed in accordance with statement of retained earnings (SORE) to comply with the UK sports governance code 3.1, 3.3 and 5.5	JS	July 2018	
h. Four-year cash forecast 2017 – 2021 – JS provided board members with a four-year cash forecast detailing income expenditure	(H) Board approved four-year cash forecast 2017-2021.	BM	01.12.17	YES
	(H1) Board approved income generation short fall and the need to reduce the structure by 25% in the event of not meeting the short fall in line with Host HR processes and policies	BM	01.12.17	YES
	(H2) Board Agreed the production of an Income generation pipeline to be produced and circulated in advance of the next Board Meeting and the capacity required to enable the income to be generated	JS	20.01.18	
i. Compliance, Scrutiny & nominations Group	(i) Board agreed to add an additional non-executive member – MSP GF pages 26 to be compliant with Code 1.26	BM	01.12.17	YES
	(i1) Board Approved amendment to MSPGF to reflect what happens in practice - Insert “that at least 25% of the Board shall be independent non-executive directors” – see MSP GF page 20, item 4.	BM	01.12.17	YES

AGENDA ITEM 4

TITLE: STRATEGIC DEVELOPMENTS

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE	COMPLETED
<p>a. MSP Value Creation Model</p> <p>b. MSP Social & Economic Impact Parameters presentation by – James, Kenny and Matt (research & insight)</p> <p>The talking points following the presentation were;</p> <ul style="list-style-type: none"> • The challenge is getting everyone to populate the data we want to capture. • There should be learnings from the respondents in the middle of project lifecycle to adequately report the progress of the respondents throughout the whole project lifecycle. • Explore a CRM or similar system which will provide a quality to our impact model. • There is an opportunity to monetise the MSP Social & Economic Impact model. <p>Board Members thanked and accredited the excellent work undertaken to standardise a set of validated questions and tools to further enhance the understandings and learnings of behaviour change through sport & physical activity. CJ added that we should not underestimate the skills and expertise that has been developed ensuring we have the correct algorithm attributed to each of MSP five outcomes – excellent work.</p>	<p>(a) Board approved MSP Value Creation Model.</p> <p>(b) Board approved the MSP Social & Economic Impact Parameters presentation</p> <p>(c) To investigate into a technology system and prepare a brief the board if required for consideration</p> <p>(d) Gain advice on how to convert MSP impact model IP</p> <p>(e) Explore and produce a commercial plan for MSP impact model</p>	<p>BM</p> <p>BM</p> <p>KCh</p> <p>JS</p> <p>JS</p>	<p>01.12.17</p> <p>01.12.17</p> <p>23.02.17</p> <p>23.02.18</p> <p>23.02.18</p>	<p>YES</p>

AGENDA ITEM 5

TITLE: AOB

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE	COMPLETED
a. Dates of meetings – Friday 23 rd February 2018 - 9:30am-12:00pm Friday 6 th April 2018 – 9:30am – 12:00pm Friday 6 th July 2018 – 09:30am -12:00pm Friday 29 th September 2018 – 09:30am – 12:00pm Friday 14 th December 2018 -09:30am – 12:00pm	Board have been updated of 2018 board meeting dates.			YES
b. Future items: a. Website showcase b. Income Generation pipeline c. MSP Impact model - IP	Board agreed to address these items in the next board meeting, Friday 23rd February 2018	ALL	23 FEB 18	