

	Merseyside Sports Partnership Board				
MEETING DATE / HOST VENUE	Friday 18 th September 2015– Merseyside Sports Partnership Office, Unit 1 Dakota Business Park, Skyhawk Avenue, Liverpool L19 2QR				
NOTE TAKER	Bronagh McAllister				
ATTENDEES	Stephen Tiffany (Chair); Jean Stephens (Merseyside Sports Partnership); Brian Boyle (Representing Local Sports Forum); David Boocock (representing Local Authority Heads of Sport); Pauline Manning (Voluntary Sport Network); Julie Tierney (representing Primary Care Trust); Suzanne Ramsey (representing Merseyside SGO's); Gerry Kinsella (Social Enterprises); Justine Bromeley (SE)				
APOLOGIES	John Bell (Vice Chair); Pam Jervis (FE advisor); Ron Odunaiya (Director of Community Services, Liverpool City Council – Host Authority);				
DISTRIBUTION	www.merseysidesport.com, Core Team Development Managers				

AGENDA ITEM 1

TITLE: WELCOME, APOLOGIES AND INTRODUCTIONS

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
 a. ST welcomed everyone to the meeting b. ST gave apologies for John Bell, Pam Jervis & Ron Odunaiya. c. ST thanked the Board for their contributions; this is his last meeting as Chair. 			

AGENDA ITEM 2

TITLE: CONFLICT OF INTEREST

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
BB declared conflict of interest on new structure of the Board. No further declaration was received.			

AGENDA ITEM 3

TITLE: MATTERS ARISING NOT ON AGENDA

	DISCUSSION		OUTCOME /ACTION		DEADLINE
Mat	ters arising not on agenda	T			
a.	Outcomes following 1:1 review meetings with 6 Local Authority Sport and Recreation Teams will be gather momentum following Governance Framework refresh and recruitment of additional staff. JS advised this is ongoing		To provide a detailed analysis of key areas identified through the 1:1 reviews ensuring clarity of support and services provided, both none and fee paying contributions.	JS	DEC 2015
b.	Satellite Club Programme - CD gave comprehensive verbal update on progress for Board Members. The key points were:- ✓ 6 local area profiles distributed highlighting position and type club on each site ✓ 71 active clubs, 67% of the total contractual target ✓ 22 planned clubs from year 2 still in the process of being set up. If you include these then approximately 87% of overall target contractual target has been achieved. ✓ Aim to have 137 new clubs by the end of year 3, 130% of 3 year target. ✓ Approx. 1200 participants, 21 female specific clubs, 4 inclusivee clubs. ✓ MSP have engaged with every secondary school in Liverpool. Currently 23 schools engaged in Liverpool, not all of these have clubs on site as yet. ✓ Sefton part of year 3 planning, Mark Gardiner from Sefton Sports Development has been excellent and has taken the project and run with it so confident with Sefton participation. ✓ Wirral has been a challenge, 21 schools but only managed to engage with 6 of them.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	club to the mapping profiles.	CD/JP	BEFORE 20 TH NOV 2015 SEPT 2015
	 ✓ All school engaged within Knowsley ✓ Overall programme is currently under target by 13 clubs however there is still one year to go. ✓ Sample evaluation of a satellite club on a school and non-school site to assess what the makeup of participants in terms of their origin is currently taking place. Sport England survey 		Outcome of the survey will be shared with key stakeholders	CD	2016

 deadline is 15th October 2015 and MSP aim is to gather information from 120 participants from MSP funded clubs. ✓ SE Feedback is that MSP is stand out CSP with sustainability and deliver for 16+ 	1	Board members recorded this excellent achievement by MSP Team	TO NOTE	
DB suggested CD have a conversation with NGB's to ensure they are not running Satellite Clubs, as in the past this has happened. JB to bring this back to SE.	✓	To gather NGB information and overlay with MSP/ Partner data to assess "double funding" Findings to be reported to Sport England	CD	20 TH NOV 15

AGENDA ITEM 4

TITLE: POLICY DOCUMENT ANNUAL REVIEW, AMENDEMENTS AND APPROVAL FROM BOARD MEMBERS

	DISCUSSION		OUTCOME /ACTION	WHO	DEADLINE
	Governance Framework − e purpose of the document is to build on existing good practice of MSP lst strengthening a number of areas in particular: ✓ Clarity of role, relationship and accountability of groups in particular, MSP Advisory board and Executive Directors Group ✓ MSP Advisory Board moving from representative to skills based membership ✓ All key information in one place for all members of groups, both existing and for newly recruited / appointed members ✓ To comply with contractual compliance with Sport England and other funding agencies as appropriate	✓	Distributed to the Board via email 10/08/15 Governance Framework up loaded on www.merseysidesport.com to support recruitment process of new Chair and Board Members Board approved electronically and formally adopted at the meeting	JS MSPA B	ELECTRONIC APPROVAL JUNE 2015 ADOPTION 18/09/15
b.	Management of risk Policy JS distributed a paper outlining MSP Management of Risk Strategy ✓ The Board reviewed changed on Point 5: Implementation (page 11)		Distributed to the Board via email 14/09/15 Attached to Board papers as changes made 18/09/15 The Board approved the changes	MSPA B	APPROVED 18/09/15
c.	Child Protection & Welfare Policy JS distributed a paper outlining Child Protection & Welfare Policy ✓ DB has MSP completed LSCB Section 11 ✓ JS invited AW (Andrew Wileman) to the meeting who explained to the Board that he has liaised with LSCB on this point and it was not seen as a priority ✓ DB & ST agreed that AW will need to re-visit this as completing Section 11 brings the policy alive Equality Statement	√ √ Action	Distributed to the Board via email 14/09/15 Attached to Board papers as changes made 18/09/15 The Board approved the changes	AW	APPROVED 18/09/15
DB Am	JS distributed a paper outlining Equality Policy suggested the following amendments are made: end Point 1: Policy Objectives ✓ DB suggests we include 1.3 Public Sectors Equality Dutys Act 2011 end Point 4: Reasonable Adjustments	Action	Distributed to the Board via email 14/09/15 Attached to Board papers as changes made 18/09/15 Make amendments and send to DB to review Once agreed distribute to the board via email	AW	DEC 15
	 4.2Merseyside Sports Partnership recognises it has a duty to make reasonable adjustments for disabled people. MSP will consider all requests for adjustment and where possible will accommodate reasonable requests and will work with disabled stakeholders to implement any adjustments that will enable them to participate more fully in sports related activities DB suggests 'Identify groups' should replace 'disabled people'. end Point 5.2: The following responsibilities will apply and be ven by the Merseyside Sports Board DB suggests we include 5.2.3 Equality impact assessment presented to the Board 		When amendments are made, the board has approved		DEC 15

f	Amend Point 5.4: The Equality Policy will be communicated in the following ways ✓ 5.4.1 The policy will be included in any employee inductions ✓ DB additional to this, it should also be included in the Board inductions				
•	e. Expenses Policy for Board Members				
	JS distributed a paper outlining Expenses Policy for new board members	√	Attached to Board papers as new policy 18/09/15- draft version	MSPAB	APPROVED 18/09/15
	 Rules and guidelines relating to expenses incurred by MSPAB 	√	Board formally adapted policy		
	✓ JS would like support from the Board on the principles of the policy	:			
	✓ MSP are working with LCC on the finance procedure				
r	The Board agreed that if the new Board members are travelling to meetings from outside Merseyside, they can only claim mileage once they reach Merseyside boundaries				

AGENDA ITEM 5 TITLE: DIRECTORS UPDATE

	DISCUSSION		OUTCOME /ACTION	WHO	DEADLINE
a. MSP	advisory board- Chair & Board members recruitment				
Report 1: Sum	mary update of applicants, timescale	<i></i>	Attached to Board papers 18/00/15		
✓ Break Board ✓ From positi ✓ Interv (18 th Odun ✓ One interv happi ✓ For U their I ✓ JS ex view ✓ JS ex happo	is a confidential paper, not to be circulated acdown on 27 applicants who applied to sit on the new did, all come from varied backgrounds the 27, there is 3 applicants who applied for the Chair on, the three people are highlighted on the report view for the chair's position will take place this afternoon September): Chris Perks (SE), Stephen Tiffany, Ron ariya & Jean Stephens will be interviewing 2 candidates applicant has had to temporarily withdraw from Chair view, if we are unsuccessful at finding a chair, he will ally stand back in unsuccessful chair candidates, they will be asked to put name forward to become a Board member applained we intend on recruiting 7 new members with a of keeping on 3 existing Board members applained not everyone will be interviewed and how this ens will depend on the candidate, ST agrees this is all practice	V	Attached to Board papers 18/09/15		
	view and reappointment of three existing Board				
Members	20 100164 (41.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.				
✓ JS printerms ✓ Discurthe Bunder repre ✓ ST arepre ✓ PM ✓ sector of the acknowledge of the control of the con	BB and SR left the room for this discussion reposed the three above Board members continue their is for another 12 months (Sept 16) ussion took place on the new Governance/ Recruitment of loard going forward. The current 3 Board members should restand they will be sitting as an independent and not senting who they work for divised that MSP will need to keep certain organisations/ sentation on the Board, this will be seen in skill gap voiced that Sports Councils are not happy (voluntary or) that they are not represented in the Board. JS is aware has and will formally be responding to their letter, by bledged that this will be seen in the skill gap. Wited DB, BB and SR back to the meeting and formally defined to remain on the Board for another 12 months uplained of the conversation that was had when they were for the room, JS explained that after the 12 months MSP book at skill set and gaps and go for open recruitment.	Action	Board agreed with the proposal of continuation for existing Board members DB, BB and SR agreed to remain Board members for another 12 months Formally response to Merseyside voluntary Sports Councils Formally thank outgoing board Members	MSPA B JS ST ST	REVIEW SEPT 2016 30/09/15 30/09/15 30/09/15

Report 3: Membership of Strategic Groups ✓ JS proposed due to Conflict of Interest and the Board making decisions, that no-one who sits on the Board should sit on a strategic group. Wants the strategic groups to broaden membership and partnerships to engage.	 ✓ Attached to Board papers 18/09/15 ✓ Board agreed with the proposal 	MSPA B	APPROVE D 18/09/15
b. MSP Staffing Structure- Local area strategic leads JS all the team has been recruited, we have had inductions and team development day for new members.	✓ Distributed to the Board via email 14/09/15		
 c. Draft response to DCMS strategy consultation- further discussion at meeting 18/09/15 JS advised this will be available early next week and proposed the Board agree this electronically. DCMS published Annual review which can be found on their website. Will 	✓ Board agreed with the proposal Action		
d. Annual report 2014-2015 JS thanked the Board for the work they have taken on over the past 12 months. MSP Annual Report link will be added to the Action notes.	DCMS Annual Review link https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445872/ DCMS annual report and accounts 2014 to 2015 web-optimised PDF .pdf ✓ Distributed to the Board via email 16/09/15 ACTION	JS	
	MSP Annual Report link http://www.merseysidesport.com/annual-report-2014-15/	JS	

AGENDA ITEM 6

TITLE: MSP STRATEGIC OFFERS (OVERVIEW- WORKING PROGRESS)

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
JS explained to the Board that the MSP team is developing offer for partners internally & externally. MSP will meet with SE on 8 th October 2015 to test the MSP offer.	✓ KS distributed hand-outs to the Board of the presentation		
JS invited MSP managers to the meeting: Kerry Stewart, Julie Leasor, Calum Donnelly and Andrew Wileman to give a presentation to the board.			
Short Presentation presented to the Board			
 ✓ JS a brief description of each employee ✓ KS presented the Business Improvement Team offer ✓ CD presented Children & Young People offer (up to 25) ✓ JL presented the Adults offer (+26) ✓ AW presented the Workforce offer 			
ST thanked the managers for the presentation and for all their good work. The managers left the room, CD remained so he could give a brief update on Sportivate. CD updated the Board on Sportivate and the learning process MSP will exceed their target set for Sportivate This is seen as good value for money Breakdown figures on funding/ projects per area Expressed concern on outcomes of Sportivate panel and the quality of applications			
DB suggested he bring this to Heads of Service meeting on 7 th October and will have a Sportivate Discussion. CD will also attend the meeting to provide information on this and how they can support Boroughs.	Action	CD	7 th OCT 15

AGENDA ITEM 7 TITLE: CLOSURE OF MEETING

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
MERSEYSIDE SPORTING CHAMPIONS DINNER 27 TH NOVEMBER 2015- ADELPHI HOTEL			
JS invited all the Board to attend, in the dinner we will be acknowledging the Board for all their work.	ACTION	ALL	OCT 15
DB gives his apologies as will not be able to attend.	BM TO BE INVITED		
ST closed the meeting with thanking the Board for their contributions, very much appreciated. Thank you letters will be sent formally to all Board members.	ACTION	JS	SEPT 15
JS thanked ST for being MSP Chair and for all the times he has made himself available between meetings.			