

## Merseyside Sports Partnership Board

<b>MEETING DATE / HOST VENUE</b>	Friday 18 <sup>th</sup> September 2015– Merseyside Sports Partnership Office, Unit 1 Dakota Business Park, Skyhawk Avenue, Liverpool L19 2QR
<b>NOTE TAKER</b>	Bronagh McAllister
<b>ATTENDEES</b>	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)
<b>APOLOGIES</b>	John Bell (Vice Chair); Pam Jervis (FE advisor); Ron Odunaiya (Director of Community Services, Liverpool City Council – Host Authority);
<b>DISTRIBUTION</b>	<a href="http://www.merseysidesport.com">www.merseysidesport.com</a> , Core Team Development Managers

### AGENDA ITEM 1

#### TITLE: WELCOME, APOLOGIES AND INTRODUCTIONS

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
a. <b>ST</b> welcomed everyone to the meeting b. <b>ST</b> gave apologies for John Bell, Pam Jervis & Ron Odunaiya. c. <b>ST</b> 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	WHO	DEADLINE
<b>Matters arising not on agenda</b>			
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. <b>Satellite Club Programme – CD</b> gave comprehensive verbal update on progress for Board Members. The key points were:- <ul style="list-style-type: none"> <li>✓ 6 local area profiles distributed highlighting position and type club on each site</li> <li>✓ 71 active clubs, 67% of the total contractual target</li> <li>✓ 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.</li> <li>✓ Aim to have 137 new clubs by the end of year 3, 130% of 3 year target.</li> <li>✓ Approx. 1200 participants, 21 female specific clubs, 4 inclusive clubs.</li> <li>✓ 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.</li> <li>✓ 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.</li> <li>✓ Wirral has been a challenge, 21 schools but only managed to engage with 6 of them.</li> <li>✓ All school engaged within Knowsley</li> <li>✓ Overall programme is currently under target by 13 clubs however there is still one year to go.</li> <li>✓ 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</li> </ul>	✓ To add St Helens and Greenbank satellite club to the mapping profiles. ✓ Distribute to key stakeholders and promote through social media including <a href="http://www.merseysidesport.com">www.merseysidesport.com</a>	CD/BIT  CD/JP	BEFORE 20 <sup>TH</sup> NOV 2015  SEPT 2015
	✓ Outcome of the survey will be shared with key stakeholders	CD	2016

<p>deadline is 15<sup>th</sup> October 2015 and MSP aim is to gather information from 120 participants from MSP funded clubs.</p> <ul style="list-style-type: none"> <li>✓ SE Feedback is that MSP is stand out CSP with sustainability and deliver for 16+</li> </ul>	<ul style="list-style-type: none"> <li>✓ Board members recorded this excellent achievement by MSP Team</li> </ul>	TO NOTE	
<p>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.</p>	<ul style="list-style-type: none"> <li>✓ To gather NGB information and overlay with MSP/ Partner data to assess "double funding"</li> <li>✓ Findings to be reported to Sport England</li> </ul>	CD	20 <sup>TH</sup> NOV 15

**AGENDA ITEM 4**

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

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
<p><b>a. Governance Framework –</b></p> <p>The purpose of the document is to build on existing good practice of MSP whilst strengthening a number of areas in particular:--</p> <ul style="list-style-type: none"> <li>✓ Clarity of role, relationship and accountability of groups in particular, MSP Advisory board and Executive Directors Group</li> <li>✓ MSP Advisory Board moving from representative to skills based membership</li> <li>✓ All key information in one place for all members of groups, both existing and for newly recruited / appointed members</li> <li>✓ To comply with contractual compliance with Sport England and other funding agencies as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>✓ Distributed to the Board via email 10/08/15</li> <li>✓ Governance Framework up loaded on <a href="http://www.merseysidesport.com">www.merseysidesport.com</a> to support recruitment process of new Chair and Board Members</li> <li>✓ Board approved electronically and formally adopted at the meeting</li> </ul>	JS  MSPA B	ELECTRONIC APPROVAL JUNE 2015  ADOPTION 18/09/15
<p><b>b. Management of risk Policy</b></p> <p>JS distributed a paper outlining MSP Management of Risk Strategy</p> <ul style="list-style-type: none"> <li>✓ The Board reviewed changed on Point 5: Implementation (page 11)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Distributed to the Board via email 14/09/15</li> <li>✓ Attached to Board papers as changes made 18/09/15</li> <li>✓ The Board approved the changes</li> </ul>	MSPA B	APPROVED 18/09/15
<p><b>c. Child Protection &amp; Welfare Policy</b></p> <p>JS distributed a paper outlining Child Protection &amp; Welfare Policy</p> <ul style="list-style-type: none"> <li>✓ DB has MSP completed LSCB Section 11</li> <li>✓ 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</li> <li>✓ DB &amp; ST agreed that AW will need to re-visit this as completing Section 11 brings the policy alive</li> </ul>	<ul style="list-style-type: none"> <li>✓ Distributed to the Board via email 14/09/15</li> <li>✓ Attached to Board papers as changes made 18/09/15</li> <li>✓ The Board approved the changes</li> </ul> <p>Action</p>	AW	APPROVED 18/09/15
<p><b>d. Equality Statement</b></p> <p>JS distributed a paper outlining Equality Policy</p> <p>DB suggested the following amendments are made:</p> <p>Amend Point 1: <b>Policy Objectives</b></p> <ul style="list-style-type: none"> <li>✓ DB suggests we include 1.3 Public Sectors Equality Dutys Act 2011</li> </ul> <p>Amend Point 4: <b>Reasonable Adjustments</b></p> <ul style="list-style-type: none"> <li>✓ 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</li> <li>✓ DB suggests 'Identify groups' should replace 'disabled people'.</li> </ul> <p>Amend Point 5.2: <b>The following responsibilities will apply and be driven by the Merseyside Sports Board</b></p> <ul style="list-style-type: none"> <li>✓ DB suggests we include 5.2.3 Equality impact assessment presented to the Board</li> </ul>	<ul style="list-style-type: none"> <li>✓ Distributed to the Board via email 14/09/15</li> <li>✓ Attached to Board papers as changes made 18/09/15</li> </ul> <p>Action</p> <ul style="list-style-type: none"> <li>✓ Make amendments and send to DB to review</li> <li>✓ Once agreed distribute to the board via email</li> <li>✓ When amendments are made, the board has approved</li> </ul>	AW	DEC 15  DEC 15



<p><b>Report 3: Membership of Strategic Groups</b></p> <p>✓ 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.</p> <p><b>b. MSP Staffing Structure- Local area strategic leads</b> JS all the team has been recruited, we have had inductions and team development day for new members.</p> <p><b>c. Draft response to DCMS strategy consultation- further discussion at meeting 18/09/15</b> 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 attach link to Action notes.</p> <p><b>d. Annual report 2014-2015</b> 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.</p>	<p>✓ Attached to Board papers 18/09/15 ✓ Board agreed with the proposal</p> <p>✓ Distributed to the Board via email 14/09/15</p> <p>✓ Board agreed with the proposal</p> <p>Action</p> <p>DCMS Annual Review link</p> <p><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445872/DCMS_annual_report_and_accounts_2014_to_2015_web-optimised_PDF.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445872/DCMS_annual_report_and_accounts_2014_to_2015_web-optimised_PDF.pdf</a></p> <p>✓ Distributed to the Board via email 16/09/15</p> <p>ACTION</p> <p>MSP Annual Report link</p> <p><a href="http://www.merseysidesport.com/annual-report-2014-15/">http://www.merseysidesport.com/annual-report-2014-15/</a></p>	<p>MSPA B</p> <p>JS</p> <p>JS</p>	<p>APPROVED 18/09/15</p>
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**AGENDA ITEM 6**

**TITLE: MSP STRATEGIC OFFERS (OVERVIEW- WORKING PROGRESS)**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
<p>JS explained to the Board that the MSP team is developing offer for partners internally &amp; externally. MSP will meet with SE on 8<sup>th</sup> October 2015 to test the MSP offer.</p> <p>JS invited MSP managers to the meeting: Kerry Stewart, Julie Leason, Calum Donnelly and Andrew Wileman to give a presentation to the board.</p> <p><b>Short Presentation presented to the Board</b></p> <ul style="list-style-type: none"> <li>✓ JS a brief description of each employee</li> <li>✓ KS presented the Business Improvement Team offer</li> <li>✓ CD presented Children &amp; Young People offer (up to 25)</li> <li>✓ JL presented the Adults offer (+26)</li> <li>✓ AW presented the Workforce offer</li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>✓ CD updated the Board on Sportivate and the learning process</li> <li>✓ MSP will exceed their target set for Sportivate</li> <li>✓ This is seen as good value for money</li> <li>✓ Breakdown figures on funding/ projects per area</li> <li>✓ Expressed concern on outcomes of Sportivate panel and the quality of applications</li> </ul> <p>DB suggested he bring this to Heads of Service meeting on 7<sup>th</sup> October and will have a Sportivate Discussion. CD will also attend the meeting to provide information on this and how they can support Boroughs.</p>	<p>✓ KS distributed hand-outs to the Board of the presentation</p> <p>Action</p>	<p>CD</p>	<p>7<sup>th</sup> OCT 15</p>

**AGENDA ITEM 7****TITLE: CLOSURE OF MEETING**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
<p><b>MERSEYSIDE SPORTING CHAMPIONS DINNER 27<sup>TH</sup> NOVEMBER 2015- ADELPHI HOTEL</b></p> <p>JS invited all the Board to attend, in the dinner we will be acknowledging the Board for all their work.</p> <p>DB gives his apologies as will not be able to attend.</p> <p>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.</p> <p>JS thanked ST for being MSP Chair and for all the times he has made himself available between meetings.</p>	<p><b>ACTION</b></p> <p><b>BM TO BE INVITED</b></p> <p><b>ACTION</b></p>	<p>ALL</p> <p>JS</p>	<p>OCT 15</p> <p>SEPT 15</p>