



MSP Board Meeting **Action Notes**

Date & Time	17th December 2019 - 09:30am – 12:30pm
Venue	MSP Office – Unit 1 Dakota Business Park Skyhawk Avenue, Garston, Liverpool L19 2QR
Board Members (BM's) Attendees	Cameron Jones* (CJ) (Chair); Mark Coups* (MC) (Sport Expert); Ron Odunaiya* (RO) (Local Government Expert – Host Authority); Sue Wilkinson (SWK) (Physical Education Expert); Liz Farrington (LF) (Public Health Expert); Sion Williams (SW) (Marketing Expert); Liam Corcoran (LC) **Co-opted from CYP Strategic Group (Youth & Community Expert); Tom Smith (TS) (Sport Expert)
MSP Team Members	Jean Stephens* (JS) (Director); Brendan McCrudden (BMcC) (Business Improvement Officer) Kerry Stewart (KS) (Interim Director); Andrew Wileman (AW) (Strategic Lead for Sport and Physical Activity – Adults)
Guests In attendance	Amy Fisher, (MSP School Games Officer) Trish Conning (MSP Daily Mile Coordinator), Kenny Chu (MSP Research Officer)
Apologies	Cllr Wendy Simons (WS) (Political Expert); Graham Macpherson (GM) (Sport England)
Compliance & Scrutiny Group	* Denotes the Compliance & Scrutiny Group
Distribution (internal & external)	www.merseysidesport.com, MSP Team, Sport England




	Headlines from Discussion	Outcome / Actions	Who	Deadline
1	Introduction			
	<p>Welcome, apologies and introduction</p>	<p>CJ commenced the meeting welcoming board members and MSP staff. Apologies received from Wendy Simon and Graham Macpherson.</p>	CJ	N/A
	<p>School Games Organiser</p>	<p>Outcome: Amy Fisher introduced herself and gave a brief explanation of her post and background.</p>	AF	N/A
	<p>Daily Mile Coordinator</p>	<p>Outcome: Trish Conning introduced herself and gave a brief explanation of her post and background.</p>	TC	N/A
<p>Matters arising from the last meeting</p>	<p>Outcome: Meeting action notes agreed by BMs.</p>	CJ	N/A	



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2	Declaration of Interest			
	Declarations of Interest	Outcome: BMs completed signatories of Declarations of Interest and Declaration of Good Character.	BMs	N/A
		Outcome: All BMs confirmed no conflict of interest for the meeting.	BMs	N/A
		Action: BMcC to send email of Declaration of Interest and Declaration of Good Character to BMs not present at meeting.	BMcC	17 JAN 2019

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3	Governance Arrangements			
	Board Members review (Term of Office)	Action: Chairman to contact each board member for a three-year review on 1] their role as an individual, 2] as a collective to identify areas of improvement.	CJ	1 FEB 19
		Action: Confirm second term of board members.	BMs	1 FEB 19
	Board Effectiveness (Code for Sports Governance, Tier 3)	For Information: Sport England have commissioned Campbell Tickle consultants to carry out CSP board effectiveness evaluations, every 4 years as part of Tier 3, Code of Sports Governance. The pilot phase will take place up until the end of March 2019, with 9	Sport England	Sport England will be in touch following the pilot phase.

	CSP's (Herts, Somerset, Dorset, Sussex, Cumbria, Kent, Herefordshire, Yorkshire, Essex and CSPN)		MSP evaluation will take place during 2019-2020 – to be confirmed
<p>Customer Satisfaction Framework</p>  <p>Customer Satisfaction 2019 - B</p>	<p>Outcome: KChu presented an update to BMs on the current progress of MSP's Customer Satisfaction Survey.</p> <p>Outcome: BMs provided feedback to KChu to consider amending the Customer Satisfaction framework;</p> <ul style="list-style-type: none"> • Change the scale from an odd number of choices to an even number of choices (5 choices to 4 choices). This will force the participant to choose a less neutral response. • Use language carefully with regards to the audience (e.g. instead of like use respect). • Reflect on self-imposed questions about MSP's understanding of deliverables and outcomes. <p>Action: KChu to send Customer Satisfaction Framework to BMs for additional feedback.</p> <p>Action: BMs to read Customer Satisfaction Framework and give feedback to KC by 24 Jan 2019.</p>	<p>KChu</p> <p>BMs</p> <p>KChu</p> <p>BMs</p>	<p>N/A</p> <p>N/A</p> <p>17 JAN 19</p> <p>24 JAN 19</p>
<p>Quest Summary of Self-Assessment</p>	<p>Outcome: KS presented to the board the Summary of Self-Assessment (both MSP Staff and MSP Board Members). The score for each module is positive with room to improve. Feedback from the BMs:</p>		



		<ul style="list-style-type: none"> • Would like to know the connections and consequences of the assessment and what is to be achieved from this process. • After the Quest assessment BMs would like to see an improvement plan with outcomes detailed how MSP needs to improve. • Identify what areas of MSP doesn't need to focus on and be prepared to argue. <p>Action: After Quest Assessment KS and SLT to develop improvement plan.</p>	KS	18 APRIL 19
	<p>Permanent Director recruitment and selection process / timescale</p>	<p>JS outlined the timeframe for the recruitment and selection of the permanent director for MSP and invited Board Members to feedback and share their experiences in recruitment.</p> <p>Agreed: Board agreed timeframe for the recruitment and selection of permanent director for MSP.</p> <p>Action: Timeframe to be circulated with Mike Diaper (Sport England).</p> <p>Action: Commence the coordination of short listing and interview dates with panel.</p> <p>Action: To confirm coordinator of recruitment post Jean Stephens leaving.</p> <p>Action: To send links for potential advertising for the post to ensure wide and reaching to j.stephens@merseysidesport.com.</p>	<p>BM</p> <p>JS (Done)</p> <p>JS/Panel</p> <p>RO</p> <p>JS</p>	<p>17 JAN 19</p> <p>18 JAN 19</p> <p>31 JAN 19</p> <p>31 JAN 19</p> <p>31 JAN 19</p>



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4	Interim Director (Kerry Stewart)			
	<p>3 priority areas identified</p> <p>Actions required – short, medium and longer term</p> <p>Support required from Board Members</p>	<p>KS outlined to Board Members her 3 personal priorities as interim director and the actions required, short, medium and longer term, together with the support required from Board Members</p> <p>Action: Board Members to contact KS and support her as appropriate</p> <p>Action: Mentor KS to implement the short-term actions required aligned to the 3 priorities identified</p>	<p>BMs</p> <p>CJ, RO, JS, Cathy</p>	<p>JAN – MAR 2019</p> <p>JAN – MAR 2019</p>

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5	AOB			
	Dates of Meetings	Outcome: Dates of meetings agreed by BMs	BMs	N/A