

Merseyside Sports Partnership Board

MEETING DATE / HOST VENUE	Friday 17 th October 2014 – Merseyside Sports Partnership Office, Unit 1 Dakota Business Park, Skyhawk Avenue, Liverpool L19 2QR
NOTE TAKER	Jo Schumann
ATTENDEES	Jean Stephens (Merseyside Sports Partnership); Stephen Tiffany (Chair); Brian Boyle (Representing Local Sports Forum); David Boocock (representing Local Authority Heads of Sport); John Bell (Vice Chair); Dave Southern (representing NGB's); Pam Jervis (FE advisor); Julie Tierney (representing Primary Care Trust); Pauline Manning (Voluntary Sport Network); Ben Williams (SE Regional Strategic Lead); Suzanne Ramsey (representing Merseyside SGO's); Gerry Kinsella (Social Enterprises); Louise Gray (Assistant Director, Liverpool City Council – Host Authority)
APOLOGIES	Leah Singleton (representing NGB's);
DISTRIBUTION	Sue Drew (Primary Care Trust); www.merseysidesport.com , Core Team Development Managers & Senior Officers

AGENDA ITEM 1

TITLE: WELCOME, APOLOGIES AND INTRODUCTIONS

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
1. ST welcomed everyone and gave apologies for Leah Singleton and for Dave Southern who was running late 2. ST asked the group to give individual introductions for the benefit of Louise Gray who was attending her first Board meeting			

AGENDA ITEM 2

TITLE: CONFLICT OF INTEREST

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
1. ST requested board members to declare any conflict of interest in today's meeting 2. Outstanding annual conflict of interest forms identified for GK, DS	No conflict of interest were declared at the meeting To send the Declaration of Interest form to those who have not completed it	N/a JSch	5/11/14

AGENDA ITEM 3

TITLE: MATTERS ARISING / ACTIONS FROM PREVIOUS MEETING

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
ST asked the Board to confirm the action notes are an accurate reflection of the meeting. The following matters arising were discussed:-	Board action notes of 23rd May 2014 agreed as a true and accurate record.	JB/DB	N/A
1. Sport England on site audit – JS reminded board members of the purpose of the Sport England On site governance and finance audit conducted by Moore's Stephens – The overall assessment was rated GREEN status and the final report contained within board members papers for their information. JS gave synopsis of the good practice recommendations as outlined on page 14/15 on the audit report dated June 2014.	Board agreed to include recommendations 1 & 2 of the audit report (good practice) into MSP memorandum of understanding and cooperation 2012-2017 – see agenda item 4 Audit report is confidential and not for distribution outside of board members	JS ALL	17/10/14 N/A
2. Children and Young People Strategic Group ST – The first meeting has taken place, next meeting will be November 2014, there has been consultation with the Operational group to ensure they agree the Terms of Reference. Acknowledgment that the age being addressed by the Strategic Group is 0-25. Concerns were raised that first meeting took place in April and the next one is not until November. ST/JS agreed this had been allowed to slip and what they would like to see is a schedule of 4 meetings with dates set at the beginning of the year.	To coordinate schedule of meetings with key individuals identified within the terms of reference of the group Noted	JS / ST All	ASAP N/A
BW – Active Cumbria have done an interesting piece of work and developed a tool to show the impact of the School Sport Premium.	Investigate the learning from Active Cumbria and feed into MSP strategy group for CYP	JS	First meeting

<p>3. School Games Data</p> <p>JS directed board members to the maps displayed in the room, highlighting schools games data, in terms of numbers of participants, types of sports and schools that took part at L3 – Winter and Summer 2014. JS informed members the maps have been distributed to each School Games Organiser across Merseyside.</p> <p>JS informed members that MSP is working with Merseyside SGO's (via SR) to gain access to L2 data and information to enable an analysis of wider impact leading up to L3 events. JS stressed that this information should be able to be accessed from the school games portal however, the information on the portal doesn't reflect the amount of activity taking place across Merseyside. This is a national challenge and has been raised both with Sport England and YST and is not just a Merseyside issue.</p> <p>PJ would like to see the L2 data to see all the schools that are taking part at the lower levels. It was noted that DB has been asking for this data for 12 months.</p> <p>All board members agreed that this information would have powerful impact in demonstrating the excellent work and the reach of school games.</p> <p>SR gave an example - 600 young people took part in a recent indoor athletics event that then ultimately feeds up to L3 event. It took a large amount of support including 15 young leaders who were there all day. It's not always easy to get the necessary support to run L2 events.</p>	<p>Board members to request copies of maps via admin@merseysidesport.com if required</p> <p>To work in partnership with the SGO's to access L2 data and information</p> <p>To produce maps using L2 data linking to L3 as a percentage of reach of the population</p> <p>Feed data and information into MSP strategic group for CYP</p>	<p>All</p> <p>SR/KS</p> <p>MSP (KS)</p> <p>JS</p>	<p>Open</p> <p>ASAP</p> <p>ASAP</p> <p>Ongoing</p>
<p>4. Customer Satisfaction Survey</p> <p>JS informed Board Members that the inclusion of the "benchmarking" against 44 CSP has now been included onto 2013 customer satisfaction survey, which was displayed in the room. It was noted that whilst statistically high percentages have been achieved, the commentary (where names provided) have assisted MSP with areas of improvement. Board Members thanked MSP core team for the excellent work.</p>	<p>Satisfaction survey 2013 located http://www.merseysidesport.com/assets/Customer-Satisfaction-2013_Final.pdf</p>	<p>All</p>	<p>N/A</p>
<p>5. Primary Premium guidance document</p> <p>JS – unfortunately the document is not ready for sharing at the board meeting. The document is aimed at Primary School Head Teachers and its purpose is to provide information regarding national governing bodies of sport products in a simple, concise and user friendly format. It acts as a resource and guidance document. The document will be evaluated during 2015 as whilst useful information its important it is used effectively.</p>	<p>Link to be provided to Board Members once completed</p>	<p>JS</p>	<p>Nov 14</p>

AGENDA ITEM 4

TITLE: POLICY DOCUMENT REVIEW

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
<ul style="list-style-type: none"> Memorandum of Understanding and Cooperation - Refer to report distributed prior to Board Meeting. JS highlighted four changes to the MOU, of which two from the good practice recommendations of Onsite Audit report – June 2014 highlighted in agenda item 3.1 above Child Protection and Welfare policy - Refer to report distributed prior to Board Meeting. Board members were asked for feedback, this included the following observations:- <ul style="list-style-type: none"> DB suggests a stronger link in the opening paragraph to the responsible/accountable bodies, referencing through a link to the processes and procedures (located on www.merseysidesport.com) to named individuals within 'safeguarding board' or relevant named person at a local level JT - Knowsley have been inspected some of the changes that followed included changes in those to be contacted so may be worth double checking the names MSP have. ST Liverpool have been inspected so may have had similar changes. LG the first paragraph may need looking at by LCC legal team. JB there are situations when sports such as full contact karate takes place and personally he does not think it should. Maybe CSPs, LA should make a decision to not support certain sports. 	<p>Board members reviewed and agreed four changes within MOU - Endorsed by BB, seconded by GK</p> <p>Board members reviewed with the below actions:-</p> <ul style="list-style-type: none"> To add link to policy statement To check and up date safeguarding board contacts or relevant names seek LCC legal guidance in terms of paragraph one re scope / accountability Correspondence with Board Members 	<p>AW</p>	<p>17/14/14</p> <p>5/12/14</p>

<ul style="list-style-type: none"> • Equality statement No changes 	Board members agreed and endorsed no changed to equality statement		17/10/14
<ul style="list-style-type: none"> • Management of Risk Policy No changes 	Board members agreed and endorsed no changed to Management of Risk Policy		17/10/14
<ul style="list-style-type: none"> • Membership of MSP Board - Refer to report distributed prior to Board Meeting <p>JS informed members of the need for an annual review of the skills matrix of board members. It was noted that BW holds an advisory role therefore is exempt from the skills matrix. JS also the board to strengthen its advocacy role during and in-between meetings – “one voice - key messages”</p>	Board members agreed to:- <ul style="list-style-type: none"> • Electronic distribute skills matrix • Review individual summary and skill self-assessment scores and return to j.schumann@merseysidesport.com • Add advocacy role to agenda of next board meeting 	JSch ALL	ASAP
		JS	5/12/14

AGENDA ITEM 5

TITLE: TAKING PART TARGET

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
<p>MSP 'Taking Part' target by 2017</p> <p>As requested from the previous MSP board meeting – JS reminded the purpose of MSP having its own “Taking Part” profile by 2017. Key principles were outlined:-</p> <ul style="list-style-type: none"> • Taking Part profile to be split into “direct” – participation from direct funding from MSP (EG Sportivate) and “indirect” – participation from influence, facilitation, insight led thus resulting to a successful outcome to increase participation EG funding bids • Decisions required on MSP “Taking Part” profile should be based on “engaged”, “Retained” and / or “Throughput” • Clarity of what, why and how it can contribute to active people results etc <p>Examples were given from JS from neighbouring County Sports Partnerships –</p> <ul style="list-style-type: none"> • Active Cheshire – 50,000 by 2017 – “retain target”, inactive to active and irregular to regular – Direct funding -1x 30 . It has been acknowledged however that they will need to include “indirect to reach the target. • Lancashire Sport – 55,000 by 2017 – “engage to participate”, 1x 30 • Greater Sport – 1 million by 2017 – 1 x 30 maintenance <p>KS presented existing profiling in terms of MSP core business – both direct (engaged, retained and throughput) and indirect profiling against current active people statistics which shows whilst MSP for the whole population is below the national average (Active People), MSP is above the national average in terms of 14-24 population.- it was noted that this profiling is at the earlier stages of development and not completed.</p> <p>Healthy discussion / questions posed during / following presentation from KS by board members:-</p> <ul style="list-style-type: none"> • KS highlighted recent training from Sport England regarding Youth Insight participation data which looked at drop out figures, common drop out ages etc and wonders if MSP should be more targeted, being led by this type of data. • DB it's about getting our resources to work better for us. • DS – why is MSP being measured on whole of population when they only get funded for 14-25? We need to address this and promote the excellent difference MSP has made in this target group – backed by Active People statistics • BB Sportivate is aimed at the younger age group, do we include figures for young offenders etc. who use sport and physical activity as part of their rehabilitation programmes. JS no, not currently. • Should split the figures, instead of 11-25 should be 11-14 then 15-25, JS we are predominantly funded for 14 to 25 so would need to find additional funding for other ages. 	<p>Dedicated item for December 2014 Board Meeting linked to Strategic outcomes of the partnership (Strategy for Sport & Physical Activity 2012-2017)</p> <p>Data and information to be sent out prior to board meeting – JS will endeavour to get this out as the earliest possibility due to capacity challenged.</p>	JS JS/Ks	ASAP

<ul style="list-style-type: none"> • JB we should prioritise those who are not active at all • LG should be concentrating on the high figures for the younger age groups and trying to maintain their participation, as they move through the age bands eventually the figures for the older generation will be maintained. • DB think about how we are using the current programmes such as Sportivate and make it so it targets just specific ages groups, just women etc. This can be dangerous as you can risk missing other targets but sometimes it is worth taking the risk. • GK 0-25 goes up to 25 for special educational needs but will drop off at 18 when they become NEET. Thinks satellite clubs will be successful, be wary of stopping supporting a successful project. • BW 80% of funding is aimed at 14-25 group • JS are Board comfortable to keep the Engaged, Throughput, Retained? • DB what is the retained figure? For Sportivate it is 8 weeks and for Satellite Clubs it is 12 weeks. Should make it part of the funding criteria that they provide the retention figures to MSP <p>JS would like the following outcomes:</p> <ul style="list-style-type: none"> • Keep the split between direct and indirect • Use the data and information to be more targeted • Think about how to get funding to concentrate on 25+ whilst maintaining growth in 14-24 			
--	--	--	--

AGENDA ITEM 6

TITLE: WORKPLACE CHALLENGE

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
<p>Workplace Challenge</p> <p>JL presentation the Workplace Challenge to Board Members and highlighted:-</p> <ul style="list-style-type: none"> • MSP is part of phase 2 of the national programme, 37 CSPs have signed up. • Main aim is engaging workplaces into being more physically active. • JB – how does the funding work? JL we have paid to be part of the programme, SE have set up the support staff and infrastructure which has worked really well so far. MSP are looking to put in a bid for funding for an adult type Sportivate programme. • DB – what is the workplace target? MSP were given a target of 50 workplaces, we are confident this will be easily achieved. JT you could probably get that from Knowsley alone. 	<p>Further details can be seen in the Physical Activity report issued prior to the Board meeting</p>		

AGENDA ITEM 7

TITLE: REPORTS

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
<p>1. Executive Directors – Refer to the report distributed prior to Board meeting Key points highlighted:-</p> <ul style="list-style-type: none"> • Performance reporting – two new areas have been developed with the principles of efficiencies, improvement and sustainability. They are:- <ul style="list-style-type: none"> • Administration profile – for hosted CSP a range between 5-6% of total Sport England funding. MSP current base line position based on the criteria set by Sport England and CSPN is 2.8% ranging to 4.8% by 2017. JS highlighted this is well below the range, however its direction of travel is increasing – this is due to MSP being significantly under resourced and has increased its turnover by £500k • Diversification profile range is between 50-60% across the network of 45 County Sports Partnerships. This is a real challenge for larger CSPs, as the profile is based on % of Sport England funding and if this increases the task is greater. MSP base line 58% and has profiled difficult due to increased SE funding, the more funding received 	<p>MSPb agreed with baseline and profile for 2014-15 and supported Director to revise subsequent profiles year on year.</p> <p>MSPb members also acknowledge and supports Directors concerns of diversification profile – real challenge for MSP in this current financial climate</p> <p>MSPb members acknowledge Merseyside Sports Foundation could assist with new sources of income.</p>		<p>Ongoing</p>

<p>the harder to match this.</p> <ul style="list-style-type: none"> Following Board Meeting – note revising diversification to BW – see below (dated 17/10/14) <p>Admin – MSP are well below the national bench marking each year with:</p> <p>2013-2014- 2.8 % 2014-2015 - 4.0% (this is taking into consideration the new extra business improvement post) 2015-2016– 4.3% – This increase would be due to reduction in SE money potentially in this year, therefore the admin % would go up - not because we spend more on administration)* 2016-2017 – 4.5% – This increase would be due to the reduction in SE money in this year due, therefore the admin % would go up – not because we spend more on administration) * *If more SE money came in these years this admin % would go down, likewise if we meet the diversification target this may reduce or increase depending on the work involved as commissioned work will need admin support/capacity.</p> <p>In summary the admin / back office actual monetary costs have not increased – is it due to % of SE / turnover that's changed – does this make sense? Either way MSP is still well below the threshold for hosted CSP - (5-6%) which makes us very lean but efficient as I feel at the moment we are too lean and not efficient – Therefore I would like to keep this administration profile as per Q2 – given some of the highest for hosted CSP's are 12.6% and incorporated 16%.</p> <p><u>Diversification profiling</u></p> <p>This actually works the reverse as you know – the more SE money the bigger the challenge. I am confident about</p> <p>2013-2014 59%% base line 2014-2015 - 65% (this is due to significant increase of SE funding)</p> <p>Less confident about 2015-2016 – Revised profile to 64% as the SE funding for us this year only reduces by £34,300 – however if SE funding goes up this percentage will need to be revised 2016-2017 – Revised profile to 60% as the SE funding projected reduces by £352,000 – however if SE funding goes up this percentage will need to be revised</p> <p>Based on these diversification profile – actual income in terms of money by 2017 would be projected - just short of £1million diversified income which is a really challenge in this current financial climate – however, the Merseyside Sports Foundation will help us hopefully achieve this.</p> <p>Happy for our Q2 to be amended to reflect above diversification profiling but stay the same for administration profile</p>	<p>Awaiting outcome of Sport England peer review</p>	<p>BW</p>	<p>ASAP</p>
<ol style="list-style-type: none"> Risk Assessment – risk register provided in advance of meeting to board members. JS highlighted new areas – they included <ul style="list-style-type: none"> Introduction of “Arrows” to show direction of travel for the risk Introduction of "White star" to indicate new risks added to register MSP Service Review – JS highlighted:- <ul style="list-style-type: none"> Process in compliance with LCC HR processes and processes. Provided copies of new posts job descriptions for board members. Clarification was provided by LG and BW that the new posts will go to external recruitment, however, internal staff within the partnership should be informed and encouraged to apply if they wish to do so. Stressed the importance to advertise new posts asap – due to capacity – BW supported the need to this to happen urgently as it is having an impact on performance and wellbeing of staff MSP cash flow – JS highlighted <ul style="list-style-type: none"> MSP cash flow is tabled and discussed in detail at Ex Directors group meeting along with Governance and Staffing as per the MSPB terms of reference and MOU. Distributed MSP headline cash flow till 2017 – it was noted that the cash flow only includes income confirmed or 95% confident. It was also highlighted the operating reserves stands at approx £89,000 aspiring to 3 months operation costs as per MOU. Workforce – Refer to the report distributed prior to Board meeting 	<p>Board members acknowledged and agreed the level of risks listed within the register, in particular the addition of the diversification profile and current capacity within the MSP core team</p> <p>Board members acknowledged the progress made to date and acknowledged the capacity with the team - MSP service review report to be signed off</p> <p>On behalf of the Board ST would like to congratulate the MSP team members for the fantastic job they are doing - supported by all board members</p> <p>Board members acknowledged and noted the cash flow 2017 and supported Merseyside Sports Foundation to support with the generation of new income streams, however, capacity a challenge at this current moment in time.</p> <p>Merseyside sports foundation to present its business plan at a future meeting</p> <p>Board members acknowledged the progress and noted the contents of the report</p>	<p>All</p> <p>LG</p> <p>MSP staff to note</p> <p>MSF trustees</p>	<p>Ongoing</p> <p>ASAP</p> <p>N/A</p>

<p>Key points highlighted</p> <ul style="list-style-type: none"> Join in is an opportunity to get more activity into the area It's worth taking the time to acknowledge the role of volunteers, and think about where would we be without them <p>6. Physical Activity - Refer to the report distributed prior to Board meeting</p> <p>7. School Games Operational Group – up date was provided by SR</p> <ul style="list-style-type: none"> North West school games event is ongoing, could be held at Edge Hill University who have kindly offered to provide the venue and workforce. GW has met with Chairs of other LOCs and CSPs, discussions are going well. Proposing for the event to take place after the L3 event but before schools break up for summer. Capacity issue has been raised, need to use young leaders. Expressed challenged faced with chaperoning VIPs at L3 – additional assistance welcomed from Board Members Inclusion was raised at previous LOC meeting - inclusivity isn't just about physical/SEN etc but also those in social deprivation areas. Suggestion to include IMD data onto the school games maps An inspirational video was then presented to the Board (produced by Ali Watt, Sefton SGO) 	<p>Board members acknowledged the progress and noted the contents of the report</p> <p>Board members acknowledged and supported the North West School Games 2015</p> <p>Board members to assist with VIP tours</p> <p>MSP insight team will pull out the data and overlay this information onto the maps</p> <p>Board agreed that the video was excellent and made a real visual impact. DB asked if each borough could have a copy as he thinks this could be very useful when advocating the L3 event. – CD's copied and distributed to all SGO's</p> <p>On behalf of the Board ST thanked the Operational Group, Ali Watt for the video and the MSP staff involved.</p>		
--	--	--	--

AGENDA ITEM 8

TITLE: ITEMS FOR NEXT MEETING

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
<p>Board agreed the following items for the 5th December 2014 agenda</p> <ul style="list-style-type: none"> Participation line - with MSP Strategy 2012 -2017 Role of the Board - line with MSP Strategy 2012 -2017 	<p>Format of the meeting to be produced</p> <p>Board agreed that to enable more time to be given to these items no report updates will be required for this meeting</p>	<p>JS/ST</p> <p>JSch</p>	<p>19/11/14</p>

AGENDA ITEM 9

TITLE: SHARING GOOD PRACTICE

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
<p>Sharing good practice</p> <p>JB recently attended a Sport and Recreation Alliance event - which a part of the event related to outdoor recreation. There was a Merseyside researcher at the event, Kelly Gordon, who it may be useful to speak to further about outdoor recreation.</p>	<p>To follow up at future meeting – as outdoor recreation is a key part of increasing participation</p>	<p>JS/JB</p>	<p>ASAP</p>

AGENDA ITEM 10

TITLE: AOB

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
<p>Merseyside Sporting Champions Dinner</p> <p>All Board members should now have received their formal invitation to the Merseyside Sporting Champions Dinner. Can those who have not already responded please do so as soon as possible.</p> <p>Merseyside Sporting Champions Dinner Friday 28th November 2014 @ Adelphi Hotel</p>	<p>Please respond to invitation</p> <p>On behalf of the Board ST would like to pass on their thanks to everyone in the MSP Team for their hard work and dedication in such a challenging time. All members of the Board appreciate there are capacity issues and these raise difficulties for everyone.</p>	All	30/10/14

AGENDA ITEM 11

TITLE: FUTURE DATES FOR DIARY

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
<p>Future date and venue</p> <p>MSP Board Meeting Date and Venue of next meetings: Friday 5th December 2014 9.30 till 12 followed by light lunch PFL Training and Conference Centre, South Road, Speke, Liverpool L24 9PZ</p> <p>ST closed the meeting by offering thanks to all for a productive meeting.</p>	Date for diary	All	