

Merseyside Sports Partnership Board	
MEETING DATE / HOST VENUE	Friday 20 th September 2013 – 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); Pauline Manning (Voluntary Sport Network); Julie Tierney (representing Primary Care Trust); Brian Boyle (Representing Local Sports Forum); David Boocock (representing Local Authority Heads of Sport); Suzanne Ramsey (representing Merseyside SGO's); Leah Singleton (representing NGB's); Pam Jervis (FE advisor);
APOLOGIES	John Bell (Vice Chair); Gerry Kinsella (Social Enterprises); Dave Southern (representing NGB's);
DISTRIBUTION	Sue Drew (Primary Care Trust); Ben Williams (SE Regional Strategic Lead); www.merseysidesport.com , Core Team Development Managers & Senior Officers

AGENDA ITEM 1
TITLE: WELCOME, APOLOGIES AND INTRODUCTIONS

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
a. ST welcomed the group and gave apologies for those members who were unable to attend today's meeting. b. MSPB agreed the action notes from previous meeting. Amend point 16	Agreed as true representation		

AGENDA ITEM 2
TITLE: CONFLICT OF INTEREST

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
a. ST asked if there was a form to formerly record declarations of conflict of interests. b. MSP to create record of declaration of conflict of interest c. ST clarified "what was meant by conflict of interest".	No conflict declared Distribute form to all members of board. Return to JSCH	JSCH	25/11/13

AGENDA ITEM 3
TITLE: MATTERS ARISING / ACTIONS FROM PREVIOUS MEETING

DISCUSSION	OUTCOME / ACTION	WHO	Deadline
1. Customer Satisfaction update:- a. JS - Kerry Stewart is part of national review team, they have taken the decision to remove the question "How satisfied are you?" which produce the CSP NPS score as it was aimed at service led industries such as Apple, BT etc. b. MSP explored all options from reverting back to its own independent survey. However, to enable MSP to be part of a national benchmarking process, it was felt it is better to remain involved. c. MSP , however, will ensure better quality control and target partners and stakeholders who have worked with MSP in the past year. There will be a combination of telephone based survey carried out by independent group, John Bell and on line/paper version. d. ST has started meeting with MSPB members for 30 minute chat to gain peoples personal perspective on the board, their role and any recommendations.	To provide a progress report to date for next meeting. Board agreed process	KS ST	6/12/13
2. Board Development Day discussion: a. To be further discussed at next board meeting			
3. HE Advisor a. JS , under review in line with review of board membership	To discuss at part of Ex-Directors group	JS	26/11/13
4. Engagement with MPs & elected members a. JS met with Cllr Wendy Simon, local councillor, who recommended enhanced engagement with the Merseyside cultural forum group as a way to engage with MPs across Merseyside. Cllr Simon advised before inviting MP's to an engagement session, to ensure we do our homework, know their priorities, constituencies etc. At the invitation stages test the interest in being a Merseyside champion.	to attend Merseyside Cultural Forum on	JS/ST	10/13

<p>b. PJ was invited to attend an event and heard Clive Efford, MP speak. There was lots of negativity about CSPs, PJ spoke up and said that Merseyside CSP did excellent work and Sue Campbell confirmed this.</p>			
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AGENDA ITEM 4

TITLE: FORWARD OPPORTUNITIES & CHALLENGES

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
<p>1. Horizon Scanning</p> <p>Purpose of horizon scanning is to allow board members the opportunity to share any future opportunities, challenges or interests that could affect MSP board, core team and the partnership.</p> <p>a. PJ things seem stable at the moment but major changes are expected, DB decisions in LA will have major impact over the next couple of months, particularly relating to facilities and looking at school facilities as an alternative. DB, charging policies at schools are not great, PJ were schools are LA schools it is easier but when they are academies it is harder to work with. Morally they still value their local communities. Everything is driven by cost, everything is tight and there is no staff to do the work in lots of the areas. Priority building hasn't got provision for sports facilities.</p> <p>b. BB anything not statutory is vulnerable, legislation is very tight and sports who use subsidised facilities like swimming gymnastics will suffer.</p> <p>c. ST £7000 a year to hire Wavertree but without it all the competitions and physical activity just wouldn't happen. DB, there are issues with situations such as if a track goes to school and then the lights fail this doesn't impact the school during the day but would impact the community during the evening, who would pay!</p> <p>d. ST if any facility is given to a school or club we wouldn't have access so the L3 event would be at risk.</p> <p>e. JT this can be tied into any contract to cover ongoing bookings.</p> <p>f. JS it can be successful e.g. St Helens and badminton.</p> <p>g. PJ, she is aware of issues at Notre Dame school, people using the leisure centre are not mindful that the school are trying to deliver PE. ST has arranged for PE department to be in leisure centre and not in the school.</p> <p>h. JT should share success stories as case studies, Cardinal Heenan is a fantastic example, SR, Cardinal Heenan have ground staff looking after the facilities and school are managing the use between school and community.</p> <p>i. DB some schools sign up for community use but price themselves out of market.</p> <p>j. PJ has been working on this, Archbishop Beck would be a great case study and Holly Lodge, both would show how well it can work. Often the governing body of the school are scared to get involved as it's not what they do. SE are gathering case study info, JS asked who is leading as she doesn't want there to be a duplication of effort. It's Jackie Bryson. PJ and JS will discuss names on SE list now. PFI costs are a factor in this.</p> <p>k. JT identified that although the leisure centres are great in Knowsley they are very under used.</p> <p>l. DB, St Cuthbert's school is a great example, they are running a hotel, sports facilities, its open every day £20 an hour.</p> <p>m. Karen Smith, acting head at Cardinal Heenan, would be good to establish a relationship with. Can everyone suggest some suitable case study names, JS & DB will ask at HoS.</p>	<p>IDENTIFY CASE STUDIES</p> <p>ASK AT HOS MEETING</p>	<p>MSPB</p> <p>JS/DB</p>	<p>6TH DEC</p> <p>6TH DEC</p>

<p>2. Risk Management</p> <p>Risk register has been reviewed and updated in line with its process for last period: Particular discussion for board members is those risks flagged as RED following control measures or mitigating circumstances. They include:-</p> <ul style="list-style-type: none"> • Insecurity of core funding post due to the uncertainty and potential change of Government. • Alternative delivery partners due to the lack of capacity in the LAs. <p>PJ commented that the risk register is a very good piece of work compared to others she has seen. PJ and ST thanked all involved for their hard work</p>	<p>RISK REGISTERED TO BE REVIEWED AND UPDATED IN LINE WITH POLICY</p>	<p>JS</p>	<p>6/12/13</p>
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AGENDA ITEM 4

TITLE: REPORTS FROM FUNCTIONAL ACTION GROUPS

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
<p>1. Executive Directors</p> <p>JS – Presented report and highlighted in particular:-</p> <p>2.1.1 Governance and Process audit update</p> <p>a. JS – Confirmed MSP has received a full financial audit undertaken by LCC audits commissioned independently in accordance with compliance of contracts with Sport England.</p> <p>b. PJ asked how many actions MSP had to act on following the audit. JS confirmed there was nothing. MSPB agreed this was an excellent outcome.</p> <p>c. JS confirmed - Moore Stephens commissioned by Sport England to carry out a two day on-site governance and processes audit. Purpose of the audit is to ensure MSP is fit for purpose to receive Sport England funding. Six CSP's targeted nationally each year. Outcome of verbal feedback confirmed governance hitting the mark and being done very well. They interviewed ST and JB as part of the process. Report currently with SE to check and challenge. JS expecting good report.</p> <p>2.1.4 Satellite Club Investment</p> <p>a. Satellite club investment delivery plan will be produced by 31st October 2013 – (phase 1 of a three year funding plan), based on occupancy data analysis and matching supply with demands. MSP by working with its partners will provide ongoing communications and advocacy head teachers through there associations around maximising their facilities for community use. MSP recognise that data and information only informs part of the journey, local intelligence fulfil the picture.</p> <p>b. JT who will make the decisions as to where will be targeted?. JS, decisions will be based on the data and info, gap analysis complemented with local intelligence with local delivery partners. Jennie Platt has now been appointed to MSP team to support Calum with this work.</p> <p>2.1.5 Primary School Premium</p> <p>a. Ministers want to know how school are effectively spending their school sport premium to meet the needs of their children and young people. Nationally, a collaborative steering group of CSPn, SE, YST, AfPE have taken leadership to the % of 17,500 schools requiring no support, those that may need support and those that do need support. As part of the preparation stages CSP's were commissioned by SE to facilitate the collection of data and local intelligence against a set criteria of questions – some questions pure data and some subjective. Due to the short timescales, MSP development manager's team conducted 1:1 meetings / discussions with the most appropriate people who could assist with the data and intelligence.</p> <p>b. The database grouped schools into GREEN, AMBER and RED depending on the information and intelligence inputted. MSP had 91% GREEN and 9% Amber.. The intention is those schools in red will get support, but don't know what it will</p>	<p>Successful audit Satisfactory – no recommendations</p> <p>To provide progress up date at next meeting</p> <p>Presentation of approach to satellite club delivery and the wider access to education facilities</p> <p>MSP and partners responded promptly and positively to complete status on 473 primary schools</p> <p>Update at next board meeting</p>	<p>JS</p> <p>CD</p> <p>JS</p>	<p>6/11/13</p> <p>6/11/13</p> <p>6/12/13</p>

<p>be, could influence Ofsted. PJ confirmed that Ofsted had added a line on primary PE to cover this aspect and make schools accountable. DB, if they have a good school with poor PE then don't think it will have much effect. ST, it can make a difference, it could make a good school come out as outstanding.</p> <p>c. ST, the 'so what' questions will come at the end of the first year when we say show us the evidence of how you spent the money.</p> <p>d. SR, Knowsley have joint meetings with Healthy Schools team and it identifies schools not engaging with anything.</p> <p>e. DB, St Helens name and shame producing a list of what competitions have taken place and who has entered. It is very powerful and makes people get involved. If this could be replicated across Merseyside it would have a great impact.</p> <p>f. SR must consider the capacity of the school and that other providers are providing competitions.</p> <p>g. DB just done Y6 & Y9 survey and asked how often in the last week have you been out of breath in school and out of school. Figure in school very low 15%, very alarming and it did have correlation to obesity stats.</p> <p>h. Not being involved in school games does not mean that a school are not providing good PE and school sport.</p> <p>2.1.6 Sportivate</p> <p>a. Additional funding has been awarded, based on data and information to target females 18-24, funding will only be offered to local delivery partners who have achieved on plans and submitted plans for this year. Liverpool, Knowsley & Wirral have been effected with the additional funding, however, this doesn't mean residents will miss out, it will just be delivered by different partners.</p> <p>b. JT is it a competitive process? JS yes, the offer goes to sports development and other providers. ST payments by results.</p> <p>c. JS we can't let deliverers continue to not deliver. JS will ask Julie to provide update at next meeting.</p> <p>SE Core funding</p> <p>a. For past ten years, SE core funding has been a flat rate across all CSPs with no inflation. It has been discussed many times before; however an official proposal has been put forward by Sport England in consultation with CSPn to have a lower flat rate with the remainder pro-rata based on the 14-25 age group figures. This puts MSP about 8th out of the 49 and sees an increase in core funding till 2017 with more flexibility. This is very pleasing.</p> <p>b. DB is there a chance to include 11-13 as they are on the way into the group. Is the funding for the year it was set, is it tracked and will it change yearly. MSPB agreed this would be a good idea and put forward to Sport England.</p> <p>Annual report</p> <p>a. JS presented the revised format which has been changed by Kenny Chu and is now aligned to the MSP Strategy. It highlights the achievements and huge successes this year; it will be distributed to partnership as PDF.</p> <p>b. DB commented it was extremely visual. MSPB all agreed it look very impressive.</p> <p>c. MSPB all agreed it look very impressive. Acknowledgement: ST asks for thanks to be passed onto those involved in its design and production.</p> <p>Strategic group / School Games Operational Group</p> <p>a. ST, acknowledged that the intentions of the strategic group was to meet before Christmas and due to the significant amount of work with schools, local networks and CSP business it has been delayed, however, the operational group has delivered an efficient and effective winter and summer games in 2013 very successfully.</p> <p>Performance</p> <p>a. MSP performance rating for year ending 31st March 2013 is GREEN status. Following feedback, SE has removed the overall colour rating to focus on the individual performance areas. April to Sept 2013 will be submitted today in the form of a self assessment report – Self assessment GREEN. JS will have a 1:1 peer review with Sport England</p> <p>Community Games 2013</p> <p>a. JS, this was a huge success with over 60,000 participants, exceeding 2012 celebrations around the Olympics, Jubilee etc. CSPn exploring alternative funding options Acknowledgement: MSPB congratulations to MSP Core Team and delivery partners for all their work.</p>	<p>Verbal up date</p> <p>MSPb agreed for a formal response to be prepared and sent from chairman and director</p> <p>To discuss options for additional funding allocation</p> <p>To convene first meeting</p> <p>Acknowledgment: ST Well done for Green across the performance areas</p>	<p>JL</p> <p>JS/ST</p> <p>Ex Director s group</p> <p>JS</p> <p>ST/JS</p>	<p>6/12/13</p> <p>11/10/13</p> <p>Early 2014</p> <p>ONGOING</p>
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<p>Merseyside wide conference</p> <p>a. Further discussion at next meeting</p> <p>Review of Functional Action Groups</p> <p>a. JS, when these groups were established they used to meet, now they are more like virtual groups. JS does not want to imply there are meetings taking place if they are not. These can be reviewed, ST, the skills review will help towards this.</p> <p>b. ST suggested MSPB could receive board papers in earlier so they can be read and considered in advance. People can then bring points to rise to the meeting if they wish.</p> <p>3.0 Recommendations and actions to e addressed/considered by MSPB All approved by MSPB</p> <p>School games update</p> <p>a. SR, Gerry Wigglesworth attended MSP Core Team meeting to thank them. Very positive day, publicity very high and going forward needs to include the stand alone events.</p> <p>b. JS the media report shows the media reach as asked for by ministers</p> <p>c. Winter games is Friday 21st March – could get MPS involved in this?</p> <p>d. Operational group met last week, annual SGO conference is next week, JS is attending as well.</p> <p>Acknowledgement: MSPB thank all those involved</p>		<p>Issue papers prior to MSPB meeting</p>	<p>28TH NOV</p>
<p>2. Workforce</p> <p>Sport Makers – Andrew Wileman</p>	<p>a. Have successful achieved all targets and will of exceeded them by end of Sept 2013.</p> <p>b. Would like to ask for opinion of MSPB of a local coachmark scheme, identifying what a high quality coach is, would need to be a manageable process. Possibly think of taking the model out to private providers, eg Hertfordshire doing really well and companies have had coaches turned down because they didn't have their mark.</p> <p>c. External providers such as compass already exist, don't want duplicate work but maybe compass have not penetrated as expected.</p> <p>d. DFE will send out a check and challenge and schools won't know how and who to check with. DB if compass exist would it be better to promote that not invent something else. JS compass deal with an organisation not individual coaches.</p> <p>e. JT is there capacity to do it, lots of coaches register with their sport. Should we just issue guidance to schools on what they should look for and ask for.</p> <p>f. LS where do you see the role of activators? Some NGBs have developed some excellent coaching levels.</p> <p>g. PM is it aimed at private providers? Yes, but not just them could be community club coaches.</p> <p>h. DB what value will it add to Merseyside, JT does it pose a risk and make us accountable or responsible. JS there is lots of guidance and sometimes it is conflicting.</p> <p>i. ST there is an element of caution but high risk, don't want to validate someone and have it come back on us. ST financially it is a loss leader and we can give guidance but Head Teachers don't have to take any notice.</p> <p>j. JS is it worth pulling together the details of what is on offer.</p> <p>k. SR, Specialist Sports Providers are monitored. ST observed a session that started 20 minutes late and young people didn't move for the first 6 minutes.</p> <p>l. JT is it an income generator? No</p> <p>m. DB seems to be common practise to send in a good coach for the first couple of weeks then someone else who could be lesser qualified.</p> <p>n. AW to look into this further and report back.</p> <p>o. JSch to add to next agenda.</p>	<p>Provide further information Add to next agenda</p>	<p>AW JSCH</p>
<p>3. Education and Community</p>	<p>a. No comments in addition to the report</p>		
<p>4. Physical Activity</p>	<p>a. No comments in addition to the report</p>		

AGENDA ITEM 5

TITLE: POLICIES, PROCEDURES AND GOVERNANCE DOCUMENTS

DISCUSSION		OUTCOME /ACTION	WHO	DEADLINE
<p>1. Annual review and agreement of policies and governance documents. MSPb reviewed and approved the following policies:-</p> <ul style="list-style-type: none"> • Risk management policy and register process • Child protection and welfare policy • Equality policy • Memorandum of understanding and cooperation • Membership of group – annual review and approval • Skills audit matrix of membership 	<p>MSPB reviewed and approved policies and Governance documents</p> <p>Policies to be sent out in advance of next annual review</p>	JSCH	AUG 2014	

AGENDA ITEM 6

TITLE: AOB

DISCUSSION		OUTCOME /ACTION	WHO	DEADLINE
<p>1. Merseyside Sporting Champions Dinner</p> <p>a. JS, this year’s dinner is Friday 29th November, Tony Cottee and Paul Walsh are guest speakers. Can everyone put date in their diary.</p> <p>b. ST, formal proceedings needs to be in smaller window, it goes on too long. Once you get beyond 10pm people start getting twitchy.</p> <p>c. DB, have a stage manager to stick to timings, needs to be done as you start losing your audience and ST could feel it last year. Don’t want people starting to drift off when there are still awards and photographs to be taken.</p> <p>d. PM, confirmed sports council has now received the proceeds and would like to thank everyone for this.</p> <p>e. JS, 2012 generated more sponsorship from commercial companies than any other year.</p> <p>f. DB, not sure how local authorities bought tickets last year and this needs to be considered for this year.</p> <p>g. PM, suggested listing the details of those who receive the bursary to highlight the benefits. JS, this could be a role of honour, could be part of the rolling loop.</p>	<p>No further action required</p>			

AGENDA ITEM 7

TITLE: FUTURE DATES FOR DIARY

DISCUSSION		OUTCOME /ACTION	WHO	DEADLINE
<p>1. Events for diary</p> <ul style="list-style-type: none"> • Merseyside Sporting Champions Dinner – 29th November 2013, Adelphi Hotel 	<p>TO ATTEND IF POSSIBLE</p>	<p>ALL</p>		
<p>2. Future date and venue</p> <p>Date and Venue of next meetings: Friday 6th December 2013</p> <p>ST closed the meeting by offering thanks to all for a productive meeting.</p>				