

Merseyside Sports Partnership Board

MEETING DATE / HOST VENUE	Friday 22 nd May 2015 – Merseyside Sports Partnership Office, Unit 1 Dakota Business Park, Skyhawk Avenue, Liverpool L19 2QR
NOTE TAKER	Jo Schumann
ATTENDEES	Stephen Tiffany (Chair); Jean Stephens (Merseyside Sports Partnership); Brian Boyle (Representing Local Sports Forum); David Boocock (representing Local Authority Heads of Sport); Pam Jervis (FE advisor); Pauline Manning (Voluntary Sport Network); Ron Odunaiya (Director of Community Services, Liverpool City Council – Host Authority); Julie Tierney (representing Primary Care Trust);
APOLOGIES	John Bell (Vice Chair); Suzanne Ramsey (representing Merseyside SGO's); Dave Southern (representing NGB's); Gerry Kinsella (Social Enterprises); Justine Bromeley (SE);
DISTRIBUTION	Sue Drew (Primary Care Trust); 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, Suzanne Ramsey, Dave Southern & Gerry Kinsella. c. ST requested all give a brief introduction for the benefit of Julie Tierney who wasn't present at the last meeting, which was Ron's first.			

AGENDA ITEM 2

TITLE: CONFLICT OF INTEREST

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
a. Those who have not completed annual Declaration of Interest form need to do so as it is part of good governance.	✓ Document distributed during meeting and outstanding form was completed	JSCH	22/05/15
b. Chair requested all Board Members to declare any conflict of interest with today's agenda items	✓ No conflict of interest was declared		

AGENDA ITEM 3

TITLE: MATTERS ARISING NOT ON AGENDA

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
Matters arising not on agenda			
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.	✓ 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	December 2015
b. School Games Update – Brief overview was provided by MSP informing members that the Summer School Games is on track operational and it builds on the excellent delivery of the Winter Games back in March 2015. It was noted however, that a real challenge for the event is when schools cancel on the day due to a number of valid reasons – this is out of our control. ST wrote to GW thanking him for his time as Chair of the LOC as requested by the MSP Board.	✓ MSP Board supported the election of the New Merseyside School Games Operational Group chair is David Sweeny ✓ Board Members to be invited as VIP at Summer Games held 3 rd July 2015, Wavertree Sports Complex	To note MSP	N/A Before 15th June 2015
c. School Games Organiser Networks – Board Member DB shared that in a recent audit undertaken by YST from the school games portal, St. Helens are in the top 10%. Only individual SGO areas have been informed due to the confidential nature.	✓ To note only		
d. Satellite Club Programme – CD gave comprehensive verbal update on progress for Board Members. The key points were:- ✓ 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.	✓ To provide 6 local area picture highlighting the position and type of club on each type of site ✓ To undertake 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. IE is the school host attracting CYP from its on school only?	CD/JP CD/JP	Before 17th July 2015 Sept 2015

<ul style="list-style-type: none"> ✓ Approx. 1200 participants, 21 female specific clubs, 4 inclusive 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. ✓ All school engaged within Knowsley 			
<p>Key points of clarification from Board Members included:</p>			
<ul style="list-style-type: none"> ✓ RO how have you engaged with head teachers to advocate? Response – through Head Teachers Associations, Access to School Forum, Business Manager Forums, Direct and through Education Advisors, Partnership approaches between, education / leisure and other school personnel where they exist. ✓ PJ are we working with new schools in Liverpool yet? Response - Yes where they are ready to participate ✓ DB informed Board Members that St Helens have 9 schools, clubs set up in 7 of its Secondary Schools. They have had challenges regarding the wide spread of where the pupils live; once they are home they don't want to travel back to school site. ✓ DB how does this differ from Sportivate if not on school site. Response - The difference is around new sustainable clubs not just sports sessions for a young people in the community. ✓ JS – The occupancy survey has given MSP significant data and information which has been turned into insight to determine the supply and demands to implement the programme effectively and to maximise the growth participation and sustainability. BB has the programme gone into weekends? Response yes Saturday and Sunday is included in the survey. ✓ DB what are the numbers for sustained clubs? Response 27 clubs sustained beyond the 20 weeks. 			
<p>E Workplace Challenge – JL gave a comprehensive verbal update to Board Members. The key points were:-</p>	<ul style="list-style-type: none"> ✓ To distribute workplace challenge update 	<p>JL</p>	<p>1st July 2015</p>
<ul style="list-style-type: none"> ✓ Workplace Challenge is part of our Workplace Offer, 39/45 CSPs have signed up to the Work Place Challenge ✓ Currently we have 58 businesses signed up which includes LA departments , Sainsburys, Asda, Speedy Hire. ✓ Working with Matalan, who approached the National lead for the WPC , they have over 2000 staff on site, and as part of the working offer we have linked with specific corporate packages including Knowsley Council , who have offered to bring along their health advisors to deliver health assessments .. Run England are looking at running routes , and providing leaders to deliver running sessions . Matalan have carried out a survey to all their staff to ascertain what the staff would like to access. . Matalan provided geographical information on all staff to identify the most appropriate information based on where they live .. ✓ Also linked with Liverpool & Sefton Chamber of Commerce and Merseytravel, advising what the offer should look like for particular businesses. ✓ NGBs really coming on board, tailoring their offers to what business want. ✓ Currently working on the website, to link activity logged by individuals and specific events and activities Close relationship with Health at Work, they are opening doors to businesses we wouldn't necessarily get into. ✓ Meeting Public Health England who have their own work place offer to ensure we are supporting this and linking the two offers together . ✓ Part of the wider Work place offer – working with Liverpool university who have pool time and are working with ASA and the Royal Liverpool Hospital to utilise their down time. 	<ul style="list-style-type: none"> ✓ Board Members acknowledged the new staff and recognised this capacity will make a huge difference to the existing team. 	<p>To note</p>	
<p>G Staff Recruitment – JS gave Board Members an update on the recent recruitment and selection of MSP core staff. They were:-</p>			
<ul style="list-style-type: none"> ✓ 6 posts advertised with 288 applications submitted ✓ Variety of applicants from a wide range of backgrounds and experiences ✓ Successfully appointed 4 of the roles – 2 insight, 1 marketing 			

<p>and events and 1 business improvement. Summary of post holder provided to Board Members</p> <ul style="list-style-type: none"> ✓ Re advertising for 2 going post – sport and physical activity officers 			
<p>F Partnership Satisfaction – Kchu distributed the draft partnership satisfaction survey he had produced then proceeded to talk Board Members through the key points of success and areas of Improvement. Points to note are:-</p> <ul style="list-style-type: none"> ✓ Consistent methodology on how MSP use the NET PROMOTOR SCORE to enable us to improve. ✓ Surveying 120 people rather than 60 will have an impact on the results. ST 88% is still an excellent result. ✓ 5 to 10% is considered good for a company of our size. ✓ PJ the passive figures are decreasing which is good as it shows that people think they understand what MSP do and are able to make up their minds. ✓ PJ the detractors are highlighting marketing, insight/researchers and we have already recognised this by recruiting 6 members of staff in these specialist areas. RO good to show people we have listened. ✓ BB volunteer figures are good, more opportunities, more people engaged. 	<ul style="list-style-type: none"> ✓ ST thanks to Kenny for an excellent report and agreed to retain reports methodology and format ✓ Executive summary giving synopsis with a set of recommendations / actions of this is what we are going to do about it' to include in the document which will support MSP improvement plan. 	<p>KCh</p> <p>JS</p>	<p>N/A</p> <p>31st July 2015</p>

AGENDA ITEM 4

TITLE: GOVERNANCE FRAMEWORK REFRESH

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
<p>a. Governance Framework refresh – JS guiding Board Members through the distributed draft document. The key points were:-</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"> ✓ 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 <p>This framework has gone through a number of iterations following the feedback, advice and guidance from the below:-</p> <ul style="list-style-type: none"> ✓ Research from a selection of hosted and independence County Sports Partnership across England ✓ Research from a selection of public and voluntary sector organisations across England ✓ Merseyside Sports Partnership Advisory Board meeting of 22nd May 2015 – discussion and feedback recorded 	<ul style="list-style-type: none"> ✓ Amend document based on valuable feedback from MSPAB – week commencing 1st June 2015 ✓ Editing support from Kathy Allen – LCC ✓ Advice and guidance from Denise Tipping – LJMU Governance Manager ✓ MSP Executive Directors group meeting 4th June 2015 ✓ Final draft to be distributed to Board Members for feedback – 9th June 2015 ✓ Conference call with Sport England strategic lead to gain feedback 10th June 2015 ✓ Feedback considered by MSP Executive Directors group electronically week commencing 15th June 2015 ✓ Final distribution of Governance Framework distributed to Board Members week commencing 22nd June 2015 ✓ Governance Framework up loaded on www.merseysidesport.com to support recruitment process of new Chair and Board Members 	<p>JS</p>	<p>June 2015</p>
<p>b. Recruitment Pack for MSP Board Chair and Board Members</p> <p>JS distributed a paper outlining the structure of the recruitment pack covering:-</p> <ul style="list-style-type: none"> ✓ Advertisement ✓ Background information to MSP – link to Governance Framework ✓ Understanding Merseyside ✓ Success and achievements ✓ Challenges and opportunities ✓ Recruitment details <ul style="list-style-type: none"> ○ Job description ○ Person specification ○ Application form ○ Skills matrix ○ Equity data request ○ Conflict of interest request 	<ul style="list-style-type: none"> ✓ To produce and circulate the recruitment pack for feedback and sign off ✓ Commencing promotion / recruitment / selection ✓ RO thanked Jean for the good job of pulling together the document. 	<p>JS</p> <p>JS/HB</p> <p>Noted</p>	<p>June 2015</p> <p>July – Sept 2015</p>

<ul style="list-style-type: none"> ○ Links to relevant information ○ Submission details <p>Points raised by Board Members include:-</p> <ul style="list-style-type: none"> ✓ Recruiting at the same time for both Chair and Board Member, if someone isn't successful as chair you have lost them as potential board member. ✓ Potential seven new board members. ✓ Where will it be advertised? Needs to be locally advertised. There are specific sites to advertise for board members, plus through our usual networks. ✓ a CV template so you don't get pages from one and lines from another ✓ Include references and subject to DSB checks ✓ Aware these are non-executive voluntary positions ✓ Rather than work or live in Merseyside they could have demonstrable strong links with Merseyside. 	<ul style="list-style-type: none"> ✓ To note when populating the recruitment pack 	JS	
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AGENDA ITEM 5

TITLE: AOB

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
<p>A PM how are the apprentices getting on?</p> <ul style="list-style-type: none"> ✓ Matthew Daly passed his Level 3 NVQ in November 2014 and Lauren passed her L2 NVQ in March 2015. There contracts come to an end in June 2015. 	<ul style="list-style-type: none"> ✓ Board Members noted 		

AGENDA ITEM 6

TITLE: FUTURE DATES FOR DIARY

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
<p style="text-align: center;">Future date and venue</p> <p style="text-align: center;">MSP Board Meeting</p> <p style="text-align: center;">Date and Venue of next meetings:</p> <ul style="list-style-type: none"> • Friday 18th September 2015 9.30 till 12.30 followed by light lunch • Friday 4th December 2015 9.30 till 12.30 followed by light lunch <p style="text-align: center;">Merseyside Sports Partnership, Unit 1 Dakota Business Park, Skyhawk Avenue, Garston L19 2QR</p> <p>ST closed the meeting by offering thanks to all for a productive meeting.</p>		ALL	