



Merseyside Sports Partnership Board

MEETING DATE / HOST VENUE	Friday 17 th May 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); John Bell (Vice 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);
APOLOGIES	Leah Singleton (representing NGB's); Gerry Kinsella (Social Enterprises); Dave Southern (representing NGB's); Pam Jervis (FE advisor);
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. ST apologised for missing the last meeting, it was the first time in 10 years that he has been absent! c. MSPB agreed the action notes from previous meeting.	Agreed as true representation		

AGENDA ITEM 2

TITLE: CONFLICT OF INTEREST

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
a. ST asked Board Members to declare any conflict of interests.	Nothing declared.		

AGENDA ITEM 3

TITLE: MATTERS ARISING / ACTIONS FROM PREVIOUS MEETING

DISCUSSION	OUTCOME / ACTION	WHO	Deadline
1. Greenbank Charity Dinner - JB asked if anyone had feedback on how the Dinner went. No members of MSPB had heard anything regarding the event.	To gain feedback	JS	SEPT 13
2. Gift Aid for Clubs - DB informed the Board that he has now had confirmation that the proposal for clubs to claim gift aid is actually illegal so no further action will be taken regarding this process.	To note	ALL	
3. Customer Satisfaction results JS confirmed MSP team have started to follow up the 'detractor' comments from the survey to support areas of improvement, however, some of comments was aimed at the North West CSPs not necessarily MSP. An example of this is England Hockey who have confirmed they are satisfied with MSP. Equestrian had also made some negative comments; those were addressed by inviting Keith Hackett into MSP to speak to JS and the development managers. He has some really good ideas but again his frustrations are with a number of area including: NGB not prioritising Merseyside, planning issues etc and not with MSP. MSP can and will support him were possible.	To continue to follow up	JS	SEPT 13
Board recognised the net provider score is not ideal and is under review.	Review process	JS	SEPT 13
4. Staff Engagement and Satisfaction Results JS gave an overview of the results, which were really positive. Out of 12 staff 11 completed the survey with 1 being on holiday. Results have been discussed at team meeting, they hi-lighted the need for a notice board in the office and the need for 'away from the office' training day for the team as this has not happened for almost 4 years. ST stressed this needed to be rectified. JB asked the Board if they thought the result would have been as high had the team still be at LJM. It was agreed this was unlikely and the current venue met the team's needs far more than LJM.	Include results with action notes	JSCH	JULY 2013
	Plan staff away day	JS	AUTUMN 2013

<p>5. Board Development Day discussion:</p> <p>Comprehensive discussion took place amongst Board Members to the potential purpose of the conference and who would be the target audience. In particular point raised included:-</p> <p>JS and ST have had discussions around this, it is 8 years since there was a county wide, sport and education day and both feel it's time to do it again, including health this time. It would be a good platform for information sharing, celebrating achievements and building on them.</p> <p>ST- The government announcement regarding Primary Link funding will create lots of discussion.</p> <p>JS - Highlighted that Dr William Bird is being very well received at conferences at the moment and could be considered for this event.</p> <p>MSPB - Agreed it would take time to organise, there is no funding therefore a contribution will be required from delegates. The Board agreed that they all need to contribute and make this happen; it can't be left to MSP.</p> <p>JS – Will try and secure a sponsor for the event.</p> <p>JT – Length of event important as people no longer have the luxury of a full day away from workplace.</p> <p>BB – Could it form part of local authority Health & Wellbeing programmes.</p> <p>ST – Need to try and understand GPs and what their priorities are.</p> <p>DB – Suggested October / November 2013 to catch people before 2014/15 budgets are set.</p> <p>JS – MSP have the Sporting Champions Dinner in November so would not have the capacity to organise the event. Perhaps March-May next year could work.</p> <p>ST – It would not be a money making event so no concern over securing contracts.</p> <p>ST – Don't let the right time for public health be the driving force. However, this week there was a European Obesity Conference at the Echo Arena so it is high on their radar.</p> <p>Following lengthy discussions it was agreed that Board members should consider everything that was discussed and feedback at the next meeting to produce a plan and a timescale. Working Group to oversee the event – JS, ST, JB, JT & DB</p>	<p>Coordinate meeting of task group</p>	<p>JS</p>	<p>SUMMER</p>
<p>6. St Helens and Greenbank Academy Satellite Club Pilot</p> <p>DB (St.Helens) - A delay in submitting application to Sport England due to capacity within the team, however, plan submitted and await confirmation of funding.</p> <p>JS – (Greenbank) – An application plan has been submitted to Sport England to the value of £28,720 to develop satellite clubs and opportunities for disabled people.</p>	<p>No Action required</p> <p>No Action required</p>		
<p>7. HE Advisor</p> <p>JS – A number of people have been identified but as yet no decision has been made as to who is most suitable.</p>	<p>To follow up</p>	<p>JS</p>	<p>20TH SEPT 2013</p>
<p>8. Coach Education</p> <p>DB – St Helens are running at least 2 per month, 500 / 600 per year with people coming from all over. There is funding for sports specific community training however the training is not out there as people have not been able to afford it so there is no demand. Now looking at NGBs to provide the training. ST asked if there was a list of the course, yes on St Helens website and SCUUK website. The details of now St Helens work have been shared with other local authorities in the past but they are not as pro-active.</p>	<p>No action required</p>		
<p>9. Skills & Experience Audit of Board Members</p> <p>Board members as part of an annual review and up date are requested to complete skills and experience audit. In addition to this the Chair would like to meet board members individually to identify skills, ideas, what they can offer to board. These meetings will take place over the next couple of months.</p>	<p>To update skills audit 1:1 meetings with members</p>	<p>ALL ST</p>	<p>SEPT 13 Ongoing</p>
<p>10. School Games Operational Group</p> <p>In light of reviewing the strategic group for education-community action group, ST invited SR to update members on the progress to date in regards to both the winter and summer school games L3 festivals 2013. SR informed members of:-</p> <ul style="list-style-type: none"> • Winter festival was cancelled due to adverse weather conditions, however, all sports events had been re-scheduled, with all but 1 event has now taken place. • The summer event takes place on Friday 5th July. The Operational Group have worked efficiently within budget to organise the events and have ironed out any challenges. It has been highlighted several times that storage is a big problem for these events. 	<p>Thanks to operational group from mspb</p>	<p>SR</p>	

<p>11. Primary School Premium - ST – Legacy announcement on school sport with approx £9000.00 per school. Whilst this is welcomed it is not a significant amount. ST distributed document that had been issued to all Liverpool primary schools detailing the 3 levels of LSSP membership being offered.</p> <ul style="list-style-type: none"> • JS pointed out that it is not the role of CSPs to contact schools and tell them how to spend the money. Wirral are looking to bring together what is offered by the LEA and the coaching side to provide a combined offer. • DB raised the point that schools had stated there were lots of elements that are already within the school games organiser task list. ST, the aim is to merge the school money with funding LSSP already has to provide an improved service. 	<p>update on school buy in</p> <p>Update required at next meeting locally and nationally</p>	<p>ST</p> <p>JS/ALL</p>	<p>20TH SEPT 2013</p> <p>20TH SEPT 13</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> <hr/> <p>2. Risk Management</p> <p>JS presented the updated risk register for the period February – May 2013 with all hyperlinks added to processes that provide the evidence in more detail of the control measures to each of the identified risks. In particular JS highlighted those risks following control measure that maybe a challenge to MSPb and the Core Team staff, they included:-</p> <ul style="list-style-type: none"> • Business continuity post 2017 • Changing landscape of delivery partners • Various quality of delivery partners due to financial challenges and staffing shortages. 	<p>No new areas raised at this moment in time</p> <p>Board approved risk register this period.</p> <p>Updated risk register for next meeting in line with policy</p>	<p>JS</p>	<p>SEPT 13</p>

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> <ul style="list-style-type: none"> • 2.1.1 Governance and Process Audit - SE identify 6 CSPs a year to audit, MSP is expected during 2013, awaiting confirmation • 2.1.2 Standards – ST, MSPB would like to thank Julie Leasor for her work Equality Standard work and to Andrew Wileman for his work to ensure MSP maintained the Child Welfare advanced standard. • 2.1.3 Board Members Recruitment and Skills Analysis - Need to nurture and build relationships with MPs who attend events to create county sports champions. <ul style="list-style-type: none"> ○ DB - target all 3 parties and get good geographical spread. ○ ST – Steven Twigg is an obvious person to contact ○ DB – Should there be an MP on the MSPB, it was suggested that John Pugh, former Chair of Leisure at Sefton could be a good choice. • 2.1.7 Sportivate Additional Funding – Further details to be distributed once more detail is available. <p>2.2 Performance Monitoring – Successful achieve GREEN status overall with all 9 Governance and 6 delivery programmes all achieved. MSP are one of only 10 CSPs that are green overall. The hard work of the team and the partnership should be recognised.</p> <p>MSPB recognised the achievements of MSP and agreed the document</p> <ul style="list-style-type: none"> • 2.3 Finance & HR – ST, there is currently a review of the MSP Directors salary taking place. A statement will be issued but the review is because the Director is currently being paid less than other directors. <p>MSPB thanked JS and MSP Core Team and endorsed recommendations</p>	<p>Confirm date</p> <p>Recruit MP champions and political support</p>	<p>JS</p> <p>JS/ST</p>	<p>JULY 13</p> <p>ONGOING</p>
<p>2. Workforce</p> <p>JB – Presented report and highlighted:-</p> <ul style="list-style-type: none"> • Still a desire to create a virtual network with workshops, perhaps working with St Helens etc. • NGBs continue to highlight the lack of funding as an issue although it does sit in each local authority. • Thanked and recognised the work of Calum Donnelly and Julie Leasor. 			
<p>3. Education and Community</p> <p>No comments in addition to the report</p>			
<p>4. Physical Activity</p> <p>No comments in addition to the report</p>			

AGENDA ITEM 5

TITLE: STRATEGIC OVERVIEW OF NATIONAL GOVERNING BODIES OF SPORT

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
<p>1. Calum Donnelly joined the meeting to present the strategic overview of NGBs, including satellite clubs programme and highlighted:-</p> <ul style="list-style-type: none"> • Not all NGBs have confirmed their whole sport plan • It is not a tool for ranking the NGBs but a visual aid to how they should be prioritised. A whole host of information has been used to produce the table and sports will move up and down the list as an when changes are made to the information. 			

<ul style="list-style-type: none"> Active Places Power – has a health warning as some data inaccurate. Local authorities will be asked to check the information. <p>2. The presentation was extremely well received by MSPB who thought it was a brilliant piece of work. There was lots of discussion around the content and its possible uses. They asked the following:-</p> <ul style="list-style-type: none"> JB – Is there a match between those able to deliver and latent demand. CD confirmed Active People survey was used to establish latent demand. JS – Cycling was green then a change in priorities meant it fell below gymnastics. However cycling is a sport that could help improve the active people results. Swimming is similar. However sometimes club use takes up so much pool time it hinders participation. ST – Really need to encourage NGBs to work in Merseyside. DB – Suggested adding threshold labels between the colours. DB – Suggested speaking to Liverpool GIS team to see if they can help with cross boundary issues etc. CD – Confirmed the FA want to work in Merseyside but there are some facility issues with LCC. MSPB agreed they were one of the top NGBs and would welcome this. <p>MSPB thanked Calum for a great presentation</p>	add threshold labels	CD	26 TH JULY 2013
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AGENDA ITEM 6

TITLE: AOB

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
<p>1. RTC Bootcamps JS gave an overview of an email complaint which was received from RTC Bootcamps with all MSPB members being copied in. A full investigation, following LCC guidelines, has taken place. This included a conversation with the complainant, the 2 named members of MSP staff being interviewed and a full report being produced. The issue was discussed in the core team meeting and a disclaimer has been added to the MSP website.</p> <p>JB / ST acknowledged that the investigation carried out by Kerry Stewart and the subsequent report produced was thorough, fair and of a very high standard</p>	No further action required		

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>2. Future date and venue</p> <p>Date and Venue of next meetings: Friday 20th September 2013</p> <p>ST closed the meeting by offering thanks to all for a productive meeting.</p>	TO ATTEND IF POSSIBLE	ALL	