



MSP Board Meeting **Action Notes**

Date & Time	18th April - 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) (Vice Chair) (Sport Expert); Ron Odunaiya* (RO) (Local Government Expert – Host Authority); Liz Farrington (LF) (Public Health Expert); Cllr Wendy Simons (WS) (Political Expert)
MSP Team Members	Brendan McCrudden (BMcC) (Business Improvement Officer); Kerry Stewart (KS) (Interim Director); Andrew Wileman (AW) (Strategic Lead for Adults and Workforce); Calum Donnelly (CD) (Strategic Lead for Children and Young People)
Guests In attendance	
Apologies	Sion Williams (SW) (Marketing Expert); Sue Wilkinson (SWK) (Physical Education Expert); Tom Smith (TS) (Sport Expert); Liam Corcoran (LC) **Co-opted from CYP Strategic Group (Youth & Community Expert);
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			
	a. Welcome, apologies and introduction	CJ welcomed the board and noted apologies for this meeting. Apologies from SW, TS, SW & LC.	CJ	
	b. Matters arising from last meeting – Action Log	Outcome: The board acknowledged the minutes from previous board meeting.		

	Headlines from Discussion	Outcome / Actions	Who	Deadline
2	Declarations of interest			
	Declarations of Interest	Outcome: No declarations of interest made by BMs.	All	N/A



	Headlines from Discussion	Outcome / Actions	Who	Deadline
3	Governance Arrangements			
	a. Board Members Review (term of office, one to one review) – Update	<p>Outcome: A board members review was undertaken by CJ. BMs have agreed to a second term.</p> <p>Action: KS to explore alternative options for BMs to participate in board meetings (i.e. Skype).</p> <p>Challenge: Numbers attending board meetings was raised by RO. CJ advised BMs contributions are not just contained within the board meetings. BMs can be effective outside of board meetings as advocates and strategically network with partners, to provide opportunities of dialogue with senior staff within larger organisations.</p>	<p>CJ</p> <p>KS</p> <p>BMs</p>	<p>N/A</p> <p>18th Jul 19</p> <p>Ongoing</p>
	b. Round Table Meeting Outcomes c. MSP Improvement Areas	<p>Outcome: Positive meeting with Sport England. An improvement plan will be set in place to mitigate the areas going forward.</p> <p>The priorities in the next 12 months are:</p> <ul style="list-style-type: none"> • Recruitment of new Director, MSP • Share learning of lower seg work with Sport England • Continue to development our Workplace Offer and share with other Active Partnerships • Develop Impact Model and work with Liverpool City Council to • Pilot in two Liverpool wards • Test Impact Model with another Active Partnership 	<p>KS</p>	<p>N/A</p>



	<p>Tina Pilkington has offered to help MSP further their relationships with local stakeholders and partners. She will also assist in stakeholder mapping.</p> <p>Action: CJ to provide insight about different models for collaborative leadership to KS.</p> <p>Action: KS to set meeting with Graham Sinnot with CJ with regards to discussing the Impact Model.</p> <p>Action: Condense the actions given from Sport England’s roundtable meeting into 3 or 4 talking points and put in a one document and present to Sport England.</p> <p>Challenge: CJ challenged the development of the tool (Impact Model) and that shouldn’t matter how it’s being done (i.e. sourced through university, consultants or internally) it should be the best tool. We need to be clear about the process, outcomes, skills with Sport England and get their support.</p> <p>What is the benefit of collaborative leadership, why is it pushed, who is pushing it? These are questions raised by BMs. MSP Need to understand and articulate the difference of partnership and collaborative leadership.</p> <p>CJ explained to the BMs that the model needs to be interrogated by someone externally.</p> <p>BMs challenged the MSP and the board to build a better relationship with Sport England.</p>	<p>CJ</p> <p>KS</p> <p>KS</p> <p>CJ</p> <p>BMs</p>	<p>18th Jul 19</p> <p>18th Jul 19</p> <p>18th Jul 19</p> <p>N/A</p> <p>N/A</p>
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	<p>d. Daily Mile Coordinator Update</p>	<p>Outcome: CD gave an update to the BMs about the Daily Mile Coordinator position and progress on the work undertaken.</p> <p>Key Points:</p> <ul style="list-style-type: none"> • Six months into the programme recruited a new Daily Mile Coordinator – Grace Perry. • Schools are starting to take up the Daily Mile. • Next phase is to work with Sport England and Grace to deliver amongst schools. 	<p>CD</p>	<p>N/A</p>
	<p>e. Balanced Scorecard (2018-2019 & 2019-2020) – MSP Team and Board</p>	<p>Outcome: CD, KS and CD presented an update on the Balanced Scorecard to the board.</p> <p>Challenge: CJ provided feedback about the Balanced Scorecard with a need to aggregate the scores at a higher level. In effect have a summary score for each section which comprises the Balanced Scorecard.</p> <p>RO suggested creating a toolkit called a ‘health check’ where in his team he has 5 key areas which a ranked on scale to see how the team is tracking and to identify any areas need of improvement. It’s a high level look at an organisation. This could be a toolkit MSP could adopt.</p>	<p>CD, KS, AW</p> <p>CJ</p> <p>RO</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>
	<p>f. Financial Report (2018-19 & 2019-2020)</p>	<p>Outcome: KS presented the board 2018-19, 2019-2020 Financial Reports.</p>	<p>KS</p>	<p>N/A</p>



		<p>The key points from this update are;</p> <ul style="list-style-type: none"> • Sport England funding will increase in the current financial year due to the Daily Mile Funding. • MSP has increased reserves in the 2018/19 financial year as a result of income absorbed from staff attrition. • The forecast for 2019-2020 is that we will receive less Sport England money by 7.45%. <p>Action: KS to develop a business case for investing monies into MSP programmes and products.</p> <p>Challenge: The question was brought to the BMs about using a percentage of money from our budget and invest in and scale up; training & development or CYP and Adult programmes and products. BMs suggested to KS to develop a business case and circulate to the board.</p>	<p>KS</p> <p>18th Jul 19</p> <p>BMs</p> <p>N/A</p>
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	Headlines from Discussion	Outcome / Actions	Who	Deadline
4	Permanent Director Recruitment and Selection			
	<p>a. Update on timeline and LCC Process b. Stakeholder Interview Process c. Interview Process (Presentation, Interview Questions)</p>	Confidential Item.	BMs	N/A



c. Smokefree Sidelines	<p>KS updated the board about Smokefree Sidelines, key points of note are:</p> <ul style="list-style-type: none"> • Invitation accepted by KS to sit on a Steering Group working with the FA and Liverpool County FA. There is no current ban on smoking whilst attending youth football. • There will be a marketing campaign with club involvement. • LJMU are evaluating the impact. • There is scope for scaling across the Liverpool City Region. • MSP has been asked to assist with the identification of potential other borough areas and other sports. 	KS	N/A
d. Health and Care Prevention Board	<p>KS updated the board about the Health and Care Prevention Board, key points of note are;</p> <ul style="list-style-type: none"> • The Health and Care Prevention Board submitted a 12 month funding bid. The board recognises physical activity attributes to their outcomes. • Active Cheshire and MSP will have a 'spot light' and the opportunity to look at the System Transformation Fund 2019/2020. • Adopting the Greater Manchester on the move model, Active Cheshire and MSP to develop a shared stakeholder strategy, communication and engagement plan to engage and inspire local populations to be more active. • Committed funding for <u>£60,000</u> towards physical activity. 	KS	N/A
e. Active Partnerships	<p>AW updated the board CSPN has changed their name to Active Partnerships. AW updated the board with regards to CSPN name and branding change MSP is now one of '43 Active Partnerships'</p>	AW	N/A



		and we now refer to the 'Active Partnerships National Team'.		
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	Headlines from Discussion	Outcome / Actions	Who	Deadline
5	Date of next meeting			
	Date of next meeting	The next board meeting is 18 th July 2019 – 09:00am arrival for a 09:30am start until a 12pm finish. The venue is the MSP office.		