



MSP Board Meeting

Action Notes

Date & Time	17 th October - 09:30am – 12:30pm
Venue	Firefit – 115 Upper Warwick St, Toxteth, Liverpool L8 8HD.
Board Members (BM's) Attendees	Cameron Jones* (CJ) (Chair); Mark Coups* (MC) (Vice Chair); (Sport Expert); Ron Odunaiya* (RO) (Local Government Expert – Host Authority); Sue Wilkinson (SWK) (Physical Education Expert); Tom Smith (TS) (Sport Expert); Liam Corcoran (LC) Co-opted Member (Youth & Community Expert).
MSP Team Members	Tom Douglas (TD) (MSP Director); Brendan McCrudden (BMcC) (Business Improvement Officer); Kerry Stewart (KS) (Strategic Lead for Business Improvement); Calum Donnelly (CD) (Strategic Lead for Children and Young People).
Guests in Attendance	
Apologies	Cllr Wendy Simons (WS) (Political Expert); Liz Farrington (LF) (Public Health Expert); Sion Williams (SW) (Marketing Expert); Andrew Wileman (AW) (Strategic Lead for Adults).
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	<p>CJ welcomed the BMs, MSP Team and noted apologies.</p> <p>Apologies noted from: WS, LF, SW, AW</p> <p>CJ emphasised this meeting is very important to pause, reflect and to move forward as a board and organisation.</p>	CJ	
	b. Matters arising from last meeting – Action Log	<p>The Board acknowledged the action notes from the previous board meeting and reviewed actions which are still ongoing.</p> <p>Action: TD to align the actions in the action log to MSPs strategic headings.</p>	CJ TD	16th JAN 20



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2	Declarations of interest			
	Declarations of Interest	Outcome: No declarations of interest made by BMs.	All	N/A

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3	Governance Arrangements			
	a. MSP Management of Risk Strategy	<p>Outcome: The BMs reviewed and approved the MSP Management of Risk Strategy.</p> <p>Challenge: BMs provided feedback about the length of period to review this policy, as 6 months may be too long due to the rapidly changing nature of external factors (legislative, political or otherwise).</p> <p>BMs felt a 3-month period would be more suitable, BMs asked who is responsible for reviewing risk and mitigation. The Compliance and Scrutiny Group (CSG) reviews items such as these.</p> <p>CJ broke down the key elements of risk to address as an organisation.</p> <ul style="list-style-type: none"> • a risk assessment • a risk management plan and • an attitude and appetite for risk which is bedded in the mind-set and culture 	<p>BMs</p> <p>BMs</p> <p>CJ</p>	

		<p>Outcome: Leadership Team to establish a new agenda item (risk) to be discussed as part of their weekly team meetings.</p> <p>Action: Meetings to be set up in line with governance requirements for CSG.</p>	<p>LT</p> <p>TD</p>	<p>Ongoing</p> <p>31st DEC 19</p>
	<p>b. MSP Balanced Scorecard</p>	<p>KS and CD updated the BMs with the progress of the Balanced Scorecard.</p> <p> MSP Balanced Scorecard 2017-2022</p> <p>Outcome: Key point to take away;</p> <ul style="list-style-type: none"> The Staff Satisfaction Survey results have been reviewed and averaged a NPS score of 7 with no detractors, staff morale up and scored very good in the Quest assessment. <p>Action: MC asked for more clarification about Staff Satisfaction Survey with regards to the detail (comments and narrative in the survey) and whether the team collects and reviews the results. MC will contact AW for detail about Staff Satisfaction Survey.</p> <p>Action: The BMs felt there were too many Key Performance Indicators (KPI) that were presented from the MSP Balanced Scorecard. Leadership Team to review the framework of the MSP Balanced Scorecard and make suggested amendments of KPIs.</p>	<p>MC</p> <p>LT</p>	<p>16th JAN 20</p> <p>16th JAN 20</p>
	<p>c. Function Update</p>	<p>KS, CD and TD (on behalf of AW) provided an update on each team's highlights and opportunities. (double click on icons below for updates)</p> <p>  </p> <p>BIF Function Update.docx Adult Function Update (October 20) CYP Function Update.docx</p>		


		<p>Action: Following the function update BMs asked for the Leadership Team to develop a strategic stakeholder map and present at the next board meeting.</p> <p>Challenge: The BMs recognise Children & Young Peoples (CYP) team’s achievement in winning Mind Regional Network Tender. It was put to the team to make sure there is a communication strategy for announcing and promoting new programmes.</p> <p>Challenge: CJ addressed the board and team about some key questions to reflect upon with regards to funded programmes.</p> <ul style="list-style-type: none"> • Do we aim for one off funding or continual funding? • What are the funding opportunities relative to the size and number? • Look at case studies and determine what is a repeatable model? • Are we approaching funding strategically or tactically? <p>Action: Leadership to review key questions with regards to funded programmes and to present to BMs next board meeting with responses to the key questions.</p> <p>Challenge: CJ believes MSP should stop our involvement with the Beat the Street programme as its taking too long. RO also raised the concern about the long term financial sustainability of the programme.</p> <p>Action: CD to reach out to Liverpool City Council (LCC) staff Jenny Ewels and Jill Summers with regards to sharing of information about the Violence Reduction Unit.</p>	<p>KS,CD,AW, TD</p> <p>CJ</p> <p>LT</p> <p>CJ & RO</p> <p>CD</p>	<p>16th JAN 20</p> <p>16th JAN 20</p> <p>30th NOV 19</p>
	<p>d. MSP Board Balanced Scorecard</p>	<p>TD presented the MSP Board Balanced Scorecard.</p> <p> MSP Board Balanced Scorecard</p>		




	<p>Outcome: BMs reviewed and approved the MSP Board Balanced Scorecard.</p> <p>Action: BMcC to send skills matrix template to the BMs and BMs to return skills matrix template to BMcC</p> <p>Action: MSP team to connect with BMs on priority areas and projects.</p> <p>Action: TD to set up meeting with WS about the political landscape.</p> <p>Action: DW & AW to update BM's about Active Workplaces at the next meeting.</p> <p>Action: Leadership Team to look at opportunities to secure unrestricted funding.</p> <p>Action: TD to send monthly update to board about the network.</p> <p>Action: HB to connect with LCC staff Camilla Mankabady about communication strategy advice.</p> <p>Challenge: BMs suggested the team should continue to raise awareness of MSP's success through a communication strategy as well as using platforms like social media.</p>	<p>BMs</p> <p>BMcC / BMs</p> <p>Core Team</p> <p>TD</p> <p>DW & AW</p> <p>KS,AW,CD, TD</p> <p>TD</p> <p>HB</p> <p>BMs</p>	<p>30th NOV 19</p> <p>30th NOV 19</p> <p>16th JAN 20</p> <p>16th JAN 20</p> <p>16th JAN 20</p> <p>16th JAN 20</p> <p>Ongoing</p> <p>30th NOV 19</p>
e. Financial Update	KS presented the finances to the board and they were reviewed and approved.	KS	



	<p>f. Policies – Safeguarding; Equality, Diversity and Inclusion</p>	<p>TD presented the policies to the board for review and approval. TD highlighted that the policy had minor changes which included the removal of the Foundation. TD asked for a volunteer to be the Equality, Diversity and Inclusion Champion. CJ advocated LF as a potential champion.</p> <p>Action: TD to ask LF to be Equality, Diversity and Inclusion Champion.</p> <p>Challenge: CJ challenged the team to have a think to be more inclusive when writing documents as we all have an unconscious bias. SWK suggested utilising ambassadors to advocate the message of inclusivity.</p>	<p>TD CJ & SWK</p>	<p>30th NOV 19</p>
	<p>g. External Board Evaluation Requirement to comply with Sport England Tier 3 Governance</p>	<p>TD advised the BMs that as a requirement of Sport England’s Tier 3 Governance, an external evaluation of the board must be undertaken by the end of March 2021.</p> <p>Active Partnerships recommended a company called Campbell Tickell. The evaluation is £5,400.</p> <p>Challenge: BMs felt this cost of was too high due to our current financial struggles. SWK has recent experience with an external evaluation. BMs agreed that they need to create a guide with criteria that’s fit for purpose, which an external company could review.</p> <p>Action: TD to connect with SWK and MC for recommendation and companies to tender.</p> <p>Action: Set a topic on the next agenda to scope a brief for external board evaluation.</p>	<p>TD BMs TD TD</p>	<p> 16th JAN 20 16th JAN 20</p>

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4	Directors Update			
	Director's Update	<p>TD presented his key findings to the board from first two months in role including why we have chosen our priorities.</p> <p> Directors Update.pptx</p> <p>Action: TD to bring a feasibility report at the next board meeting about the relationship with MSP and The Foundation so BMs can make a decision about organisational structure.</p>	TD	16 th JAN 20

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5	Our 7 Priorities			
	a. Check and Challenge from Board - are they the right 7 priorities? Any input on next steps?	<p>TD presented the 7 priorities identified by the Leadership Team.</p> <p> MSP 7 Priorities 2019.docx</p> <p>Challenge: The BM's challenged TD and Leadership Team to reflect on which priorities are tactical, strategic and important. Feedback from the board is there</p>	BMs	



	are too many priorities and it may help to review and focus on up to three. CJ emphasised that the main priority for MSP right now is cash flow and to find the quick wins. CJ believes we are a future fit agile organisation.		
b. Board Involvement – individual and collective support from Board Members	<p>TD and the BMs discussed individual and collective support which BMs can provide to the core team.</p> <p>No roles and support were agreed.</p> <p>Action: TD to discuss with core team what individual and collective support is required from the board and TD to present at the next board meeting the outcome from that discussion.</p>	TD	16 th JAN 20

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9	Any Other Business			
	a. Discussion for keeping or changing start time for future board meetings.	<p>This was not discussed due to time constraints.</p> <p>Action: BMcC to send a doodle poll for options of different start times for future board meetings.</p> <p>Action: BMs to choose preferred options on the doodle poll.</p>	<p>BMcC</p> <p>BMs</p>	<p>31st OCT 19</p> <p>30th NOV 19</p>
	b. Results from Survey Monkey regarding frequency of Board Meetings?	This was not discussed due to time constraints.		



	Headlines from Discussion	Outcome / Actions	Who	Deadline
10	Date of Next Meeting			
	Dates of next meetings	16 th January 2020 – Venue TBC – Time TBC		