



MSP Board Meeting

Action Notes

Date & Time	06th February - 09:30am – 12:30pm
Venue	Store First, Liverpool Estuary, Estuary Banks, Speke, Liverpool L24 8QR (9am to 10:30am); MSP Office, Unit 1 Dakota Business Park Skyhawk Avenue Garston L19 2QR (10:30am to 12pm).
Board Members (BM's) Attendees	Cameron Jones* (CJ) (Chair); Mark Coups* (MC) (Vice Chair); (Sport Expert); Sue Wilkinson (SWK) (Physical Education Expert); Tom Smith (TS) (Sport Expert); Liam Corcoran (LC) Co-opted Member (Youth & Community Expert); Liz Farrington (LF) (Public Health Expert); Sion Williams (SW) (Marketing Expert).
MSP Team Members	Tom Douglas (TD) (Director); Brendan McCrudden (BMcC) (Business Improvement Officer); Kerry Stewart (KS) (Strategic Lead for Business Improvement); Calum Donnelly (CD) (Strategic Lead for Sport and Physical Activity - CYP); Danny Woodworth (DW) (Physical Activity and Sport Officer - Adults).
Guests in Attendance	
Apologies	Cllr Wendy Simons (WS) (Political Expert); Andrew Wileman (AW) (Strategic Lead for Adults); Chris Lomas (CL) (Assistant Director – Liverpool City Council)
Compliance & Scrutiny Group	* Denotes the Compliance & Scrutiny Group.
Distribution (internal & external)	www.merseysidesport.com, MSP Team, Sport England; MSP Board.





	Headlines from Discussion	Outcome / Actions	Who	Deadline
1	Confidential Agenda Item			
	Confidential Agenda Item – Board Members Only	<i>Discussed in confidence</i>	All	


	Headlines from Discussion	Outcome / Actions	Who	Deadline
2	Introduction			
	a. Welcome, apologies and introduction	<p>CJ welcomed the BMs, MSP Team and noted apologies.</p> <p>Apologies noted from: Wendy Simon, Andrew Wileman and Chris Lomas.</p> <p>CJ’s term as chair has come at an end. MC proposed CJ continue a second term.</p> <p>Outcome: The board approved MC’s proposal.</p> <p>CJ asked the board for support due to personal and work commitments.</p>	<p>CJ</p> <p>WS, AW, CL</p> <p>All BMs</p>	
	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>Outcome: MC contacted AW as part of his outstanding action.</p>	<p>CJ</p> <p>MC</p>	

<p>C. Ron Odunaiya</p>	<p>The Board acknowledged the sorrow on the passing of Ron Odunaiya as well as his contributions and impact to MSP. CJ, KS and TD attended Ron’s funeral on the behalf of MSP.</p> <p>Outcome: The board agreed to gift £250 as a donation to Wrexham Athletics Club.</p> <p>Action: TD to arrange payment of donation to Wrexham Athletics Club</p>	<p>TD</p>	<p>16th JUL 20</p>
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3	Declarations of interest			
	<p>Declarations of Interest</p>	<p>Outcome: No declarations of interest made by BMs. TD notified the board that he is now a Trustee of Merseyside Sports Foundation.</p>	<p>All</p>	<p>N/A</p>

	Headlines from Discussion	Outcome / Actions	Who	Deadline
4	External Board Evaluation			
	<p>a. To review both proposals and agree which company to use</p>	<p>The Board had reviewed the proposals as part of their pre-read and gave their thoughts about each proposal.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  191028 Counsel quote - Tom Dougla </div> <div style="text-align: center;">  FairPlay Ltd Board Evaluation Proposal </div> </div>		

		<p>Outcome: The board reviewed both proposals and voted for Counsel Ltd.</p> <p>Action: TD to contact both companies about the Board's decision.</p>	TD	End FEB 20
	b. Scope the project and agree proposed dates	<p>TD asked the Board for input about the scope of the project and agreed proposed dates. It was agreed that TD and CJ will discuss the scope of the project and agreed dates with Counsel Limited.</p> <p>Action: TD to arrange a scoping meeting with Counsel Limited with CJ.</p>	TD	16 th MAR 20

	Headlines from Discussion	Outcome / Actions	Who	Deadline
5	Active Workplaces			
	<p>a. Update of Active Workplaces (direction of travel)</p> <p>b. Liverpool Active Workplaces</p> <p>c. Support needed from Board Members</p>	<p>DW presented an update to the Board of Active Workplaces and Liverpool Active Workplaces.</p> <div style="text-align: center;">  <p>Workplace Offer development - MSP</p> </div> <p>Action: DW to send an email to BMs, asking them to send two leads for him to approach promoting the premier service.</p> <p>Action: BMs to send DW two leads for DW to approach promoting the premier service.</p>	<p>DW</p> <p>BMs</p>	<p>16th FEB 20</p> <p>16th JUL 20</p>

	Headlines from Discussion	Outcome / Actions	Who	Deadline
6	Governance Arrangements			
	a. Risk Register	<p>Outcome: The Board approved the risk register.</p> <p>Challenge: SWK raised a point about reviewing the risk of Liverpool City Council host arrangements as a new Director of Community Services is approved.</p>		
	b. Finance Update	<p>KS presented the MSP finances. (Double click on document)</p>  <p>MSP Board Finance Information Q3.doc</p> <p>Points of note are;</p> <ul style="list-style-type: none"> • The opening and closing balance for this financial year is still at a variance. • Cost savings - acquisition of new grants has contributed to our reserves but they are still lower than previous year. <p>Challenge: BMs questioned why there is no training budget for staff. SWK emphasised the importance of investing in staff development because staff are the organisation's biggest asset.</p> <p>Action: TD to compile a list of alternative courses of staff training and to distribute to BMs for feedback.</p> <p>Action: BMs to review list and where possible provide contacts for staff training.</p>	<p>TD</p> <p>TD</p>	<p>16th JUL 20</p> <p>16th AUG 20</p>



	Headlines from Discussion	Outcome / Actions	Who	Deadline
7	Any Other Business			
	a. Improvement workshop – forward visibility from Tom.	TD told the Board the improvement workshop will happen in May.	TD	

	Headlines from Discussion	Outcome / Actions	Who	Deadline
8	Date of Next Meeting			
	Dates of next meetings	16 th July 2020 – Venue: Unit 1 Dakota Business Park, Skyhawk Avenue, Garston, Liverpool – Time: 9am Arrival, 9:30am Start, 12pm Finish.		