**MSP Advisory Board Meeting**

**Action Notes**

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| **Date & Time** | **4th February - 09:30am – 12:30pm** |
| **Venue** | Virtual Meeting via Zoom |
| **Board Members (BM’s) Attendees** | Cameron Jones\* (**CJ**) (Chair); Mark Coups\* (**MC**) (Vice Chair); (Sport Expert); Sue Wilkinson (**SWK**) (Physical Education Expert); Tom Pedersen Smith (**TPS**) (Sport Expert); Chris Lomas\* (**CL**) (Assistant Director – Liverpool City Council); Sion Williams (**SW**) (Marketing Expert). |
| **MSP Team Members** | Tom Douglas (**TD**) (Director); Brendan McCrudden (**BMcC**) (Business Improvement Officer); Calum Donnelly (**CD**) (Strategic Lead for Sport and Physical Activity – CYP); Matt Daly (**MD**) (Insight Officer); Kenny Chu (**KC**) (Research and Insight Officer). |
| **Guests in Attendance** | Chris Mackintosh (**CM**) (Manchester Metropolitan University) Ben Ives (**BI**) (Manchester Metropolitan University) Manchester Metropolitan University. |
| **Apologies** | Cllr Wendy Simons (**WS**) (Political Expert); Liam Corcoran (**LC**) Co-opted Member (Youth & Community Expert); Liz Farrington (**LF**) (Public Health Expert); Kerry Stewart (**KS**) (Strategic Lead for Business Improvement); Andrew Wileman (**AW**) (Strategic Lead for Adults). |
| **Compliance & Scrutiny Group** | \* Denotes the Compliance & Scrutiny Group. |
| **Distribution (internal & external)** | [www.merseysidesport.com](http://www.merseysidesport.com), MSP Team, Sport England; MSP Board. |

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|  | **Headlines from Discussion** | **Outcome / Actions** | **Who** | **Deadline** |
| 1 | **Introduction** | | | |
| **a. Welcome, apologies and introduction** | CJ welcomed the BMs, MSP Team and noted apologies.  Apologies noted: Wendy Simon, Liz Farrington and Kerry Stewart and Liam Corcoran. | **CJ** |  |
|  | **b. Matters arising from last meeting – Action Log** | The Board acknowledged the action notes from the previous board meeting and reviewed actions which are still ongoing. | **CJ** |  |

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| 2 | **Declarations of interest** | | | |
|  | **Declarations of Interest** | **Outcome:** No declarations of interest made by BMs. TD notified the board that he is now an Ex-Officio of Merseyside Sports Foundation. | **All** | **N/A** |

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| 3 | **Board Only – Board Evaluation** | | | |
|  | 1. **Discussion about report** 2. **Agree next steps** | Discussed in confidence by Board Members –  The external board evaluation report and findings were discussed by Board Members  The focus of the discussions centred around board succession and the diversity of the board. It was discussed that whilst we need to consider the diversity of the board as we look to recruit new members there were several factors to consider.  These included the size of the board – CJ referenced that smaller boards in number can have a better dynamic, so we need to be mindful when looking at board succession of the appropriate number of board members  SWK referenced the need to stay focused on ensuring we have the right skills on the board and that, connected to Sport England’s code of governance, this should be the starting point for board succession  MC also referenced the need for local representation, acknowledging that currently the board appears to lack this in part  The discussion included the need to look outside of MSP for good examples and supportive organisations to ensure when we recruit we frame the recruitment in the right manner. These included Sporting Equals and Sport and Recreation Alliance  **Outcome:**  BMs agreed that the main output of the evaluation was connected to board succession and the need for more diversity, whilst balancing this with the skills need, local representation and size of board. This included seeking support and best practice from other organisations  **Action:**  BMs agreed it would be appropriate to set up a succession planning group to take this work forward and also include succession discussions about key members of the MSP team | **BMs**  **CJ&TD** | **31st MAR 2021** |

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|  | **Headlines from Discussion** | **Outcome / Actions** | **Who** | **Deadline** |
| 4 | **Board Only – Board Succession** | | | |
|  | **a. Terms to come to an end in October discussion about current desire to continue as a board and individually what is next?** | Discussed in confidence by Board Members  It was discussed that current terms of all BMs come to an end in October of this year. In line with MSPs Governance Framework we would need to recruit into all positions due to the full terms being completed.  TD noted and acknowledged that Sport England Tier 3 Governance Requirements do allow for a further term of 3yrs for BMs and 2yrs for Chair if BMs wished to propose that MSPs Governance Framework is amended to align to Sport England’s Tier 3 Guidance. MC verified that this was the case and should be something BMs consider  **Outcome:**  CJ invited BMs to reflect on their personal involvement in MSP asking the following questions:   * Are you still getting value from being on the board? * Are you still contributing as you feel you should? * Do you still have the time to commit?   **Action:**  BMs to liaise with CJ of their intentions to continue in role post October or seek to stand down from the Board. | **BMs**  **BMs** | **30th APR 2021** |

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|  | **Headlines from Discussion** | **Outcome / Actions** | **Who** | **Deadline** |
| 5 | **Board Only – Upcoming Meetings** | | | |
|  | **a. Improvement Workshop – Mon 22nd February** | Date and participation from BMs agreed. | **BMs** |  |
|  | **b. Relationship with MSF Meeting - TBA** | It was agreed the invite to this meeting should be to all BMs to participate.  **Action:**  TD to send out a document about MSF ahead of the meeting. | **TD** | **11th MAR 2021** |
|  | **c. EDI half day with team – TBA** | Day discussed with BMs with date to be set before the end of March 2021. | **BMs** |  |
|  | **d. Finance Meeting – 2020/21 signoff and 2020/21 budget** | Day discussed with BMs with date to be set before the end of March 2021. | **BMs** |  |

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| 6 | **MMU Presentation** | | | |
|  | **a. Presentation and discussion about COVID survey and findings that MSP completed in collaboration with MMY, Active Lancashire, GreaterSport, Active Cheshire and Yorkshire Sport Foundation** | Chris and Ben from Manchester Metropolitan University presented the findings from the Covid survey in collaboration with Active Lancashire, Greater Sport, Active Cheshire and Yorkshire Foundation. MSP Research and Insight Officers Matt and Kenny also contributed in the presentation as well. (Click on PowerPoint image to see the presentation).    **Outcome:** The process of collection data the insight discovered was a brilliant experience which created new opportunities for MSP to collaboratively work with Manchester Metropolitan University in future studies.  **Challenge:** The feedback from Board Members was positive regarding the presentation and the new burgeoning partnership with Manchester Metrolpolitan University. SW was very impressed with the findings from the presentation and will be in touch with Chris to advocate the research and use the findings to signpost sport and physical activity. | **BMs** |  |

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| 7 | **AOB** | | | |
|  | **a. A view from the board contributor to write blog for this meeting.** | SWK agreed to complete this | **SWK** | **28th February 2021** |