**MSP Advisory Board Meeting**

**Action Notes**

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| **Date & Time** | **10th March - 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); Tom Pedersen Smith (**TPS**) (Sport Expert); Chris Lomas\* (**CL**) (Assistant Director – Liverpool City Council); Sion Williams (**SW**) (Marketing Expert); Liz Farrington (**LF**) (Public Health Expert); Liam Corcoran (**LC**) Co-opted Member (Youth & Community 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); Kerry Stewart (**KS**) (Strategic Lead for Business Improvement); Andrew Wileman (**AW**) (Strategic Lead for Adults). |
| **Guests in Attendance** |  |
| **Apologies** | Cllr Wendy Simons (**WS**) (Political Expert); Sue Wilkinson (**SWK**) (Physical Education Expert). |
| **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, Sue Wilkinson, Andrew Wileman. | **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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|  | **Headlines from Discussion** | **Outcome / Actions** | **Who** | **Deadline** |
| 3 | **Finances** | | | |
|  | 1. **2020-21 Closing position** | KS presented the MSP 2020-21 budget forecast to the board members.  **Outcome:**   |  |  |  | | --- | --- | --- | | Current Budget (20/21) | Actual Budget (20/21) | Variance | | Total Income - £1,414,533.26 | Total Income - £1,358,146.82 | £56,386.44 | | Total Expenditure - £1,325,644.26 | Total Expenditure - £1,087,622.52 | £237,981.74 |   Underspends from programs affected by COVID (Get Out Get Active, Liverpool Active Workplaces and We Are Undefeatable) will be rolled over to the 2021/22 financial year.  Board members acknowledged the high quality of work to produce this financial document written by Kerry Stewart and Jo Schumann.  Board members approve the financial records as a true and accurate statement.  **Challenge:**  CJ expressed his surprise and pleasure of the underspend achieved during the difficulties of last year.  MC thanked Kerry for a very clear and easy to follow presentation for the board. | **KS** |  |
|  | 1. **2021-22 Budget** | KS presented the MSP 2021-22 budget to board members.  Points of note:   * A big contract with Liverpool City Council (Get Out Get Active) will be operating for 3 years of income. * Liverpool Active Workplaces funding will be coming another source of income as well as the Homelessness Project. * The School Facilities Fund is another source of funding from Sport England with a value of £230,000. * Budget has been put in for a finance and compliance officer to support the office manager. * Potential honoraria for Jo Schumann’s salary due to her elevated duties she is inheriting. * The budget has been adjusted for a CYP officer, in the School Facilities Fund.   **Challenge:**  MC asked KS due to COVID does MSP have enough in the IT budget to accommodate staff needs? The response from KS was a contract is currently being looked at by TD with our current IT provider.  MC’s second question was about whether is enough money for training and upskilling for staff? The response from KS was yes there is a budget for staff training and a skills audit is needed to better understand the opportunities to upskill staff.  **Outcome:**   |  | | --- | | *Current Budget 2021/22* | | Total Income **£1,373,194.00** | | Total Expenditure - **£1,262,747.00** | | Variance - **£110,447.00** |     Board members approve the financial records as a true and accurate statement | **KS** |  |

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| 4 | **AOB** | | | |
|  | **a. Joint meeting with MSP and MSF** | TD updated the board members about next week’s joint meeting with Merseyside Sports Foundation.  **Action:** TD to send out agenda and pre read for joint meeting. | **TD** | **11th MAR 21** |