



MSP Advisory Board Meeting Joint with MSF Trustees

Action Notes

Date & Time	22 nd July 2021 - 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); Cllr Wendy Simons (WS) (Political Expert); Sue Wilkinson (SWK) (Physical Education Expert).
MSP Team Members	Tom Douglas (TD) (Director); Brendan McCrudden (BMcC) (Business Improvement Officer); Andrew Wileman (AW) (Strategic Lead for Adults). Kyle Tunstall (KT) (Sport and Physical Activity Officer; Matt Daly (MD) Insight Officer; Kenny Chu (KC) Research and Insight Officer.
MSF Trustee Attendees	John Bell (JB) (MSF Chair/Trustee); Adam Walker (AWK) (MSF Trustee) Alan Cooper (AC) (MSF Trustee);
Apologies	Pat Shenton (PS) (MSF Trustee); Liam Corcoran (LC) Co-opted Member (Youth & Community Expert) Sion Williams (SW) (Marketing Expert)
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	Introduction			
	a. Welcome, apologies and introduction	CJ welcomed the BMs, MSP Team, MSF Trustees and noted apologies. Apologies noted: Pat Shenton, Liam Corcoran and Sion Williams	CJ	
	b. Matters arising from previous MSP action notes	Outcome: BMs agreed and approved of previous meeting's action notes.	CJ	
	c. Matters arising from previous MSF action notes	Outcome: Trustees agreed and approved of previous meeting's action notes.	JB	

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2	Team Health and Well Being Update			
	a. Update to share	Kyle updated the BMs and Trustees about the Health and Well Being Group's work and progress over the last 16 months. The five priorities of the group are:	KT	



	<ul style="list-style-type: none"> • Job security • Togetherness • Mental Health • Physical Health • Processes, tools and return to office <p>Challenge: TD applauds the team’s approach to ensure health and well being is at the forefront. MC asks what’s appropriate to continue and want to keep moving forward for staff health and wellbeing. SWK advised when returning to work to consider and strategies in place to assist staff. CJ asked TD to consider strategies to help people through the current living conditions ‘living with covid’.</p> <p>WS asked whether the team has developed new mechanisms to work around traditional ways of working in the office and to be wary not to abolish them as restrictions continue to ease, especially if they bring a benefit to the team.</p>		
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3	Sport England Roadmap for Funding			
	<p>a. Update on process so far, next steps and requirements for SE funding</p>	<p>TD and MC gave an update on the process, next steps and requirements for Sport England funding.</p> <p>Challenge: CL said he would prefer a light touch overview of the documentation to be submitted to Sport England. SWK commented on not needing micro managing but a check and challenge from a small group may be useful. Happy to review but also would prefer a light touch overview.</p>	TD + MC	



	<p>Outcome: Core team, Leadership Team will collaborate to assist TD to develop Sport England reporting with the assistance from both boards as a check and challenge.</p> <p>Action: TD will discuss how to best engage with both boards to be a check & challenge and to inform both boards the decision from that discussion.</p> <p>Action: TD to produce a simple timeline of what's been submitted, when its going to be submitted and when decisions will be made.</p>	<p>TD</p> <p>TD</p>	<p>20th OCT 21</p> <p>20th OCT 21</p>
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4	Strategy and Business Plan Update			
	a. Strategy and Business Plan Update	<p>TD gave an update to the boards about the future strategy and business plan update. The deadline of the new Strategy will be April 2022.</p> <p>Outcome: The team have developed 3 guiding principles for the future strategy;</p> <ul style="list-style-type: none"> • Driven by local need and data • Strategic alignment – looking at both local and national picture • Will consult more than we have in the past. <p>Action: TD to send link to BMs and Trustees to give feedback into the STEEP analysis.</p> <p>Action: TD to create a timeline of the new strategy post 2022.</p>	<p>TD</p> <p>TD</p> <p>TD</p>	<p></p> <p>6th AUG 21</p> <p>20th OCT 21</p>



	<p>a. Strategy - Where we are up to – STEEP, Consultation and Strategic Alignment</p>	<p>Matt and Kenny presented the STEEP analysis which is the mechanism for data and insight for shaping the future strategy.</p> <p>Challenge: CL commented on the good work undertaken by Matt and Kenny. The analysis is really succinct, focused and clear with regards to recipients of the information. MC echoed CL’s sentiments.</p> <p>SWK praised the efforts to focus the study on local needs and not drift away to a national focus. CJ appreciated the focus on the environmental components of the study. CJ encourages to go further on the analysis of the environment to a granular detail and maybe segment to home, outside, digital etc.</p> <p>Action: Matt and Kenny will send a copy of the presentation to BMs and Trustees.</p>		
	<p>b. Next steps, including what we need from you</p>	<p>TOM THIS WAS NOT DISCUSSED</p>		
	<p>c. Business Plan - update</p>	<p>TOM THIS WAS NOT DISCUSSED</p>		

	Headlines from Discussion	Outcome / Actions	Who	Deadline
5	<h2>Culture Update</h2>			
	<p>a. Culture Statement – background and draft</p>	<p>CD gave an update to BMs and Trustees about the background and draft on the culture statement.</p> <p>Outcome: Culture Statement is in draft state and in the coming weeks will be finalised with the team.</p>	<p>CD</p>	



	<p>Challenge: JB prefers the use of short sentences as opposed to singular words. Agrees the verbiage is more focused and has more potential to live by week to week. SWK suggests on the first point of the Culture Statement to slightly amend ‘take risks’ to ‘suitable challenge and acceptable risk’.</p> <p>TP comments on SWK point about who decides on acceptable risk. CJ acknowledges the culture statement embodies helping and supporting each other which is very nurturing language. CJ feels there is a hard business component of check and challenge which could be added to the Culture Statement. AC asked about when the Culture Statement is live, how do we know we got there? What are the measurements and achievements you are targeting.</p>		
b. Culture Statement - board input	This is captured in agenda point 5.a.		

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6	MSP and MSF Feasibility Study			
	a. Recommendation to commission an independent organisation to conduct a feasibility study on the future organisational structure of MSP and MSF	<p>TD gave an update to the BMs and Trustees about the recommendation to commission an independent organisation to conduct a feasibility study on the future organisational structure of MSP and MSF.</p> <p>Challenge: JB expressed his thoughts that the process of the feasibility study shouldn't take too much time as we already know half of the answers. We can supply the information but we could use someone outside of the organisation to look at it impartially. CL expressed from a Liverpool City Council perspective he is supportive in whatever direction the feasibility study suggests for the direction MSP should go. WS suggests the premise of the feasibility study should focus on the blank paper approach with regards to what does the organisation need to</p>	TD	



	do and how to get there. Try to avoid the pitfalls of both organisations competing interests. Outcome: TD along with Leadership Team to seek an independent organisation to conduct a feasibility study,		
b. If agreed – which BMs could support in writing the project brief and what budget should we allocate?	Following on from agenda 6.a. Action: BMs and Trustees to contact TD about helping to develop brief for feasibility study	CJ BMs + Trustees	

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7	MSP and MSF Feasibility Study			
	a. MSP Annual Report for approval	JS gave an update to BMs and Trustees about the MSP Annual Report for approval. Outcome: BMs approved the MSP Annual Report are a true record.	JS	
	b. MSP Auditor Approval for 2021/22	JS gave an update to BMs and Trustees about the MSP Auditor Approval for 2021/22 Outcome: BMs approved to retain the services of the current auditor for MSP.	JS	
	c. 2021-22 Budget Update for MSP and MSF	JS gave an update to BMs and Trustees about the budget update for MSP and MSF. Outcome: BMs and Trustees approved the budget update for MSP and MSF are a true record.	JS	



	d. Risk registers	<p>TD gave an update of the risk registers to BMs and Trustees.</p> <p>Outcome: The risk registers remain largely unchanged excluding two amendments;</p> <ul style="list-style-type: none"> • The feasibility study and its impact to both organisations. • The finances colour rating has been moved from red to amber on MSP's risk register. This is based on confidence from Sport England's future funding and the improved state of our reserves. 	TD	
	e. Declarations of Interest	Action: BMcC notified BMs and Trustees Declarations of Interest will be sent via email and BMs and Trustees to sign and return to BMcC.	BMcC + BMs & Trustees	12th AUG 21

	Headlines from Discussion	Outcome / Actions	Who	Deadline
8	AOB			
	AOB	No AOBs.	All	N/A