



MSP Advisory & MSF Trustee Board Meeting

Action Notes

Date & Time	2 nd December 2021 - 09:30am – 12:00pm + 6 th December – 9:30 – 10:30am
Venue	Virtual Meeting via Zoom
Board Members (BM's) Attendees	Cameron Jones* (CJ) (Chair); Mark Coups* (MC) (Vice Chair); (Sport Expert); Chris Lomas* (CL) (Assistant Director – Liverpool City Council); Sion Williams (SW) (Marketing Expert); Liam Corcoran (LC) Co-opted Member (Youth & Community 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); Calum Donnelly (CD) (Strategic Lead for Children and Young People); Jo Schumann (JS) (Office Manager).
MSF Trustee Attendees	John Bell (JB) (MSF Chair/Trustee) Alan Cooper (AC) (MSF Trustee);
Apologies	Cllr Wendy Simons (WS) (Political Expert); Adam Walker (AWK) (MSF Trustee) Tom Pedersen Smith (TPS) (Sport 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	TD welcomed the BMs	CJ	
	b. Declarations of Interest.	No declarations of interest made by BMs	CJ	
	c. Matters arising from previous MSP action notes	All actions are closed	CJ	
	d. Matters arising from previous MSF action notes	1 outstanding action in which TD will follow up with AW	CJ	
	e. Acknowledgement of project update	TD provided an update and summary of the Staff's progress and achievements of the past year.	TD	

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2	Strategy Update			
	<p>a. Process so far and where we are up to</p>	<p>TD brought the BMs up to speed on the journey the staff has undergone with the new strategy for 2022 and onwards.</p> <p>Challenge: MC highlighted it's also a people's strategy and the people component is very important. MC also raised the point that MSP is transitioning away from MSP's role of developing the people whereas now developing a people's strategy that's developed by others.</p> <p>CJ comments on four areas;</p> <ul style="list-style-type: none"> • Improve capacity or focused capacity? – What does improved capacity really mean compared to being more agile and focused? • Develop digital capability and capacity – Needs careful consideration, quite a bit of work involved. It's an emerging space which has a priority identified by Sport England. • Clarifying a role in physical activity – A dominant theme in the strategy and a key action to undertake. • Stabilise our financial position – A previously stated in other board meetings this point demands a high priority. <p>SWK highlights having a good communications strategy is important for delivering the strategy.</p>	TD	
	<p>b. Board involvement in Strategy Consultation Workshops and drafting strategy</p>	<p>Action: Board Members to join and contribute to strategy workshops.</p>	BMs	6 th – 10 th DEC



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3	MSP/MSF Feasibility Update			
	a. Progress so far and questions still to answer - inc role of project board and who is on it	TD provided an update about the progress of the MSP/MSF Feasibility Update. Outcome: Still an ongoing process and TD will update the board when the independent person finalises the review of the feasibility report.	TD	

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4	MSP Board Re-appointments			
	a. Proposal to extend the maximum term of service for BMs inc chair to 9yrs from 6, connected to MSP Governance Framework	CL lead the proposal for extending the maximum term of service for BMs including the chair to 9 years. Outcome: It was voted and agreed the maximum term of service will now be 9 years for both BMs and Chair.	CL	
	b. Nomination and seconder for	CL lead the nomination for CJ to be reappointed as Chair for a further 2 years. MC seconded the motion.	CL	



	reappointment of Cameron Jones as Chair for a further 2 years	Outcome: Cameron Jones will be Chair for an additional 2 years.		
	c. Nomination and seconder for reappointment of Mark Coups as Vice Chair for a further 3 years	CL lead the nomination of MC to be reappointed as Vice Chair for a further 3 years. CJ seconded the motion. Outcome: Mark Coups will be Vice Chair for an additional 3 years.	CL	
	d. Nomination and seconder for reappointment of BMs Tom Pederson-Smith, Liam Corcoran, Wendy Simon, Sion Williams to the board for a further 3 years	CL lead the nomination of current sitting BMs to be reappointed for a further 3 years. MC seconded the motion. Outcome: Current sitting board members are reappointed for a further 3 years.	CL	
	e. Acknowledgement and recognition of the value Sue Wilkinson has brought to the board and MSP during her time served and thanks for remaining until February 2022, and in an advisory capacity beyond	CJ and BMs extended their thanks and gratitude towards Sue Wilkinson’s contributions to MSP and the Advisory Board. CJ and the board wish Sue good luck and good fortune in her future endeavours.	CJ	



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5	Board Recruitment Update			
	a. Recruitment pack and timeline for recruitment shared for sign off	<p>TD updated BMs about the current journey with board recruitment.</p> <p>Recruitment ad goes live on 8th December 2021 and application deadline is 31st December 2021. Interviews would commence from 17th January 2022. Induction for new BMs would start beginning of February.</p> <p>Outcome: LC, CJ and SWK volunteered to support the board recruitment process.</p>	TD	

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6	Board Availability for Team Members through coming months			
	a. Connected to Strategy, Feasibility and Structure work	<p>TD updated the BMs about the progress of the Strategy, Feasibility Study and internal structure review. Additionally TD posed the question to the BMs about how the Board can make themselves available to the staff during this time of uncertainty and transition?</p> <p>Challenge: MC exclaims that its critical the board interacts with the staff and the board should in a virtual or in person capacity, make themselves available to the staff. In terms of capacity it could either be a sounding board and understanding</p>	TD	



	<p>about their work and how they are achieving it. The approach should be done in a careful, mindful and supportive way.</p> <p>SW offered marketing support to the staff where needed due to Holly Bugden's departure.</p> <p>Action: Next year, depending on Covid protocols, arrange an in-person meeting with staff, BMs and Trustees.</p> <p>Outcome: BMs agree with motion to be more available to staff in supporting them in on a when needed basis.</p>	TD	TBC
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7	Next 5-year SE Investment Process, Decision and Next Steps			
	<p>a. Update on process so far and next steps. Confirmation MC supporting process on behalf of board</p>	<p>TD updated the BMs on the process and the next steps of the 5-year Sport England investment.</p> <p>Meeting with Sport England on 10th December to discuss the offer. The submission is due 17th of December. By February MSP will receive the formal offer letter from Sport England.</p> <p>Challenge: MC extends thanks to the staff on behalf of the board for the hard work and great job in preparation for the Sport England submission for funding.</p>	TD	



	MC commented on the positive takeaway of Sport England’s funding offer to MSP as it’s a recognition of MSP’s role in the aligned strategy with Sport England going forward in the future.		
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8	Office Move			
	a. Paper and options presented	<p>TD updated BMs about the current office contract which is due to expire early next year and TD and the team have undergone a review for alternate options for other offices.</p> <p>Options currently are;</p> <ul style="list-style-type: none"> • Stay where we are (no indication from landlord of discount) • Volair Leisure Centre – Knowsley • Shared workspaces nearby the current office • A workspace in on our Leisure United sites. (Tom in talks with Liam) <p>Outcome: No decision yet on office space. A decision will be made early next year.</p>	TD	

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9	AOB			
	a. Team Christmas thank you.	Discussed in confidence	TD	



	b. Safeguarding policies to sign and review 30th Nov	AW updated the board about the new safeguarding policies for MSP. Outcome: BMs reviewed and approved of new safeguarding policies.	AW	
	c. Finance update	JS provided a summary update of the current financial figures to the board. There were no points of concern raised by JS or the board.	JS	
	d. Next year's meetings	Action: BMs to fill out survey with proposed dates provided by TD before Christmas.	TD	