



## MSP Advisory & MSF Trustee Board Meeting

### Action Notes

<b>Date &amp; Time</b>	<b>7th July 2022 - 09:30am – 10:30am</b>
<b>Venue</b>	Virtual Meeting via Google Chat
<b>Board Members (BM's) Attendees</b>	Cameron Jones* ( <b>CJ</b> ) (Chair); Mark Coups* ( <b>MC</b> ) (Vice Chair); (Sport Expert); Chris Lomas* ( <b>CL</b> ) (Assistant Director – Liverpool City Council); Sion Williams ( <b>SW</b> ) (Marketing Expert); Tom Pedersen Smith ( <b>TPS</b> ) (Sport Expert).
<b>MSP Team Members</b>	Tom Douglas ( <b>TD</b> ) (Director); Brendan McCrudden ( <b>BMcC</b> ) (Business Improvement Officer); Andrew Wileman ( <b>AW</b> ) (Strategic Lead for Adults); Calum Donnelly ( <b>CD</b> ) (Strategic Lead for Children and Young People);
<b>MSF Trustee Attendees</b>	John Bell ( <b>JB</b> ) (MSF Chair/Trustee) Alan Cooper ( <b>AC</b> ) (MSF Trustee);
<b>Apologies</b>	Cllr Wendy Simons ( <b>WS</b> ) (Political Expert); Liam Corcoran ( <b>LC</b> ) Co-opted Member (Youth & Community Expert) Jo Schumann ( <b>JS</b> ) (Office Manager).
<b>Compliance &amp; Scrutiny Group</b>	* Denotes the Compliance & Scrutiny Group.
<b>Distribution (internal &amp; external)</b>	www.merseysidesport.com, MSP Team, Sport England; MSP Board.



	Headlines from Discussion	Outcome / Actions	Who	Deadline
1	<b>Introduction</b>			
	<b>a. Welcome, apologies and introduction</b>	TD welcomed the BMs Apologies; Wendy Simon, Liam Corcoran	TD	
	<b>b. Declarations of Interest.</b>	No declarations of interest made by BMs	TD	
	<b>c. Matters arising from previous MSP action notes</b>	<p>BM's happy with the minutes are a true and accurate record.</p> <p>Two outstanding actions are the vision for the MSP strategy is being deliberated and decided by the team and an outcome will be made within a week.</p> <p>The second outstanding action is the ongoing search for board recruitment.</p> <p><b>Action:</b> TD to explore Sport England Recruitment Fund for MSP board recruitment and potentially staff recruitment as suggested by MC.</p>	<p>TD</p> <p>TD</p>	<p></p> <p><b>31 AUG 22</b></p>



	Headlines from Discussion	Outcome / Actions	Who	Deadline
2	<b>Update on Feasibility Study Outcome, next steps around TUPE and Service Review</b>			
	<p><b>a. Update and Discussion</b></p>	<p>TD updated BMs on the current status of the feasibility study, TUPE and service review. TD extends thanks to the members of the project board who helped with the feasibility study.</p> <p><b>Outcome:</b> Feasibility study concluded with recommendation to merge Foundation staff to the Liverpool City Council along with any assets of the Foundation to the Council.</p> <p><b>Outcome:</b> The Foundation will be in a dormant state with the provision of keeping a small amount of funds to pay professional services on a yearly basis, such as finance (£5000).</p> <p><b>Outcome:</b> Adam Walker has resigned from the Board of Trustees.</p> <p>BMs extend their thanks to Adam and his commitment to the MSF Board of Trustees.</p> <p>Currently in the administration process of TUPE, which is the amalgamation of Foundation staff to Liverpool City Council. In the coming weeks staff will have 1 to 1 consultation with a member of the council and our HR firm DLP.</p> <p>CL explained the service review process and anticipates the length of the process could take up to 3 months depending on how the process is undertaken.</p> <p><b>Action:</b> TD to share feasibility report along with the minutes to BMs</p>	TD	31 AUG 22



	Headlines from Discussion	Outcome / Actions	Who	Deadline
3	<b>Strategy - Review and input into document</b>			
	<b>a. Review and Input</b>	<p>TD provided an update on the current status of the MSP Strategy. SW has his design team have helped with the look and formatting of the Strategy.</p> <p><b>Action:</b> BMs reflect of strategy and feedback to TD and SW</p>	BM	31 AUG 22

	Headlines from Discussion	Outcome / Actions	Who	Deadline
4	<b>Governance - Reviewing our Tier 3 Compliance</b>			
	<b>a. Review and input</b>	<p>TD updates the BMs on the current requirements for Tier 3 governance compliance and refers to spreadsheet provided in the pre-read as a new tool for tracking the compliance.</p> <p>MC comments on a few suggestions to help strengthen the Tier 3 Governance Tracker.</p> <ul style="list-style-type: none"> <li>• First is to establish a RAG rating in order to give visibility of where potential gaps may lay. Whatever isn't compliant needs a simple action point list.</li> </ul>		



		<ul style="list-style-type: none"> <li>• Further thought is required for who are the owners of the supporting documents and being mindful of how regularly the supporting documents are reviewed.</li> <li>• The board does not need to be part of the operational element of the compliance of governance but can provide support for review and decision making when documents are brought forward for review and approval.</li> </ul> <p><b>Action:</b> A timeline for Tier 3 governance – TD to talk to LT to feedback to board, with a RAG rating complete and priority action plan ready for next board meeting</p>	TD	31 AUG 22
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	Headlines from Discussion	Outcome / Actions	Who	Deadline
5	<b>Finance Update on Annual Reports</b>			
	<b>a. Update</b>	<p>Annual reports and financial documents have just recently arrived, due to the short time of the arrival they will be provided at a later date. The documents will be sent to the BMs for review.</p> <p><b>Action:</b> TD to send finance docs to Board to read and review</p>	TD	31 JUL 22



	Headlines from Discussion	Outcome / Actions	Who	Deadline
6	<b>AOB</b>			
	<b>a. Save the date for Health Strategy Launch - Wed 12th October 10am-11.30am</b>	TD alerting BMs about the Health Strategy Launch which is happening on 12th October. TD extends invitation to BMs to join.		
	<b>b. Safeguarding</b>	MC has attended Safeguarding workshops about a new function - 'Board Safeguarding Champion'. The role of safeguarding for MSP may change however MC will keep the Board informed of the ongoing developments of the safeguarding workshops.		