



MSP Board Meeting

Action Notes

Date & Time	Thursday 27th July 9.30am - 12.30pm
Venue	Partnership for Learning South Rd, Speke, Liverpool L24 9PZ
Board Members (BM's) Attendees	Cameron Jones* (CJ) (Chair); Mark Coups* (MC) (Vice Chair), (Sport and FinanceExpert); Tom Pedersen Smith (TPS) (Sport Expert); Sue Forster (SF) (Health Expert); Chris Lomas* (CL) (Assistant Director – Liverpool City Council); Catherine Edmunds (CE) (EDI Expert)
MSP Team Members	Jo Schumann^ (JS) (Finance, Compliance and Operations Manager); Calum Donnelly^ (CD) (Partnership Manager); Jennie Platt^ (JP) (Partnership Manager); Udoka Ossai (UO) (Finance, Compliance and Operations Officer); Teri Wainwright (TW) (Partnership Officer); Kenny Chu (KC) (Learning, Research & Insight Officer); Brendan McCrudden (BM) (Delivery Officer); Amy Fisher (AF2) (Delivery Officer)
Apologies	Sion Williams (SW) (Marketing Expert); Andrea Farrell (AF) (HR Expert); Matthew White (MW) (Schools Expert); Grace Perry (GP) (Senior Partnership Officer); Kyle Tunstall (KT) (Senior Partnership Officer); Danny Woodworth^ (DW) (Partnership Manager)
Compliance & Scrutiny Group	* Denotes the Compliance & Scrutiny Group
Leadership Team (LT)	^ Denotes Leadership Team (LT)
Distribution (internal & external)	www.merseysidesport.com, MSP Team, MSP Board



	Headlines from Discussion	Outcome / Actions	Who	Deadline
1	Introduction			
	a. Welcome, apologies and introduction	Cameron welcomed everyone. Apologies were given for Andrea, Sion, Matthew, Grace, Kyle and Danny Everyone introduced themselves and shared what they were looking forward to in the coming 3 - 6 months.		
	b. Declarations of Interest.	No declarations of interest made by BMs	CJ	
c. Matters arising from previous MSP action notes	This was not covered today due to a full agenda. It will be addressed at the next meeting.			



	Headlines from Discussion	Outcome / Actions	Who	Deadline
2	Update on Interim Director and MSP Director Recruitment			
	<p>CL - Advert is out to recruit a new Head of MSP with a closing date of 21st August 2023. Went straight out for full time replacement, explored options around Interim Director and had several productive conversations with Sport England. It's not easy to recruit at interim level and the team was seen to be keeping things ticking over and functioning well since March, which is very positive so the decision was made to go straight to recruiting Head of MSP. The title was changed as Director didn't fit well within the LCC structure. There have already been some enquiries around the role.</p>	Chris will keep the team and board informed and update once the post has closed.	CL	25.08.2023
3	Finances			
	<p>JS - Report was shared a couple of weeks ago for thoughts, comments and queries to be gathered. Board members were happy with the report and had nothing to raise.</p> <p>Report puts us in a healthy position with more funds than anticipated mostly due to a reduction in staff costs due to vired delivery funding. The five-year forecast still has a deficit. Vacancies are still to be filled and thought required to determine whether the shared marketing role will work after learning from the shared MEL role which ended in June.</p> <p>CJ - There is a good challenge for new MSP Head to solve. While balance sheet is very healthy there is a need to create a clear financial growth model.</p> <p>TPS - Sport England members to observe board meetings or as decision-makers - open invitation? Are figures scrutinised by LCC?</p>			



	<p>MC they are decision makers on some boards but for MSP hosted by LCC it would just be to observe.</p> <p>JS this is just the same as it has been in the past, previously we would always confirm meeting dates to them and they would attend if logistically possible.</p> <p>JS figures are taken from our shadow budget excel files that are reconciled with LCC SAP and scrutinised and agreed with our LCC Finance Manager at financial year end.</p>			
4 Governance				
	<p>CD - Document for Tier 3 compliance submission was shared with board. As part of this exercise a full governance review has begun with the leadership team identifying key points for development. The full Governance review will mean significant papers being shared with the Board for discussion and approval. LT will stagger the papers over the next few meetings, ordered by priority and each BM will be assigned papers to read and sense check before each Board meeting.</p> <p>The de-establishment of the Compliance and Scrutiny Group is required together with the forming of an Audit Committee and a Nominations Committee.</p> <p>Former members of the Compliance and Scrutiny group will form the Audit Committee. Nominations Committee will be the same with an additional member. BMs to further discuss the additional member.</p>	<p>BMs approved approach</p> <p>Timetable of papers and Board leads to be created</p> <p>Discussion about additional member</p> <p>To be on next agenda</p>	<p>CD</p> <p>LT</p> <p>BMs</p> <p>LT</p>	<p>31.12.2023</p>



<p>CD - Board sign off required for documents shared with them prior to the meeting</p> <p>Audit Committee ToR</p> <p>CL - doesn't think the peer mentor/support to MSP Director should be for this group, it's for the all board to do. Change 'Director' to 'Head of MSP' in all documents.</p> <p>Nominations Committee ToR</p> <p>Scheme of Delegation</p> <p>Sets clear roles and responsibilities and the relationship between the advisory board, LCC and MSP staff - work underway, to be signed off by the audit committee at a later date. Currently waiting for LCC revised Contract Standing Orders to be published.</p> <p>MC - Asked for a summary document as well as detailed.</p> <p>Board Recruitment and Selection Policy</p> <p>Chair Role Description</p> <p>Chair of Advisory, LCC makes decisions on behalf of MSP.</p> <p>BMs - Code of governance, term of chair is 9 years max. JS to double-check board join dates.</p> <p>Senior Board Member Role Description</p> <p>TPS should the title be VICE chair? MC Tier 3 Governance terms it Senior Board Member so need to keep this.</p>	<p>BMs approved with peer reference removed</p> <p>BMs approved</p> <p>Include on next agenda</p> <p>BMs approved</p> <p>BMs approved</p> <p>Clarify Tier 3 terms and BMs joining dates</p> <p>BMs approved</p>	<p>CD</p> <p>LT</p> <p>JS</p>	
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<p>Welfare and Safety Lead Role Description</p> <p>1 role, MC should it be the Senior Board Member as it is on some boards? Following discussion it was agreed it should be a separate role and was to support the welfare and safety of the team. Can recruit or be nominated by the board. The candidate should be from a similar background.</p> <p>BMs - The description is vague, and should be specified - frame the problem that the role is trying to solve. Should the role be salaried?</p> <p>Diversity Inclusion Action Plan (DIAP)</p> <p>TPS introduced the process taken with the development with positive collaboration between Board and Team. CD - this is very much a working document and requires SMART goals. There is a non-cash award for support through the approval process. CE has been through this process and warned that MSP are likely to receive a long list of improvements/amendments and not to be disheartened. They made changes only to be given more. CE is happy to support LT through the process. Needs to be approved by February 2024.</p> <p>Timetable for Board Member annual appraisals</p> <p>CD - Reflection for members and chair to speak, what's gone well, what hasn't, how are we moving forward. CJ is it more of a review than an appraisal as an appraisal has a more formal meaning in my mind. CL/SF Board members to write about their contributions, review of help needed from chair for next year.</p>	<p>Needs further work to better explain the role and it's purpose</p> <p>BMs approved Draft.</p> <p>Continue through the consultancy process and return to MSPB for further discussion.</p> <p>Template to be created and shared with BMs</p>	<p>LT</p> <p>LT</p> <p>LT</p>	<p></p> <p>30.11.2023</p> <p>31.09.2023</p>
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5	Board Recruitment			
	The agenda item Board Recruitment wasn't covered. CJ would like to discuss term dates and extension with BMs first.	To be on next agenda	LT	
6	Pipeline Opportunities			
	<p>Year 1 review</p> <p>CJ - Think about the tone of voice going into the meeting, be humble and guide them to the areas we want to focus on and acknowledge our areas for improvement.</p> <p>CL - Ask them what others are doing that we aren't.</p> <p>TPS - who sets the agenda? CD SE does and it will be slightly different to other years - but the approach should be honest 'to a point' with a positive outlook.</p> <p>CE - We need to tell our story, where we were, where we are now and where we want to be. Does this match their expectations?</p> <p>MC - has been in one of these, They want to know the system and MSP learnings eg the shared post, and the learnings from this. How can the learnings help others, and what can others take on? He was clear about what help they needed.</p> <p>BMs agreed it would be useful to have a summary document detailing what CJ, CL and LT plan to discuss at the review meeting</p>	Summary document to be produced	LT	16.08.2023



<p>Place</p> <p>CD - gave overview of Place together with investment, They are keen to invest in up to 100 places, across 5 years, with a total of £250m. Initially focus will be on the areas that fall within the top 10% of greatest need before expanding from there; whilst also creating a 'universal offer' for all parts of the county outside their identified priority places. We've spoken to all LAs but data is dominated by Knowsley and Liverpool. We don't know details or what capacity it will mean for MSP.</p> <p>SF - When they talk about place do they mean LAs? CD - it's based on three data sets, IMD, Health and Community, effectively identifying the 10% most at need areas. This data is at LA level and Medium Super Output Area. CD - Further local insight will shape the discussion but place is determined by place. Could be LA, MSOA or more local.</p> <p>SF - lots of good work and packs around Health so this could be a good place to start.</p> <p>CE - Skills Hub Managers CIMPSA working on a local level and it could be worth tapping in to. JP has already met with Danni who is in this role in our area and has been directing her to local partners.</p> <p>Welfare Officers</p> <p>JP - The Whyte Review, published in July 2022, questioned the level of safeguarding responsibility delegated to volunteers at a regional/local level. Sport England's policy response, published January, included a proposal to fund a professional, national network of Sport Welfare Officers in England.</p> <p>Officers will be employed APs - we have been offered the opportunity of investment for two officers.</p>	<p>Application to be submitted for 2 officers</p>	<p>LT</p>	<p>29.09.2023</p>
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<p>Work with NGBs and their local clubs to promote good practice and safe sports on a local level. Provide support for the welfare and safeguarding of children and young people and adults.</p> <p>Not to replace our existing safeguarding work - complement and additional expertise</p> <p>80% national universal delivery model, 20% guided by AP's - local need</p> <p>Whilst called officer this is in line with safeguarding language - more like a manager position</p> <p>The max total including all on costs, development budget, IT etc. is £382, 200 for 3.5 years</p> <p>Includes a development budget so our core teams won't be affected, same for IT etc.</p> <p>Investment submission deadline - application - 29th September</p> <p>Timelines are recruitment from later October - but there is a phased approach</p> <p>There is going to be a national support team, which will help with the development opportunities, guidance with the national model etc.</p> <p>Considerations for employment rights</p> <p>CL - Does the grade come to you or can we decide? JP - We are told how much and given JD but decide where it sits. CJ - Work back from what cash we get and establish what grade we go for; consider pay review.</p> <p>MC - One issue is upskilling current staff to be able to work in tandem with them.</p>			
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7	MSP Update			
	<p>The team gave updates on the last couple of months and the key areas of work.</p> <p>TPS said he'd enjoyed hearing what everyone has been up to and it was a shame there wasn't more time to talk about it. BMs agreed and it was suggested that agenda time be given to team members to update the board at future meetings, with maybe a hot topic type session.</p> <p>See Appendix 1 - for details of team updates</p>	Include on future agendas	LT	
8	AOB			
	<p>CJ - Thank you to the team from himself and the board for the progress made, it has been impressive. The next board meeting is needed soon and they should be more frequent than usually given what is going on at the moment, can be virtually or in person. CJ/TPS asked CD to sort the next two meetings as per process taken for this one.</p>		CD	11.08.2023