



MSP Board Meeting

Action Notes

Date & Time	Tuesday 3rd October 2023 1pm-4pm
Venue	Liverpool Aquatics Centre, Wavertree, Liverpool L15 4LE
Board Members (BM's) Attendees	Cameron Jones* (CJ) (Chair); Mark Coups* (MC) (Vice Chair); (Sport and FinanceExpert); Sue Forster (SF) (Health Expert); Chris Lomas* (CL) (Assistant Director – Liverpool City Council); Catherine Edmunds (CE) (EDI Expert); Andrea Farrell (AF) (HR Expert); Matthew White (MW) (Schools Expert);
MSP Team Members	Jo Schumann^ (JS) (Finance, Compliance and Operations Manager); Calum Donnelly^ (CD) (Partnership Manager); Jennie Platt^ (JP) (Partnership Manager); Danny Woodworth^ (DW) (Partnership Manager); Kyle Tunstall (KT) (Senior Partnership Officer, Communities and Workforce)
Apologies	Sion Williams (SW) (Marketing Expert); Tom Pedersen Smith (TPS) (Sport Expert)
Compliance & Scrutiny Group	* Denotes the Audit Committee
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	CJ welcomed everyone Apologies were given for TPS and SW Introductions for DW who has not previously met everyone		
	b. Declarations of Interest	All members had nothing to declare	CJ	
c. Matters arising from previous MSP action notes	Nothing arising			



	Headlines from Discussion	Outcome / Actions	Who	Deadline
2	Hot Topic - Equality, Diversity and Inclusion			
	<p>KT Met with SE consultant in August, 3 hr meeting around our DIAP, gave feedback and suggested improvements. Acknowledged the work that was already going on. One suggestion was to humanise the DIAP, while it included what was needed there was no passion coming through. Need to consider the gaps we have, what diversity we have in the team.</p> <p>Held a team session to understand individual team members 'why'. This was used to form the opening statement in the DIAP to humanise it.</p> <p>The third objective around auditing our staff, team discussion yesterday, what does it represent, what do we do with the data. What are the board's thoughts on this?</p> <p>CJ if you don't measure it how do you know you improve? SF the problem with protected characteristics, some are obvious, some are not. Need to make sure people are comfortable with disclosing. CJ if people want to be anonymous then you've lost the battle as that shows lack of psychological safety. MW is the purpose to find people in our organisation to be representatives. CE can't be people it needs to be group representatives. CJ it comes back to the clarity of what the policy is, are you using it as an enabler or a destination.</p> <p>CE - met with KT and CD to discuss the changes and feels the changes have very much taken what the consultant said and nailed it. MSP would like the board to add their input, an open discussion would help. The process put in place by SE doesn't really allow for the living breathing work, the first thing MSP need to do is ensure SE requirements are met and then continue to develop.</p>	Sharpen the policy and distribute revised document	KT/CD	Next board meeting



MW - great document and it's an area lots of organisations struggle with. Now it's about following through. How do we know the inequalities? KT based on national and local data and insight together with GOGA and various programmes going on. MW attended sessions around racism in schools and was shocked about some examples of behaviour.

SF - passionate about inequalities and how they impact on certain groups, particularly looked after children. She would very much like this to be addressed. For us as a board it's how we can evidence we are considering EDI when decisions are made.

CD - we have the 9 characteristics; additionally in the strategy there is LSEG and those with 'complex social needs' so we can pick that out a little more in the DIAP as we progress.

MC - have we considered the different needs of the boroughs in our area? We need to make it more granular going forward. CE not at the moment but it's a working document and these conversations will shape it.

CJ when it comes to the policy, it's fine, but it's 5 pages long. What are the 3 main bullet points? How long should the policy and DIAP be? Do you see EDI as an enabler or a destination? As a destination, think internal and external. It's good but needs sharpening. EDI is what you do when nobody is looking? Would we walk away from an organisation who we were not comfortable with around EDI behaviour? Retraining, we all have unconscious bias, critical to understand this.

CL today's challenges are good ones and will help with demonstrating we are living the values.

Thanks to KT for the work involved

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Governance

MSP Tier 3 Governance papers

1. Scheme of Delegation

What's the approval level? Have we got the appropriate checks and balances in place?

MC not inventing something new, this has always been in place and has enabled spend to be approved. The audit committee is there to provide that check and challenge. JS has the ability to go to LCC for support and advice and can go to the audit committee. Need to ensure it complies with Tier 3 governance.

MC point 9 this non financial table is really useful to show the clear lines.

SF really like the table and for the first time it makes it really clear.

MC we might need to put a bit of risk management around the line that runs from the board and LCC on page 5. Be clear on a few what ifs. CJ is it right that there is that line? It's an advisory board and maybe the line should be from the Head of MSP?

2. MSPB TOR

Discuss financial limits and bring back to board

LT/MC

Next board meeting



	<p>MC look at the purpose</p> <p>MW don't like the word promote, CJ develop would be a better word. Board agreed and it then aligns the roles, responsibilities and accountability in point 3.</p> <p>SF can we always put movement, physical activity and sport, movement is missed in some places</p> <p>MC section 4 not making reference to succession planning, CD has now added reference to this</p> <p>CD Quorum - we added that must be two members of audit committee</p> <p>DW it says chairman in some places rather than chair, now amended</p> <p>3. Risk Register Policy</p> <p>MC both now need to take into account the scheme of delegation</p> <p>4. Risk Register</p> <p>MC we need to reform the risk, some are being well defined but some are now not risk because we sit with LCC. Fine as it stands but needs some additional amends</p>	<p>Board approved support with 'develop' in purpose</p> <p>Add movement where required</p> <p>Change Chairman to Chair</p> <p>MSPB ToR Approved</p> <p>See below</p> <p>LT to agree dates with MC to discuss amends</p>	<p>CD</p> <p>CD</p> <p>CD</p> <p>CD/JS & MC</p>	
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	<p>5. Data Recovery Plan</p> <p>CD New document created for SE Tier 3 compliance</p> <p>CJ where does cyber attack recovery come in? It's a data recovery plan but this is prevalent now and needs thinking about.</p> <p>SF St Helens Council were cyber attacked two weeks ago and they were down for a week. CJ Unilever have approx 1 million attacks a day.</p> <p>CL do MSP use LCC on a day to day? JS most people don't it's only managers to approve the rest of the team not really.</p> <p>DW someone could hack our google admin and delete our data. Social media cyber attack needs looking at.</p> <p>Cyber attack issues need looking at in more detail going forward but the plan is approved.</p> <p>6. Corporate Governance Review Schedule</p> <p>Great document, it will be really helpful.</p>	<p>Add additional cyber attack details</p> <p>Data Recovery Plan Approved</p> <p>Corporate Governance Review Schedule Approved</p>	<p>JS</p>	
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MSP Team Update

System Leadership Training

DW we recognised that people were in different places with regard to system/places way of working. Chris Perks will run two sessions with the team 9th and 16th Oct. Team being asked to identify baseline prior to the sessions.

CD once this is done we will reach out to Grame Sinnett from the Active Partnership Network for further development sessions he is currently delivering to other Active Partnerships.

System Role Goal reframe

JP System role goals broken down into system role initial steps to help us achieve the role goals.

We reported in May and found it difficult to report against them as they were extremely wordy. SE gave everyone the opportunity to review and revise them. We worked through them with the team, the rewording was well received. The hope is the team can get more involved in future and it won't just be LT reporting.

All good, no feedback

Upcoming events and pipeline work

Tier 3 Preliminary Assessment



	<p>JS - we have received our preliminary assessment, no big surprises. Some of the points raised have already been addressed such as compliance documents being reviewed and signed off by board. It's only just come through so needs looking at in more detail. Response including suggested actions and timeline to be with Sport England by 3rd November.</p> <p>MC has received his and has a meeting with Phil Smith to discuss it further, having also been in conversation with Sport England. It's difficult to provide evidence that the board has had control/involvement. Happy to help/support the team to address the points in the plan.</p>	<p>Create suggested actions and timeline and return to SE</p>	<p>JS</p>	<p>3rd Nov</p>
<p>5</p>	<p>AOB</p>			
	<p>MC safeguarding, where are we up to with the grant application for the Sport Welfare Officers? JP we submitted our application a couple of weeks ago. MC attended a call on behalf of MSP last night and was informed the decision wouldn't be October. There will be a centralised group to support who will be part of AP National Team.</p> <p>JP the two posts at AP Network were the first to be looked at and are out for post at the moment. She has seen a few approved JDs etc, they are reflective of the area providing they have the core competencies.</p> <p>CL shortlisting for MSP Head, had 42 applications, exercise is now complete and the board have received details. Next step is for board to feedback and preparation for interviews.</p>			