



## MSP Board Meeting

### Action Notes

<b>Date &amp; Time</b>	Thursday 18th January 2024 9.30am-12pm
<b>Venue</b>	Via Teams
<b>Board Members (BM's) Attendees</b>	Cameron Jones* ( <b>CJ</b> ) (Chair); Mark Coups* ( <b>MC</b> ) (Vice Chair); (Sport and FinanceExpert); Sue Forster ( <b>SF</b> ) (Health Expert); Chris Lomas* ( <b>CL</b> ) (Assistant Director – Liverpool City Council); Andrea Farrell ( <b>AF</b> ) (HR Expert); Sion Williams ( <b>SW</b> ) (Marketing Expert); Tom Pedersen Smith ( <b>TPS</b> ) (Sport Expert)
<b>MSP Team Members</b>	Jo Schumann^ ( <b>JS</b> ) (Finance, Compliance and Operations Manager); Calum Donnelly^ ( <b>CD</b> ) (Partnership Manager); Jennie Platt^ ( <b>JP</b> ) (Partnership Manager); Danny Woodworth^ (DW) (Partnership Manager)
<b>Apologies</b>	Catherine Edmunds ( <b>CE</b> ) (EDI Expert); Matthew White ( <b>MW</b> ) (Schools Expert);
<b>Compliance &amp; Scrutiny Group</b>	* Denotes the Audit Committee
<b>Leadership Team (LT)</b>	^ Denotes Leadership Team (LT)
<b>Distribution (internal &amp; external)</b>	www.merseysidesport.com, MSP Team, MSP Board

	Headlines from Discussion	Outcome / Actions	Who	Deadline
1	<b>Introduction</b>			
	<b>a. Welcome, apologies and introduction</b>	CJ welcomed everyone  Apologies were given for CE and MW		
	<b>b. Declarations of Interest</b>	All members had nothing to declare	<b>CJ</b>	
	<b>c. Matters arising from previous MSP action notes</b>	Nothing arising		
	<b>d. Reminder of what is to be considered during decision making at today's meeting</b>	<ul style="list-style-type: none"> <li>Welfare and Safety of MSP</li> <li>Impact on stakeholders, wider society and the environment</li> </ul>		

	Headlines from Discussion	Outcome / Actions	Who	Deadline
2	<b>Board Member to be appointed as Welfare and Safety Lead</b>			
	<p>CD FYI An email has landed this morning from the SE Governance Team. Having a quick look through it appears most deadlines for our agenda items today are for the end of Mar/Apr 2024.</p> <p>As instructed by the actions from the July Board meeting. The role for Welfare and Safety has had the safeguarding elements removed as the Board felt this role was too large. Most APs have kept the two together but there are some that have taken a similar approach to ours. We need to do what's best for us. This morning's SE response has stated they expect us to have informed them of the appointment by 31st March 2024.</p> <p>MC attended a meeting on behalf of MSP and can confirm that most haven't separated the roles but some have and others are going to follow. By doing this we need to consider how these separate roles work together with Liverpool City Council (LCC) HR.</p> <p>CJ had a recent meeting regarding similar and advised bringing these roles together, however, he recognises that it may be best for MSP to be different. How does the role of the council fit into this board member role?</p> <p>SW is this role a strategic one or a deliverable one. They have split some of their roles but need to consider if there are other elements that this role could take on, say around performance as this can feed into wellbeing.</p> <p>CL the Sport and Physical Activity service moved to Public Health and MSP work alongside these.</p>			

	<p>CJ all staff are LCC employees and the role needs to work alongside LCC: <b>Proposal</b> to have one person, would prefer it to be someone whose term does not end soon.</p> <p>SF is looking at fully retiring this year so her partnership links to support her board role will lessen and feels she won't provide MSP with the best skills and advice she thinks the board needs. The role is best placed with someone who is actively in the health world.</p> <p>AF very comfortable providing support from a HR and wellbeing point of view. Not as comfortable with the safety element of the role. Would be happy to work alongside another board member with knowledge in that area.</p> <p>CJ two people can work together on it, but need named person. Can AF, have a discussion with MSP LT to find out more detail around that element of the role within the next week. Then feedback if still not comfortable.</p>	<p>AF to discuss detail of role with MSP LT</p> <p>CL will speak to HR, Safety Team etc to sense check the role description</p>	<p><b>AF</b></p> <p><b>CL</b></p>	<p>26.01.2024</p>
3	<b>Additional Board Member to join Nomination Committee</b>			
	<p>CL how urgent is this? We have the new Head of MSP starting 1st March so it may be better to wait until they are in post.</p> <p>MC this is guidance and we need to acknowledge that, point out we are still forming delegations etc so still need everyone involved.</p> <p>CD SE document came through this morning and has a deadline of June 2024 so can hold off making a decision for now.</p>			

	<p>TPS yes they should be members of the committees due to being hosted, it helps with our situation.</p> <p>SF agrees JS experience board members need to support newer board members as part of these groups. That's not to say we won't get to the point of adopting SE guidance.</p> <p>CJ response to SE should be can we defer following that guidance due to our circumstances.</p>	Feedback explanation to SE	LT	30.04.2024
4	<b>Chair and Head of MSP not to be Committee Members</b>			
	See point 3			
5	<b>Governance Document Review and Approval</b>			
	<p><b>Succession Plan, Matters Reserved for Board, Risk Register</b></p> <p>MC suggests we approve as is with an acknowledgement that they will be reviewed by the Head of MSP. Thanks to CD and JS for work, particularly on bringing Risk Register up to date.</p> <p>CJ does feel that we are in a transition period and these should be reviewed when the Head of MSP is in post. Think it's in a healthy position.</p> <p>CD deadline for succession plan is end of April, we could make a start in consultation with the Head of MSP.</p>	<p>Board approved 3 documents</p> <p>CD make a start on succession planning</p>		

	<p>TPS succession plan is a great one page document but needs something beneath it which will need to be pulled together with Head of MSP.</p> <p>Documents approved by board</p>			
6	<b>Safeguarding - CPSU Review</b>			
	<p>JP we achieved a conditional met with some updates needed to our action plan to see us achieve met.</p> <p>Our plan was initially 37 pages long and it's one of the things that CPSU commented on. JP/CD have been working on reducing this and making it more workable.</p> <p>We have formed a group within the team that new Sport Welfare Officers will be part of, this will expand the knowledge within the team and aid succession planning.</p> <p>There has been lots of training such as Active Bystander, Prevent Team that the team have been involved in. Also looking at the role other can play such as the Local Authority Designated Officers (LADO).</p> <p>CD the amount of work JP has picked up regarding this has been immense.</p> <p>CJ It's a very comprehensive document and can't be dropped as it's such an important subject so great that other team members are getting involved. Is there anything that needs looking at with regard to the LCC aspect?</p> <p>SF great piece of work and great to see that we are looking at the role the LADO can play. Great that other members of the team are becoming involved and making it a shorter document is going to make it more manageable.</p>			

	<p>CL great that JP is using the LCC resources such as the Prevent Team visiting, excellent work.</p> <p>CPSU and Ann Craft Trust have offered Board Training, it's three hours long and 80% of the board need to attend including the Welfare and Safety lead.</p> <p>Safeguarding champion is MC, term is up in October. CJ there are a few board members not here, some of them may be a good choice for this role so address this at future meeting.</p>	Agenda item for future meeting	LT	
7	<b>Pipeline Opportunities</b>			
	<p>Sport Welfare Officers</p> <p>JP our investment has been confirmed by SE, currently going through the LCC process such as job evaluation, doesn't think there will be an issue with this as we have used the national template and our existing grade 5 roles. Currently working with other APs who have already recruited to finalise interview questions. Post will be out for 4 weeks, working to tight deadlines to have in post by the end of March 2024.</p> <p>MC who will be on the panel? JP it will be JP CD and have approached a member of LCC Sport and Physical Activity team who they think has the skills to add value and has just been through the recruitment process himself so will be good choice.</p> <p>Priorities for 2024</p> <p>CD we have updated the Implementation Plan which has now been shared with board, it debvelops on last years which was an action during the interim leadership.</p> <p>CJ great document, likes something on one page, board members agreed, approved.</p>	Implementation Plan approved	Board	

## 8 Board Evaluation

JS Board Member Self Reflection Appraisal form has been shared with board. The idea is that this would form the basis of the conversations with Chair and board members with the outcomes collated into an overall evaluation.

CJ rather than success and challenge would prefer to see what went well and what could we have done better. We could say it was a great year going through turmoil and coming out the other side, or you could say it was a terrible year because the turmoil happened, it's a matter of personal opinion. Do we take stock about skill sets so Head of MSP can consider gaps. Is it something we want to write down or should it be just a conversation?

TPS prefers conversation but appreciates it may need to be written.

MC it does need to be written down. It's also about being focused on how the board evaluates itself and the method used as this should be an ongoing process so we end up with year on year comparisons so we need to get the method right.

AF would prefer to have time to plan and reflect regarding the best method.

CL agree, would like something more structured and time to think.

CJ we need to get to a place where there is psychological safety and people are comfortable with sharing opinions. Can AF work with the team to frame the discussion.

CL highlighted that despite the turmoil when we had the end of year review with SE it was much more positive than he'd anticipated and he was very surprised with how well it went and how positive the SE response was, they were blown away by how the team had continued to deliver in such circumstances.

Further discussion with LT

**AF**



9	MSP Update			
	<p><b>All Together Active</b></p> <p>DW delivered All Together Active presentation, highlighting progress made to date, opportunities that complement MSP &amp; SE's strategies and some challenges that exist with the work, including that at the moment there is only DW working in health which isn't ideal from a business continuity perspective.</p> <p>SW fantastic piece of work, stitching pieces together and being the glue is great as problems arise working in silos. What role does diet take in this? If people are taking a physical approach they can feel inspired to improve their diet but often don't understand what a good diet is. Over 70% of people in each of the areas are overweight, with high numbers being obese. Natural allegiances between physical activity and diet. SF and DW have been trying to obtain funding to look into more around this, this can save money quite quickly. All parties are saying the NHS is broken and we need to be investing more in prevention.</p> <p>TPS amazing work, and need to be mindful of how to frame/present to give it the importance/value it needs.</p>			
10	AOB			
	<p><b>MSP Financial &amp; Impact Report 2022-23 and MSP Board Financial Report January 2024</b></p> <p>JS documents were recently shared via email. Given most won't have had chance to look at this in detail I'm happy to take comments/questions via email or at the next meeting. If anyone has looked and wants to feedback now that's fine.</p> <p>CJ great document, well done, point to note that figures differ by £1</p>			

<p>MC thanks, we look cash rich, maybe it could be used to provide Health support</p> <p>CJ better place than we have been in for a long time</p> <p>CD whilst we look cash rich if you look at the funding period and the deficit between our funding award and expected costs it's not such a healthy position.</p> <p><b>Head of MSP</b></p> <p>TPS are we going to put something formal out confirming who has been appointed? Seems strange, usually there would be a public announcement to say who the new Head of/ Chief Executive is.</p> <p>CL official start date has been announced internally, but not externally. New appointee has met with LT and the wider team. He is meeting them next week so will pick this up then.</p> <p><b>Date for next meeting</b> Meet in March. Take offline to arrange a date in same process as previous Board meetings</p>	<p>CD to action.</p>		<p>19.1.24</p>
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