



## MSP Board Meeting

### Action Notes

<b>Date &amp; Time</b>	Wednesday 24th April 2024 2pm - 4pm
<b>Venue</b>	MSP, Business First, Building B, 23 Goodlass Road, Speke, Liverpool L24 9HJ
<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); Sion Williams ( <b>SW</b> ) (Marketing Expert); Tom Pedersen Smith ( <b>TPS</b> ) (Sport Expert); Catherine Edmunds ( <b>CE</b> ) (EDI Expert);
<b>MSP Team Members</b>	Jo Schumann^ ( <b>JS</b> ) (Finance, Compliance and Operations Manager); Danny Woodworth^ (DW) (Partnership Manager); Justine Blomeley^ ( <b>JB</b> ) (CEO of MSP)
<b>Apologies</b>	Andrea Farrell ( <b>AF</b> ) (HR Expert); Matthew White ( <b>MW</b> ) (Schools Expert); Calum Donnelly^ ( <b>CD</b> ) (Partnership Manager); Jennie Platt^ ( <b>JP</b> ) (Partnership Manager)
<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 & 2	<b>Introduction</b>			
	<b>a. Welcome, apologies and introduction</b>	Everybody welcomed  Apologies were given for AF, MW, CD and JP	JS	
	<b>b. Declarations of Interest</b>	All members had nothing to declare	CJ	
	<b>c. Matters arising from previous MSP action notes</b>	Nothing arising	JS	
	<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>	JS	



FOR DECISION				
	Headlines from Discussion	Outcome / Actions	Who	Deadline
3	<b>Liverpool City Council Representation</b>			
	<p>CL will be moving into a new role within LCC, there will be a new lead for MSP who will replace CL on the board.</p> <p>MC Will line management support remain the same?</p> <p>CL it should remain unchanged, things like accepting awards etc that he's dealt with will fall to that person, materially the support won't change.</p> <p>MC we as a board need to use this opportunity to fully establish what the board's relationship is with LCC. Not for now but useful over the next few weeks.</p> <p>CL there needs to be a strategic fit that everyone understands. Now is the time to look at where MSP best fit</p> <p>SF knows people in Public Health well and would be willing to have conversations with them to gain their thoughts on where they see we best fit.</p> <p>CL have a conversation about their strategy, where are they going, is that the best fit for MSP</p> <p>JB also knows people in Public Health and has been having conversations of a similar nature. She has a meeting on Friday, first since being in her new role. Although MSP are hosted by LCC she will be having similar conversations about strategic fit with the other 5 LAs.</p>	<p>Further conversation regarding CL replacement and board's relationship with LCC and where MSP best fit</p> <p>Conversation about Public Health and the plan moving forward for MSP</p>	<p><b>JB/CL</b></p> <p><b>JB/SF</b></p>	<p>End June 24</p> <p>End June 24</p>

## Board Evaluation

CJ has only had four replies to the board appraisal issued mid February. Whilst recognising that people are busy this is an essential governance requirement.

SF board members are volunteers and this needs to be taken into consideration. She completed the form but was unsure on some responses, she found it difficult and would have preferred a conversation first.

SW acknowledged that engagement over the last 18 months has not been great. Perhaps if it is important there could be a session on it so everyone is clear.

JS whilst the individual appraisals meet 4.2b of the Tier 3 requirements there will be a survey issued to board members shortly to address 4.2a at the moment and 4.2c further down the line as these committees are still in development, see below:

*4.2 The Board, led by the Chair shall:*

*a) undertake and maintain in writing a record of an annual evaluation of its own skills, performance and effectiveness*

Each board member completed a skills matrix in April 2023 so this will soon be due to be carried out again, this addresses part of 4.2a but not the performance and effectiveness.

*c) undertake and maintain in writing a record of evaluations of its Committees (Committees evaluation need not be undertaken annually)*

There may be elements of the survey that don't relate to some board members so most questions are not compulsory.

CL think about what we want the board to be and not how it is now.

Skills analysis to be issued via email

**JS**

w/c 13th  
May

Survey to be issued via email

**JS**

w/c 13th  
May

15 minutes online explanation session

**JS/JB**

w/c 28th  
May

5 Chair and Board Member Recruitment				
5	<p>TPS can current members be involved in the recruitment of new members? Suggests all board members are asked about their desire to remain on the board rather than just those whose terms end soon. This will help establish how many we need to recruit.</p> <p>JB has had discussions about existing board members being involved with recruitment with both Active Partnership Network and Sport England and it is not possible..</p> <p>MC the most important aspect is around shaping the people who come in next and how big a job the recruitment process might be.</p> <p>CL can remain involved in the recruitment in his LCC role to support JB for the recruitment</p> <p>JB would like board approval to start the process and is acutely aware of the need for more diversification on the board.</p> <p>CL think about diversity from all aspects, neurodiversity, sight etc</p>	Approved by board to proceed	<b>JB</b>	Ongoing
6 Membership of Audit Committee and Nominations Committee				
6	<p>MC Nomination Committee should not include the chair as they are often part of the interview panel so there could be a conflict of interest</p> <p>CJ should be two from LCC plus CEO of MSP and a board member</p> <p>CL could be a role for someone from LCC transformation or health</p>	Establish the two LCC people	<b>CL/JB</b>	End June 24



	<p>CJ nominated SF as board member, SF agreed</p> <p>Audit Committee</p> <p>Currently CL CJ and MC</p> <p>JS there may be a case to have a conversation with Sport England around our composition as a hosted Active Partnership. MC suggested when speaking to them we need to establish a good case for our proposals.</p>	<p>SF accepted the role on Nomination Committee</p> <p>Speak to Sport England about proposed composition</p>	<p><b>JB/JS</b></p>	<p>30th May 24</p>
<p><b>7 Governance documents for review and approval</b></p>				
	<ul style="list-style-type: none"> <li>• Business Continuity Plan (update only, no papers) JS has had conversations with LCC and has requested access to the system and templates etc. Need to connect to Jess Jeffreys whose area we fall under. CL can provide support if required</li> <li>• Board Paper Cover Sheet MS this was one of several examples provided by SE to sit as a cover sheet for your board papers</li> </ul> <p>TPS maybe JB can speak to Active Partnerships to collectively agree how it should be used eg. one cover sheet per meeting rather than per paper presented.</p> <p>SF is used to using these and they are good at pulling out the evidence that all necessary elements have been considered.</p> <ul style="list-style-type: none"> <li>• Welfare and Safety Role CJ likes that is focuses on psychological safety, proposes approving document</li> </ul> <p>MC do we want it more explicit around working with staff?</p>	<p>Progress with LCC</p> <p>Speak to Active Partnerships</p>	<p><b>JS</b></p> <p><b>JB</b></p>	<p>Ongoing</p>



<p>CJ good discussion point, he likes not to be too explicit but interested in what others think</p> <p>SW depends how much of a focus you want on the role</p> <p>CL Do with or do to scenario, it's about being the champion for the staff wellbeing and raising issues with board</p> <p>SW if you aren't explicit and don't have a list then it covers everyone, nobody is excluded</p> <p>SF it could form part of the board member induction process, how you should work with and support staff you're not managing</p> <p>JS AF suggested she'd be happy to take this role once there was more clarity. Need to check this is still the case.</p> <ul style="list-style-type: none"> <li>• Board Member Role Description</li> </ul> <p>TPS would like to see more around hours of work commitments in addition to 4 meetings a year</p> <p>CL make it clearer that they need to use their skills to support and mentor team members outside of the board meetings</p> <p>TPS remove reference to Nolan's and just make sure it's clear they need to be aware of the need to adhere to compliance and good governance</p> <p>CJ don't be too prescriptive as you may not get the people you want to attract, think about the type of people you want in these roles.</p>	<p>Board approved WSR</p> <p>Check with AF she's happy with WSR</p> <p>BMR approved by Board - small changes can be made and distributed via email</p>	<p><b>JB/JS</b></p> <p><b>JS/JB</b></p>	<p>End June 24</p>
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FOR INFORMATION			
8	Finance Update		
	<p>JS no major points to draw from the papers shared other than whilst it might look like we are cash rich due to underspends this is needed to underpin the variance between the Sport England award and the anticipated costs.</p> <p>CL what avenues are there to generate further funding?</p> <p>TPS is there a fundraising/income strategy?</p> <p>SW align the strategy to it, there is always money for a good idea</p> <p>JB we don't want to get into fundraising and trying to attract money as it distracts from our core role which was the issue we had with diversification targets. We need to continue building on the good work that's already being done, increasing our profile and being seen to add value. This is the best way of attracting investment from other organisations who want to work collaboratively with MSP. Has seen it happen in other Active Partnerships, attracting large pots of funding from the Combined Authority eg. walking, health etc that help deliver our core role working with partner organisations.</p> <p>SF agrees, listening to JB about building the reputation of MSP and the good work being done will support funding coming in from partners who want to collaborate with us. Working with LCR is a significant step in achieving this.</p> <p>CL also need to look at mitigation, what are our other options to reduce costs such as renting office space etc</p>		





9	<b>CEO Update</b>		
	<p>JB presenting her thoughts and emerging priorities over the eight weeks since she joined MSP</p> <p>TPS great update, would be good to be part of the induction for board members to help understand the role of MSP</p> <p>SF liked the idea of linking the Health strategy more with MSP's across the team. She will be able to support more in the health area going forward as changes outside of the board will remove current conflict of interest.</p>	Share presentation via email	JB
10	<b>AOB</b>		
	<p>Future meeting dates to be set for year - due to time constraints this will be done by email</p> <p>JS Finance, Compliance &amp; Operations Officer, Udoka Ossai has resigned to relocate back to her family in Kent</p> <p>CJ the board would like to thank Udoka for her work at MSP and wish her the best of luck for the future.</p>	Pass on comments	JS
11	<b>Has there been any change in risk as a result of today's decision making</b>		
	<b>No</b>		