



MSP Board Meeting

Action Notes

Date & Time	Monday 8th July 2024 1pm - 4pm
Venue	LCR, 1 Mann Island, Liverpool, L3 1BP - Meeting Room GB - 25
Board Members (BM's) Attendees	Cameron Jones** (CJ) (Chair); Chris Lomas** (CL) (Assistant Director – Liverpool City Council); Sion Williams (SW) (Marketing Expert); Tom Pedersen Smith (TPS) (Sport Expert); Andrea Farrell (AF) (HR Expert); Joined remotely - Mark Coups** (MC) (Vice Chair); (Sport and Finance Expert); Catherine Edmunds (CE) (EDI Expert); Matthew White (MW) (Schools Expert);
MSP Team Members	Justine Blomeley^ (JB) (CEO of MSP); Calum Donnelly^ (CD) (Partnership Manager); Danny Woodworth^ (DW) (Partnership Manager); Jo Schumann^ (JS) (Finance, Compliance and Operations Manager);
Apologies	Jennie Platt^ (JP) (Partnership Manager); Sue Forster* (SF) (Health Expert);
Audit Committee	* Denotes the Audit Committee
Nominations Committee	“ Denotes the Nomination 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	Everybody welcomed Apologies were given for SF and JP	CJ	
1	b. Declarations of Interest	All members had nothing to declare	CJ	
2	c. Matters arising from previous MSP action notes	Nothing arising JB CL have had various conversations, growing and strengthening all the time. We will go through recruitment of new board members and will make it clear all the roles and the relationships Chris will remain involved as we transition to a new Board and as long as needed. Particularly around employee/employer perspective TPS board need to understand what they can or can't be part of and what HR information can be shared CJ the culture of two organisations coming together can be difficult. We need to focus on what we can control. JB very keen that we are clear once we have a new Board in place as to where the lines are between Board, LCC and MSP.	CJ	
3	d. Reminder of what is to be considered during decision making at today's meeting	<ul style="list-style-type: none"> Welfare and Safety of MSP Impact on stakeholders, wider society and the environment 	CJ	

[illegible]

	<p>SF via email feedback - wondered where education sits within the stakeholder map, perhaps it is in some of the acronyms I do not understand.</p> <p>JS it doesn't, at present only Higher Education is mentioned.</p>			
5	Board Welfare and Safety Champion			
	<p>MC currently holds this role, his term ends in December 2024. Two options, current board member takes on the role or a newly recruited member steps in.</p> <p>CL could we recruit specifically for this role rather than a generic board member?</p> <p>JB - this is a possibility if a remaining board member doesn't want to take on this role</p> <p>CJ need to keep in mind that a safeguarding expert is very different to Welfare and Safety champion</p> <p>CJ if nobody is jumping to put their hand up, think about what we need, this could be a learning experience for somebody on the board.</p> <p>CE isn't putting herself forward as she wants to get the fundamentals of being a board member right before putting herself forward for any additional roles</p>	Consider MSP's requirements and the role description prior to recruitment campaign	LT	31.08.2024
	FOR INFORMATION			
6	Finance Update			
	<p>The Finance Report was shared with the board prior to today's meeting for comments and feedback to be tabled today.</p> <p>JS points to note:</p>			

- Since report issued an additional £43,200 income has been confirmed in relation to the Health work led by DW in partnership with Active Cheshire.
- £32,400 of the increased Sport England funding came in to go straight back out to pay 4Global Consulting for use of the Moving Communities platform for our region.
- £53,813 of the underspend relates to Sport Welfare Officer funding from last financial year due to us postponing recruitment. In addition to this we still haven't got people in post so there will be an additional four to six months of this year's funding not spent.
- Of the potential £550k underspend only approx £15,000 is unrestricted

TPS why couldn't SE pay 4Global directly rather than giving funding to APs to then pay 4Global.

JB SE funding was to fund places to understand their landscape better using the Moving Communities platform rather than funding an organisation.

TPS will SE claw back the Sport Welfare Officer underspend?

JB this hasn't been confirmed but the expectation is it will roll forward with, there is a possibility the roles will be extended beyond the original date.

CJ - licences, what discussions are we having around AI licences etc, the way the world is moving we need to think about where we are going. Think about our strategy for AI, the need to reskill staff in this area and the impact on the training budget.

JB is looking at training across the organisation with particular focus on LT at the moment having had 12 months without a leader. As a team we are lucky to have access to free training through LCC.

TPS - have APn looked at this

JB SE and APn are both looking at this, we all understand there is no getting away from it, starting to see it more and more across the network. They will be looking at economies of scale and the thought is AP will be guided by SE as a government backed organisation.

	<p>Sion - the speed that AI is embedding is unbelievable, they say AI will do in two years what it took the internet 40 years to achieve. As an organisation they are going to great lengths to identify that their work is humanly created not AI generated.</p> <p>MC raised a while ago about a training needs analysis and the fact one hasn't been done for some time, wants to reflag it as we need to identify what training people actually need, it's alright having a training budget but you need to know what it needs to be spent on to have the best impact.</p> <p>JB where we're going as an organisation will impact the individual training needs which should be clearer following her CEO update coming next.</p> <p>MW looking at budget for computer equipment and licences we might want to look at how the microsoft licence changes coming into effect in October might affect MSP.</p>	Discuss Microsoft issue with MGL	JS	31.07.2024
7	CEO Update			
	<p>JB presented on the background of MSP, County Sports Partnerships moving to Active Partnerships, being recognised as a network across England who could help Sport England achieve their objectives and the change in the ask of Sport England with regard to our core role. To be clear we are still about movement, physical activity and sport with no more emphasis put on one over the other.</p> <p>If we look at other APs we do stand out in relation to our name, MSP doesn't really help identify who and where we are.</p> <p>With regard to the inherited structure: JP - massive role, has been steered to focus on Workforce and the Safer Communities element of Communities rather than the whole of Communities CD - focus back on Sport, football, Active Through Football. lots going on in this area and significant funding around</p>			

JS - currently recruiting someone to support this role. Have spend lots of time together talking about governance, operations, learnings from other hosted APs
There is currently a big CYP review going on so we are not looking to fill the vacant CYP roles just yet, announcement expected in December 2024 but may be impacted by the change in government
Brendan McCrudden will support Amy Fisher and take on aspects of her role as this is a big space for one person to cover
DW - all things Health in partnership with Active Cheshire. Feel the work is sitting in a box and needs to be across the team
Have recruited one Sport Welfare Officer and one out to advert at the moment
Has thoughts on the Marketing/Comms being something different to the traditional role, it needs to be more aligned to Insight etc

TPS - focusing on having places for people to play sport, in Leicester the International Hockey Federation have worked with FIFA to create multi sport facilities
JB there is lots going on around multi sport facilities, even Active Through Football isn't actually predominantly about football, they're working with places to provide what they want. The ATF lead from SE and from APN are going to spend time with MSP monthly, we're also inviting Richard Jones who is the ATF Merseyside lead to our team days as and when.

TPS is there a progression route within the organisation to retain the workforce? Is there scope for changes in title etc, there are a lot of officers in the structure
JB is very much about development, it's not all about the job title it's about the development opportunity provided
SW looking at the marketing one, you need to compare to outside the industry and consider what they can get outside your organisation
CJ only time the title and salary is really relevant is when someone is leaving because their title can open opportunities for them but ultimately they are looking for more money not a title.

	<p>SW they had this happen in their organisation, having specialist in job titles allowed for people to apply for higher level roles than perhaps they were qualified for.</p> <p>TPS has contact in Copenhagen that would happily have a call with Kenny Chu to talk about working with universities and learnings from other countries.</p> <p>MW interested in how we plan to target the most deprived arrears, his schools are in Kirkby and Woolton, uptake on any offer would naturally be higher in Woolton so we need to target correctly to get the uptake from the more deprived areas.</p> <p>MW there are lots of multi agency things happening that it would be easy for MSP to get involved in.</p> <p>JB would really like to have a further conversation about his schools, and schools in general</p> <p>JB we don't want to reinvent wheels we want to join the dots</p>	Further school based conversation	JB/MW	31.07.2024
8	Board Member Survey and Individual Appraisals			
	<p>JS as previously mentioned we acknowledge that the survey and the how the questions are worded isn't perfect in relation to MSP. This is partly the reason we didn't make answers to most of the questions compulsory. It also came at a time that board members were being asked to complete lots of things so the time spent completing it is much appreciated. We were limited on time to achieve this Tier 3 Governance requirement. We know there is work to be done to shape next year's survey, using the expertise of KC in the team.</p> <p>JB gave an overview of the results</p> <p>CJ was surprised by the results, more positive than he expected. The actions that come out of it are the important thing.</p>			

	<p>SW before completing such surveys it would be helpful to understand the purpose of the survey, is it internal, external, what will the results shape.</p> <p>CJ once we get the methodology stay with it so we can compare year on year</p> <p>TPS there is feedback about the board not knowing each other well. This is an important connection to establish together with a connection between board and team. People need to understand each other and the skills we all bring. It's also important to keep this alive. Hearing real life case studies etc really helps understand MSPs work and the impact the team have.</p> <p>SW understanding people's role and skills helps to take their comments in context. CL whilst finance and governance are important it's nice to see the softer side with real life examples and hear about what the team are doing.</p> <p>CJ going forward just ensure we don't confuse an executive leadership team and board as they are two very different things.</p>			
9	Confirmation of dates for future meetings to December 2025			
	<p>10.12.2024 10am till 1pm 25.03.2025 1pm till 4pm 17.06.2025 1pm till 4pm 16.09.2025 1pm till 4pm 09.12.2025 10am till 1pm</p> <p>We have a venue for 10th Dec 2024 (Knowsley) and 25th Mar 2025 (St Helens, providing the venue is built by then). Exact details will be issued shortly.</p> <p>JB meeting on 2nd October 2024 is a significant one as it will be the last meeting for three members including the Chair.</p>	Confirm venue	JS	11.07.2024

10	MSP Board Cover Sheet			
	<p>SF (via email) it is simple, would have been good to see an example fully filled in. These can be tick box exercises unless properly considered.</p> <p>JB will have further discussions with SE regarding the purpose of this and to ensure it's not a tick box exercise.</p>	<p>Approved by Board</p> <p>Discuss with SE</p>	<p>Board</p> <p>JB</p>	
10	AOB			
	<p>TPS is there any progress update on recruiting new board members?</p> <p>JB has had good conversations with people over the last four months making people aware, gaining an insight as to who might be good in the role and talking about their support in sharing the recruitment campaign far and wide across the network. Has also had conversations with SE and APN with a view to reshaping the role descriptions.</p> <p>TPS does this have to go through LCC recruitment process?</p> <p>JB no this can go out external to LCC</p> <p>This was TPSs last meeting as a board member as his nine year term comes to an end and he heads off for a new adventure with his family. JB thanked him for his support over the last nine years, presenting a card and gift to remember his time with us. The chair and fellow board members thanked him for his support and wished him well for the future.</p>			
10	Has there been any change in risk as a result of today's decision making			
	No			