



MSP Board Meeting

Action Notes

Date & Time	Tuesday 9th December 10am - 1pm
Venue	DCBL Stadium, Box 17, Lower House Ln, Widnes WA8 7DZ
Board Members (BM's) Attendees	Rachel Fowler* (RF) (Chair); Andrea Farrell (AF); Omid Khaiyat (OK), Judith Cummings (JC); Darren Simpkin* (DS)*
MSP Team Members	Justine Blomeley**^ (JB) (CEO of MSP); Danny Woodworth^ (DW) (Partnership Manager); Jo Schumann^ (JS) (Finance, Compliance and Operations Manager); Jennie Platt^ (JP) (Partnership Manager); Catherine Edmunds (CE) Anthony Judge (Strategic Lead - Place Relationships) (AJ) Sue Forster“ (SF) Simon O'Brien (SO); Kenny Chu (Learning, Research and Insight Officer) (KC); Megan Thomas (Finance, Compliance and Operations Officer) (MT)
Apologies	Jessica Jeffreys* (JJ) Matthew White (MW) Ian Parkinson (IP)
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
	Introduction			
1	a. Welcome, apologies, introductions and Declarations of Interest	Everybody welcomed Apologies were given for, JJ, IP All members had nothing to declare	DS	
2	b. Reminder of purpose of today's Board Meeting and agenda.	DS reminder that we need to think about welfare and safety in decision making in today's meeting. We also need to think of the wider impact on stakeholders, community and the environment in the context of any decisions that we make today.	DS	
3	c. Matters arising from previous MSP action notes	N/A		

	FOR DECISION			
	Headlines from Discussion	Outcome / Actions	Who	Deadline
	Board recruitment			
4	JB Justine discussed the resignation of MW JB informed the Board that we are currently updating the Board recruitment pack with an aim for completion in January. JB raised with the Board the intention to recruit two further Board members. Ideally with backgrounds in education and sporting governance. The Board agreed that this would be beneficial	Update Board recruitment pack	JB, Leadership Team	End of Jan 2026
	Safeguarding			
5	DS - Confirmed that safeguarding email was circulated in October JP - As part of T3 governance the Board must undertake safeguarding training. JP invited Board members to share their level of safeguarding experience and training to enable training to be tailored to specific needs and requirements. JP invited Board members to provide feedback on subjects that may be especially relevant and informed members that training needs to be delivered in person JB when do we see this happening? JS next board meeting is 19th March, we could extend the meeting for this - will need 2.5 hours to complete	Confirm date for Board member Safeguarding Training, determine subjects that are particularly relevant to Board members via email.	JP	January 2026

	The Board agreed that training should take place in conjunction with the next Board Meeting in March.			
	Liz Cross			
6	JB Consulted with the Board on subjects to be included in the next session with Liz Cross. Subjects suggested: financial confidence, culture, risk appetite, generative governance and skills, exploring competencies, Board lead calendar. JB invited the Board to provide feedback on suggestions JC likes all suggestions DS suggested that strategy planning, income outcome metrics would be priority. DS was of the opinion that the Board calendar was less of a priority and could be completed remotely. JC suggested that the agenda would likely be an ongoing development, we could use DS priority suggestions as a starting point. OK suggestion that Board training should be undertaken together rather than on an individual basis to further develop board relationships. JB agreed and reiterated that it would be a preference that training was undertaken in person rather than online.	Decide on topics and method of training for Liz Cross sessions.	JB	February 2026

T3 Governance				
7	JS presented from document: Revised Compliance - Assessment and Gov Action Plan. JS advised Board members that we have now met all requirements but a reminder for us to not get complacent. JS reiterated that there will be documents to review at each Board meeting to remain compliant. JS advised that Data Recovery Plan + Business Impact Analysis form part of business continuity and falls under LCC processes. JS informed that JJ did not have any feedback on submitted documents from an LCC perspective which is reassuring from our position. DS suggestion that the structure of some circulated documents needs updating. The business continuity plan needs to be circulated to the board and the team structure appears to be out of date on some documents and also requires updating. SF - suggested that business continuity needs to be kept appropriate given our role within LCC and not being a vital service. The Board agreed JS informed the Board how some roles within MSP do present a continuity risk such as JS and KC and reiterated the need for succession planning. MT role as an example - is now a support to JS and mitigates the risk to continuity. JB our work with Press Red also mitigates the continuity risk re KC JS this is not reflected in the business continuity documents currently and so this document needs to be developed	Circulate business continuity plan to Board members Update business continuity document	JS	Ahead of next meeting March 2026

	JB voiced thoughts on hosting arrangements for the future, such as a move to Combined City Region. RF suggested that we keep a watching brief on local government reorganisation and what that could mean for Active Partnerships in the future. OK with the current MSP working arrangements, do we keep a record of risk assessments in relation to hybrid and home working? JS staff complete a periodic assessment which is geared towards workstation assessment - we don't store any other information in relation to home working. JP has been looking at the implementation of a Lone Worker policy which is geared towards Sport Welfare officers work arrangements which often includes out of hours/evening/weekend working. Currently this is managed by JP having her phone available out of hours. SF can this not be absorbed with LCC emergency on call procedure? JP a policy is needed for more nuanced situations where a check-in is necessary, but it would not be classed as an emergency for out of hours LCC	Creation of lone worker policy document	JP	March 2026
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FOR INFORMATION				
CEO Update				
8	JB delivered an update and presentation to the Board covering the following: Overview of place-based approach Since sept board - APNO held their team meeting for 2 days in Liverpool - Presenting moving communities board - Continue to work of W&G with GM - Labour Party conference fringe events - clean water, trusted adult - T3 compliance achieved - Organising and supporting IWG global summit - Reflection logs and campfire sessions - Historic first - Brighton Helsinki Declaration - Engagement session online for W&G work for GM/LCR to launch our plan and toolkit for pledging - Getty Images approach - CIMSPA article - Team attended AI Summit - Comms Lead Aiden started - Connections to other place work across LCR - Deeper connections with universities - Sport Liverpool Board - All development awards agreed, awaiting Place Universal Offer - Shared role with ICB - Calum's departure			

	- LCR CA Health Team - Engaging Emily Brady-Young in our Health work - System Leadership Event LCR - NGB Connect session - Pivot to Active Well Being - 1:1s with all the team - DIAP has been signed off finally EDIAP we now want to review - Press Red Network - Northern Grit Sporting Glory event			
	JB continued presentation with a look at the year ahead, JB presented the following: - Values revisit - would the board be interested in joining a session? - Moving towards rebrand and website - Clean Language with Caitlin Walker - Consolidation of our culture - Building System Leadership programme - Improving coms - Set up Place Board - Mindful of Local Gov reform agenda - Meeting between Mayors office and SE			
	Finance Update			
	JS - presented the quarterly financial report (up to 31.10.2025) any questions from board			

9	OK - asked a question about the categories of project funding JS - advised that these titles are downloaded from SAP and the language is outdated and project relates more to partner No further questions JS - presented to the board the Financial Impact Report for formal acceptance by the board The Board accepted and offered no feedback			
Leadership Team				
10	AJ Place overview including Sefton and ST Helens AJ presented an overview of development award applications with our places, this was submitted early September and has since been accepted. For context this work consisted of 490 pages to Sport England and has been the predominant focus of work this past summer. The Development Award is focussed on building capacity where required. AJ presented how this linked into the System Leadership work being undertaken by Amie Marshall. DW - Liverpool, Wirral and Health Liverpool submitted their Development Award early September, noted excellent engagement within the authority. DW continues to expand engagement which is needed across the city region. Challenges at ICB with restructure from our health work perspective. Cheshire and Warrington devolution - need to keep an eye. All Together Active strategy needs refreshing, view to keep short and succinct. Reiterated JB's preference to keep strategy on one page.			

	JP - Knowsley, Halton, Workforce and local skills plan Pace of work in Knowsley continuing, particularly around CYP and schools. Creating an Active School framework ongoing as a tool. Noted that there is a diverse group of people working on this piece of work which is of great benefit. Halton - relationships are developing here. Workforce is a very busy developing area due to devolution but potential for further funding in future. Safeguarding CPFU review passed after an overhaul moving onto the adult framework in the new year.			
Evaluation and Learning Update KC				
11	KC presented to the Board an update on Evaluation and Learning, Metaphors and LCR E&L Framework. The Board were presented with 3 pillars of focus where action needs to happen; Integration of physical activity into sectors, strengthening community and individual capacities, tackling structural inequalities. The Board were then presented with the conditions that are needed for change to take place. KC presented the Board with The LCR evaluation and Learning Framework document. This visual communicates how we have set up both ourselves and our Places with an orientation towards learning and more embedded, developmental evaluation. We are widening the scope of our data collection and evidence base in order to collect data that drives both decision-making and storytelling processes.		KC	

	Board members were invited to discuss how they wish to see/hear about MSP's learning and impact.			
	Active Partnerships National Organisation (APNO)			
12	RF delivered to the Board an update on the APNO CEO and Chairs event she recently attended with JB JB commented on the energy in the room and the networking benefits for the organisation. There was focus during the event on aging infrastructure, particularly data and leisure centres. Further focus was given to young people from low economic backgrounds/older people with long term health conditions RF Advised that a potential criticism of the event would be that there was an over emphasis on Sport rather than physical activity			
	AOB			
13	AF - can we have a SharePoint or shared file for Board Members as we have a large amount of info being shared Aiden and Kenny looking into maybe? JB voiced that this can be attached to the new website design, such as a shared area that can be accessed by Board members.	Creation of shared access folder for Board Member papers and updates.	KC in conjunction with Aiden	Ongoing

	JS informed the board that additional admin support may be required next year due to MT going on maternity leave			
	Has there been any change in risk as a result of today's decision making			
14	No			