



MSP Board Meeting

Action Notes

Date & Time	Tuesday 1st of April 1pm - 4pm
Venue	Totally Wicked Stadium, St Helens, Box 6/7
Board Members (BM's) Attendees	Rachel Fowler (RF) (Chair); Chris Lomas** (CL) (Assistant Director – Liverpool City Council); Andrea Farrell (AF) (HR Expert); Catherine Edmunds (CE) (EDI Expert); Matthew White (MW) (Schools Expert); Sue Forster (SF) (Health Expert); Jessica Jeffreys (JJ) (Head of Leisure Transformation - Liverpool City Council); 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)
Apologies	Calum Donnelly^ (CD) (Partnership Manager); Ian Parkinson (IP); Simon O'Brien (SO) (Liverpool City Region Active Travel Commissioner)
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 and introduction	Everybody welcomed Apologies were given for, CD, IP, SO JB welcomed the new Chair RF and welcomed new members of the Board JD, DS and OK welcome to JJ who is to replace CL	JB/RF	
1	b. Declarations of Interest	All members had nothing to declare RF reiterated the need for open dialogue re declarations of interest and the need to manage any as and when they arrive.	RF	
2	c. Matters arising from previous MSP action notes	Nothing arising.	RF/JB	
3	d. Reminder of purpose of today's Board Meeting and agenda.	JB today's meeting will be used to update new members on the organisation, the focus will be on information rather than matters for decision.	JB	

	FOR DECISION			
	Headlines from Discussion	Outcome / Actions	Who	Deadline
4				



	FOR INFORMATION			
6	Tier 3 Governance and Compliance			
	JS presented to the Board Assessment and Governance Action Plan. JS explained that some areas of the document are not applicable to MSP as we are hosted by local authority. There have been delays in achieving full compliance due to time without a CEO and a full Board. JB/JS decisions making will be picked up from June's meeting onwards surrounding compliance and T3 governance once new board members have had their induction. SF concerns around an official deadline that MSP must adhere to for full compliance. JS no deadline has been set it's more an ongoing dialogue with us and SE RF query regarding the colour code system in T3 document, will the items be addressed according to colour code, red items first? JS some 'red' items relating to T3 governance cannot be addressed until board recruitment and inductions have been completed. Will look to introduce a 'pending' colour JB Structural change at Sport England has also affected MSP's ability to achieve full compliance MW query if lack of compliance poses a risk to operations JS being hosted by LCC provides a certain protection as we follow/comply with LCC governance. We are not currently at risk of funding loss due to non compliance.	Introduce 'pending' colour Provide risk register example Issue Board papers two weeks prior to meetings	JS JJ JS	

	JJ suggested a risk register to monitor and can provide an example. RF can Board members advise how far in advance of meetings board papers are to be received? DS two weeks is ideal to review documents prior to board meetings. The Board is in agreement that two weeks is optimum with one week being minimum requirement.			
CEO Update				
	JB Welcome to the new Chair and new members of the Board JB gave an overview of who MSP are, what MSP's strengths are and an explanation of Place Based Approach. JB explained the role of Active Partnerships as a System Partner, and how Active Partnerships can help tackle inequality. JB updated on the work that MSP team is undertaking with Clean Learning in an effort for the team to become anti-fragile and resilient. JB invited LT to comment: DW enjoyed working outside of his comfort zone with this work and approach, and it's really helped to build relationships JS the process has been uncomfortable but beneficial, the important part is getting into the habit of implementing the techniques. JP it has been of benefit when working outside the team and when building relationships with partners, 'clean questions' have been especially useful. JB gave a brief cost benefit analysis of the work with Caitlin and advised that we expect to have further sessions in the new financial year that will also include the wider team. JB gave a recruitment update regarding 2 new roles. An overview of the roles and responsibilities within the team and the places that people work within.			

7	Strategic Direction			
	JB our current strategy ends next year - we will utilise LCR to inform our strategy, provide support to 'Utilising the Movement' and 'Get Active', how we can engage with Higher Education, Health, Culture etc SF how does this work relate to our Health Strategy? JB The health work needs to be embedded in everything that we do. JJ Is it necessary that we have two separate documents (Health/Active Partnership strategy) when the two are linked? JB I believe that there is greater benefit in short documents. Secondly, we are linked with Cheshire and their strategy. RF Note that Sport England are updating 'Uniting the Movement'			
8	Expanding Place Partnerships			
	JB explained Sport England work started with a pilot of 12 places, now expanding to 80+ and gave an overview of Investment and the practicalities of achieving system change. An update was provided explaining how MSP are much better connected to the voluntary sector than previously. Going forward Justine advised			

	that we need to connect better with Housing Associations. An overview of Place Expansion work across the City Region was given. AF what is 'whole place'? JB The footprint of a whole area, the place can be one place such as a school or a whole place such as a region. JB gave an overview of the conditions that enable system change, a presentation was shown which displayed LCR Place Partnership Values developed with Jackie Le Fevre and our core beliefs. RF made an observation that some places (during the values workshop) still had a focus on a grant expectation - this may need to be further communicated to inform people's expectations. JJ observed the difference in culture in Local Government, the focus on KPIs can limit work which relies on longer term results. RF discussed the importance of focusing on children and young people when aiming for long term change.			
9	Finance Update			
	JS Finance Overview: - MSP have not successfully recruited for a Marketing and Comms position - this has freed up capacity to fund the consultancy work which we have been focused on (Clean Learning, Shared Values Session etc) - Variance in training budget due to the additional development work mentioned above - Underspend in Sport Welfare budget, due to the length of time to recruit			

	JS explanation of how MSP must update the board of financial info in order to achieve T3 compliance. JS the projected budget shown for 25/26 does not include Place Expansion or Universal Offer JS Financial overview of the cost savings in moving offices to Cunard JS Projected that travel expenditure will increase next year as people undertake further work in their places. Laptops are coming to the end of life and need replacing in this year's budget. JS Charity Licenses, the fees for the foundation are being transferred to MSP as the charity is now dormant DS is in agreement that keeping Place Expansion/Universal Offer budget separate is the best approach. No questions from the Board			
10	Leadership Team Update			
	JP Halton is in the second phase and recently held an inception meeting. The approach is primarily driven by public health. There has been good engagement at all levels and good attendance at meetings. Amy and Kyle have worked hard to develop good relationships in the area.			

JP Knowsley working primarily with Sport Development Officer. Observed a less protectionist attitude, great understanding of place based working. Well structured support from above (Caroline Holmes). Strongly aligns with Knowsley 2030 strategy. JP Workforce focus is on the CIMSPA Local Skills Hubs, currently chairing the board and in process of developing an LCR Skills Plan for sport sector. JP Our Safeguarding (children) policy is due for review in November. An action plan is ongoing. The Safeguarding Adults policy is separate and does not need to be updated annually. JP in response to the White Review we have 2 Sport Welfare Officers in post for 6 months now, they are both making great progress building trust and relationships in their places. DW gave an overview of the Place Expansion funding that Liverpool already has in place and the pilot work in both Everton Park and Princes Park. Partners on the Wirral are coming together to progress the work at pace. DW in terms of health update there is change within the NHS landscape with the announcement of the 10 Year Plan in spring/summer and changes coming for Cheshire & Merseyside ICB, and we're hopeful that this will focus more on prevention, which aligns with our goals and has lots of opportunities for physical activity. JB delivered a Women and Girls update and an overview of the Brighton Declaration. An update was given on our intention to work closely with Greater Manchester to tackle systemic violence against women. SF how can this work be positive for both genders?			
--	--	--	--

	JB by utilising Active Bystander training and ensuring that we work with men as part of the decision making. The Board thanked Chris Lomas who is leaving after involvement since 2020. A small gift of appreciation was given on behalf of the Board and MSP. We wish Chris well in the future.			
10	Has there been any change in risk as a result of today's decision making			
	No			