



MSP Board Meeting

Action Notes

Date & Time	Wednesday 10th June 2026 1pm - 4pm
Venue	Everton Offices, 7th Floor, Liver Building, Pier Head, Liverpool, L3 1HU
Board Members (BMs) Attendees	Rachel Fowler* (RF) (Chair); Andrea Farrell (AF) ; Judith Cummings (JC) ; Darren Simpkin* (DS)* ; Ian Parkinson (IP) ; Gaby Croller (GC) ; James Cole (JaC) ; Sophie McNally (SM) ; Jo Richmond (JR)
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); Kenny Chu (KC) (Learning, Research and Insight Officer); Aiden Wynn (AW) (Marketing and Communications Officer); Amie Marshall (AM) (People and Leadership Development Lead); Lisa Smalley (LS) (Business Support Officer)
Apologies	Jessica Jeffreys* (JJ) ; Anthony Judge (AJ) ; Sue Forster (SF) ; Omid Khaiyat (OK) ; Simon O'brien (SO)
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, Introductions, Apologies and Declarations of Interest	Everybody welcomed. JR attending on behalf of JJ from LCC. Apologies were given for, JJ, AJ, SF, OK, SO Noted that an additional agenda item has been added - item 10 - Stakeholder Mapping No declarations of interest.	RF	
	b. Reminder of purpose of today's Board Meeting and agenda.	Welfare and Safety to be considered in decision making at today's meeting. impact on stakeholders, environment and wider society to be considered in decision making at today's meeting.	RF	
3	c. Matters arising from previous MSP action notes	• JB & Leadership Team - update Board Recruitment Pack - completed • JP - Date for BM Safeguarding Training has been set - completed - Friday 26th June 2026 9.30-11.30 • JB - decide on topics and methods of training for Liz Cross sessions - completed • JS - update and circulate Business Continuity Plan - ongoing • JP - creation of Lone Worker Policy document - completed • KC & Aiden - creation of shared access folder for BMs - papers and updates- part of the MSP re-launch/new website • JB, JP & JS - Update of People Plan - ongoing • Feedback to RF re: Stakeholders Document - no feedback received to date. RF reminded everyone to send any comments through to her over the next couple of weeks • KC to attend next meeting to discuss Evaluation and Learning - complete	All BMs	

FOR DECISION				
4	Headlines from Discussion	Outcome / Actions	Who	Deadline
	Tier 3 Governance - JS sent out the following documents prior to the meeting and asked for feedback/comments to be tabled at the meeting:			
	Matters reserved for board - Board happy to sign off.	Approved	Board	
	Board Scheme of Delegation - this document is governed by MSP being hosted by LCC so there is not much scope for change. Split as recommendations from the Board but the overall approval would be through LCC processes. JS mentioned that she had found an old MoU between LCC and MSP which looked at delegated powers to the then CEO of MSP and approval limits within the MSP team, this may be something to look into resurrecting. JR said she is happy to meet with JS to discuss further and the option of creating an updated scheme of delegation.	JS to arrange a meeting with JR	JS	
	Board Chair role description - Board happy to sign off.	Approved	Board	
	Board senior member role description - DS noted that in the document it states the Chair is required for a minimum of 3 meetings but that other board members are required for a minimum of 4 meetings - this needs to be updated as a minimum of 3 meetings for all for continuity.	Update document	JS	
Board welfare and Safety Lead Role description - This is a newer document than the others and has been shaped with AF input. Initially people thought it was more of a Health and Safety role rather than welfare and safety. JJ and JC expressed an interest to support AF in the lead of this role, which is good to have a mix of knowledge. AF added that if it's				



	psychological that the role refers to, it needs to be added to the title. It's mentioned within the body of the description but for clarity it would be best to mention it in the role title. Board equity profile survey questions - AF asked how MSP are using the data collected in the survey. JS stated that at the moment the data is not being used, MSP were asked to include the document in the board recruitment packs. JR suggested that the document needs to be refreshed each time a board member leaves or when MSP are recruiting new Board Members. AF stated that the questions are subjective and open to interpretation - they need to be more targeted to enable them to be used effectively to collect data. JB stated there is still work to do on this and it would be good to look at where MSP were and where MSP is now, it may also be worth looking at LCC's equity profile. JR said that she is happy to share LCC's document. JC and AF to send their feedback to JS.	Update role title JR to share LCC Equity Profile Questions JC & AF to feedback comments to JS	JS JR JC & AF	
	FOR INFORMATION			
	Sub Committees/Board Champions			
5	Sub Committees JB - Now at a point where sub-committees need to be put in place, the two key sub-committees are Audit/Finance and People and Nominations. Audit/Finance - DS and SM expressed an interest in joining this group. People and Nominations - SF and JJ have expressed an interest in joining this group. GC asked what the requirements are of the sub-committee members - JS confirmed there are role descriptions that can be shared with the board. The audit and finance sub-	JS to circulate role descriptions	JS	



committee should meet two weeks prior to the board meeting to discuss the finance report, agenda items, so there would be four sub-committee meetings in addition to the 4 board meetings. Finance and audit to be one sub-committee. JR said that if needed, someone from LCC could attend the audit/finance committee meetings as an advisory member. The timeline for getting the sub-committees in place is as soon as possible. If anyone else is interested in being part of the audit/finance or people and nominations sub-committee let JS know. Board Champions GC - Recruited for Education and Children and Young People SF - Recruited for Health JB confirmed other areas for MSP board champions: Women and Girls Safeguarding - possibly ties into Education and Children and Young People Environment/climate change Active travel JB will put together a full list of Board Champions MSP are looking for and circulate. All board members to feedback to RF. JS said it would be good to have a generic role description for board champions and show how it differs to board members.	Let JS know if interested in being part of sub-committees	All BMs	
	Circulate list of Board Champions. BMs to feedback to RF	JB/BMs	
	Put together a generic	JB/JS	

		description and circulate		
6	Board Members 1:1's			
	RF confirmed that all 1:1's are booked in and should be completed by the end of August. RF reassured the Board that all information stays with MSP and is not shared with Sport England. One suggestion that has come out of the 1:1's is around the agenda and if it can be re-arranged for future meetings to have admin/finance matters before the break and then focus on why we are all here after that. Everyone is in agreement.	Structure of agenda to be changed	JS/LS	
7	Board Away Day - Thursday 6th August 9am - 4pm			
	JB & RF have been planning the agenda with Liz Cross and Jacqui Le Fevre. The morning will be the work around values and then Liz will deliver sessions in the afternoon. Values profiling instructions will be sent out to all BMs; there will also be an optional online session with Jackie to explore your values profile. All MSP staff have done the values work so JB is keen for all board members to complete it to help the board work together as a team. JB is organising opportunities for the board to visit partners - AM will be sending out an invite to the next LCR partnership session on 22nd July at LCFA Sefton. JB will work with place leads regarding more opportunities for the board to observe the work in practice and understand the role of MSP as an organisation.	Send invite for place partners day to BMs	AM	



	Evaluation and Learning Update			
8	KC delivered a presentation on bringing the MSP story to life. (Share slides with action notes) JB - starting to get a live learning loop into the work with reflective practice starting to build in places. LCRCA are interested in what MSP are doing and in working together. If anyone from the board would like to join a campfire session, MSP can share dates of upcoming sessions. Dates for next sessions: Tuesday 14th July, 9:30-12, Cunard Building (room TBC) and Tue 22nd Sept, 9:30- 12, Cunard Building (room TBC). DW - Would like board members to feed in to the Evaluation and Learning work, if any board members want to send ideas on how reflections and stories can be shared. Also consider how the board would like to receive info/updates/learning, how can they advocate and become involved. RF said that she could use the 1:1s for feedback with board members. JR stated it is similar to LCC's Test, Learn and Grow programme and LCC are trialling working with the Cabinet Office. JR can arrange a knowledge exchange with LCC. IP feedback - can we make the MSP logo bigger? KC - working with AW to share stories from Place Explanatory Accounts. IP - other actions to explore, other organisations MSP can work with. JB - places are led by LA's, there is a need for the voluntary sector to have a voice in all places.	Express interest in attending future campfire sessions To arrange a knowledge exchange with LCC	BMs JR	
9	Update on Re-brand/Website OSCH has now been confirmed as the chosen organisation for the website re-design/re-brand. AW can send the link to OSCH's website and their project proposal	Send OSCH website link and	AW	



	The mission/vision work done with the board and MSP team has been shared with OSCH to help build a strong foundation. JS and AW are working with OSCH and the LCC legal team to finalise the contract, OSCH continue to work in the background while the contract is being finalised, There will be a discovery phase which will include workshops etc and opportunities for the Board and wider partners to input and help shape the website/re-brand.	project proposal to Board		
	Stakeholder Mapping Update			
10	AM - Part of T3 governance is that every organisation has to develop and deliver a strategy for engaging with stakeholders. As a team, they have reviewed the original stakeholder map and have updated the headings. AW shared the updated stakeholder map with additional headings such as theme of work, types of relationship, level of interest, how we were engaging etc. The team have started to populate the sheet and there are approximately 150 stakeholders on there at the moment with possibly another 100 to be added. It is a work in progress and reminders are sent out to teams quarterly to ensure the information is up to date. DS - important that the document is kept up to date and utilised effectively. JB - challenges us to know where MSP can support - a tool to see which organisations are not included or those that MSP are not contributing to. RF - as place work continues you are going deeper instead of broader - needs to relate back to the MSP strategy and direction of travel.	Feedback on	All BMs	

	RF - asked the Board to feedback any comments on Stakeholder Mapping	Stakeholder Mapping to RF		
11	CEO Update			
	JB provided an update: • Appointed Business Support Officer - Lisa Smalley • Appointed Megan's maternity cover - Yvonne Hopkins • Appointed Women & Girls role - Emma McKenna - she will initially start with St Helens but will also be shared across all places • Place Board - starting to take shape, it will not just be around governance of funding but also strategic in terms of place work. Andrew Donaldson - CEO of Halton Borough Council will be chair, Kirsty McLean from LCRCA will also sit on the board and support with development. There will need to be a relationship between MSP Board and Place Board • Setting up Evaluation and Learning Consortia - Have invited 8/9 partners and KC has built a model on the needs they have. Need someone to lead the consortia • Women & Girls - plan for LCR since signing the Brighton Declaration. Active bystander programme working with Michael Viggers from Health Inequalities Group to deliver the training and to build a train the trainer programme. • JP is working on an 'Ask for Angela' programme in the context of the Sport & Leisure sector and how it can be adapted. • Attended parliamentary session - MSP offered as a pilot to work with. Leanne Norman leading - Loughborough University will work with Knowsley & St Helens - workshop with Leanne's team to start to shape the pilot. If anyone on the board is interested in being the Women and Girls Board champion, could be included in this process?			

	RF - any links to current women's rights - RF can help around the design of leisure centres. • IWG Summit Birmingham - arranging tickets, GC, SM & JC attending from the board and also MSP staff and place partners. JB invited to speak on day 2. • Presented at Health Strategy Event • School streets conference - invited along with the team • Attended Hazel Snell's High Sheriff Installation Event • Completed the System Partner report • Had a visit from Yorkshire counterparts • Have connected with LCRCA Comms Team • Major events - JP working on Tour De France, AJ and JB working on Euro's 28 and helping places to be better connect to major events • MSP staff appraisals underway in line with LCC process SPORT ENGLAND MID-TERM PLAN 2021 - 2031 10 yr strategy for the sector - everyone's role Share SE slides with action notes Sport England CEO visit in June should provide more information on how the new round of funding will look.			
	Finance Update			
7	JS finance presentation. RF - general feedback from the board members 1:1's is the need for the information to be simplified for the board meetings.			

	JS - Risk/Opportunity register - the focus has changed since we last looked at it. Part of it is looked at through LCC processes. Could expand on plans for addressing a single point of knowledge, this is being addressed by employing additional admin/finance support. SM - confirmed that the finance report looks better than last version. Question - is the budget income to date, secured funding? JS confirmed funding is secure with the exception of the Sport Welfare Officers. MSP are claiming £109k which was not received last year. Active Bystander training will come out of the underspend. Funding for Sport Welfare officers will come to an end but the roles will continue under System Partner. SM - Is it possible to re-frame so you have detail on YTD but also Year End? DS - level of detail is for the separate audit/finance committee. DS asked what the timing of receipts were from Sport England - JS confirmed that the first payment of 50% is in May with the next payment in October following the submission of half yearly compliance. RF - also useful for the board to know other sources of funding to come in.			
13	Leadership Team			
	AJ Place Overview including Sefton and St Helens Place • Capacity - new roles in place and planned • Development Awards activated • Changes to delivery plans based on need (positive step) • LCR Place Partner Network April event - 50 attendees • Focus on Theory of Change • Relationships growing (Health/ CYP)			

	• Connections made (Pride in Place) • E&L Consortia (Liverpool, Sefton & St Helens) • Women & Girls System Change Lead (Place Universal Offer) • Place Board System Leadership Place-based leadership 2-day courses delivered: • Liverpool - November 2025 • Wirral - January 2026 • 62 total attendees from 23 organisations • 107 reflective logs completed Courses planned: • Sefton - September 2026 • Knowsley - November 2026 • Halton - Jan-March 2027 • St Helens - TBC (Place Universal Offer) Capacity & Capability Building • Developing an LCR Systems Leadership Learning Series (Built on NELP 9 Conditions for Change) • Introduction to Place work for new roles (Induction) in progress (Built on ways of working & values) Children and Young People (CYP) Active Lives			
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July 2026 for completion.

Active Lives Advocates supporting

Halton: **381** - Supported by Head of Education & Public Health

Knowsley: 278 - Supported by local School Games Organiser (SGO)

Liverpool: 293 - Supported by local SGO and CYP Working Group

Sefton: **301** - Support by local SGO's

St Helens: 255 - Support by local SGO's

Wirral: 236 - Supported by local SGO's

On course for first ever full set of data for LCR. If achieved, it will support Places massively.

(300 responses per place needed for reliable data)

CYP (Creating Active Schools & School Games)

Piloting in 4 Places.

- Knowsley - **1** active school, schools identified via Place Expansion team & local SGO
- Liverpool - **5** schools identified working with local SGO's & LSSP
- Sefton - **2** schools identified through Primary Care Network
- St Helens - **2** active schools and further 2 schools identified, working with local SGO
- **One school in Knowsley implementing an Active Uniform from Sept 2026!**

- **Shifting** School Games Organiser Network to work in a place-based way through innovation investment.
- **907** CYP from **61** schools involved in LCR School Games
- **44,179** CYP from **107** involved in Places School Games
- **School Sports Network Restructure** - update from Govt on new National Network
- **Future of LCR School Games** - co-design taking place with SGO's and Schools.

National Governing Bodies (NGBs)

- Convened 14 NGB's online (May 2026)
- Best Practice: Swim, Bike, Run - Wirral (James Cole)
- Need for better connection and communication across Sports.
- Power of Apprenticeships in Sport.
- Apprentice presenting at next in person event alongside Coach Core.
- NGB Multi Sport Role being evaluated to ensure fit

Halton and Sefton

- 3 roles recruited (capacity)
- Focus on Public Health
- Theory of Change and System Leadership in planning
- Halton Voluntary Community Action attending forums and broadening those who are currently in the "working group"
- Head of Education engaged and supporting active lives
- Halton CEO to Chair Place Board
- 2 new roles being recruited (Strategic and Delivery)
- Sefton Community Voluntary Sector creating a network of 'Community Champions'.
- Growing network of organisations joining the Sefton working group.

JP - Workforce and Local Skills Plan Overview including Knowsley and Halton

Knowsley

- Community Builder role out to advert. 27 so far and really good quality, so positive to have someone that can crack on and be fairly self-sufficient
- Schools Network - good progress, collaboration to develop and choose initial schools - Head of Ed, PH, KSSP, HT involved. SLA's gone out to all schools involved there.
- Teri is working on building relationships with PH and OK
- Delivery plan - we developed an informal update spreadsheet
- Press Red session - township data packs
- Kenny - E&L with Tom and Yas. He has been invited to present to the Policy and Community Team and Community Intelligence Officers to support wider understanding and use of E&L

St Helens

- Positive relationships developing with Gemma and Mark, more regular contact at their pace
- Sports Club Network - Brendan and Gemma attended the first of the 3 they are doing, Jen and Matt going to the next (SWO involvement)
- Recruitment to backfill Gemma is in process
- Lots of the work within this is happening in some way - PUO is scaling, adding layers, and embedding the work into PUO
- Local election - Reform unknown how this will play out - but can't do anything about it
- The delivery plan is a bit out of date, needs looking at, not necessarily working off it at the moment

Sefton

- Recruitment of Strategic Lead and Programme Support Officer - interviews very soon. Expect posts filled by Summer.

- Community Champions - Collaborative leadership with CVS, LCFA (Active Through Football) and Sefton Council. Has stalled but will pick this up with the group to build momentum for tender and Champions appointed for engagement.
- Connecting with Green Sefton, Canal River Trust, individually, with the intent of building better relationships and looking to continue this with other partners from our working group.

Halton

- Roles recruited
- Programme of meetings and “Halton system touch points” being arranged for 12 months.
- Sue is taking Place Capital investment to the wider Asset Management Group in Halton to ensure facilities, pitches and active environments are part of the same conversation.
- Other council departments are now coming to Halton's place partnership with opportunities, e.g. outdoor play equipment, to ensure this is fed through a place-based system approach.
- Active Lives CYP now has over 300 responses for the first time in Halton. Due to partnerships between Amy, the place lead and Head of Education.

Workforce

- Cross over with the Women and Girls - Active Bystander
- The Lost Boys Taskforce and Trusted Adult Guarantee - positive male role models - sports coaches
- Employability panels at Edge Hill - scope for LJMU also.

Safeguarding

- Training Friday 26th June 9.30-11.30 am. It is online; the link is in the notes (Teams). Please ensure that you are in a place where you can take part in discussions. ACT and CPSU. 80% of the board to be compliant. Justine and myself will also attend.

- Please do bear in mind that we need a board safeguarding champion - ask questions to them on this.

DW - Health overview including Liverpool and Wirral

Liverpool

- Starting to see evaluation and learning muscle grow and putting learning into action
- Slowly expanding the work out across Liverpool, but Council centricity of decision making is slowing down progress - need to broaden distributed leadership and involvement, especially with voluntary sector
- Good networks developing and System Leaders are involved in the work - CYP network looking strong, and interviews in progress to grow team capacity

Wirral

- Increased number of System Leaders trained and work around developing stronger governance has started and capacity
- Some conditions (capacity, leadership, communication) are hampering progress, but additional capacity is due to be recruited soon to accelerate progress

Health

- Taking a twin-track approach so there is better alignment with ICB priorities and Place-based work, which resonates better with our Places
- Recognise that our ICB is still going through significant change that will only start to settle down in 2027, but their new proposed operating model is likely to have a LCR level focus which creates better alignment opportunities for us

	AM to invite all BMs to next Place Partners Day 22nd July and JB to provide some dates of other opportunities	Send invite out Send list of dates for other opportunities	AM JB	
15	AOB			
	Dates for 2026/2027 board meetings - JS/LS will send out proposed dates.	2026/2027 proposed meeting dates to be circulated	JS/LS	
11	Has there been any change in risk as a result of today's decision making			
	No			

DATES TO NOTE

MSP Board Meetings	Board Development
16th September 2026 13.00-16.00 HOPE University	Friday 26th June 2026 9.30-11.30 Board Safeguarding Training online
10th December 2026 13.00-16.00 Cunard, Foyle's War 4	Wednesday 22nd July 2026 9:30am - 3pm - LCR Place Partners Day, LCFA Sefton
	Thursday 6th August 2026 - Board Away Day - 9am - 4pm - Cunard, Foyle's War 4