

Merseyside Sports Foundation



Trustee Board Meeting

Action Notes

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| Date & Time | 15 th July 2020 - 11:00am – 12:00pm |
| Venue | Virtual Zoom Call |
| Trustee Board Member (BMs) Attendees | John Bell (JB) (Chair); Jean Stephens (JS); Adam Walker (AW); Tom Douglas (TD) (Ex-Officio Board Member); Pat Shenton (PS) (Vice Chair); Alan Cooper (AC) (Company Secretary). |
| MSP Team Members | Brendan McCrudden (BMcC) (Business Improvement Officer); Kerry Stewart (KS) (Strategic Lead for Business Improvement); Calum Donnelly (CD) (Strategic Lead for Children and Young People); Andrew Wileman (AWL) (Strategic Lead for Adults and Workforce); Holly Budgen (HB) (Marketing and Events Officer). |
| Guests In attendance | None |
| Apologies | None |
| Distribution (internal & external) | www.theactivedifference.com, MSP Team. |

| | Headlines from Discussion | Outcome / Actions | Who | Deadline |
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| 1 | Introduction | | | |
| | a. Welcome, apologies and introduction | JB welcomed the Trustees, and MSP team members to the meeting. Apologies: None | JB | |
| | b. Action Notes from Last Meeting | Outcome: Action log was reflected as a true record. | JB | |

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| 2 | Declarations of Interest | | | |
| | Declarations of Interest | Jean – Seconded Kerry Stewart to work at Wirral Evolutions. Alan – Gives assistance to the Merseyside Police Commissioner as part of a watch and review for balance reduction. Adam – As a director Oaks Consultancy noted that the organisation may potentially be interested in submitting a tender to deliver activity on behalf of the foundation; advised he would leave the meeting when this agenda item is discussed by other trustees. | JS AC AW | |

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| | <p>Action: TD and JB to start succession planning and recruitment for vacant Trustee post for AGM next year.</p> | TD & JB | 21 OCT 20 |
| <p>b. Chair, Vice Chair, Company Secretary and Trustee Job Description drafts.</p> | <p>TD updated the Trustees on the first drafts of Chair, Vice Chair, Company Secretary and Trustee job descriptions.</p> <p>Challenge: PS commented on the Chair’s job description and in particular the criterion- knowledge of the sector, should be a requirement not a desirable factor.</p> <p>Outcome: Trustees are content with the job descriptions.</p> <p>Action: TD to amend Chair job description criterion knowledge of sector as a requirement.</p> | <p>TD</p> <p>PS</p> <p>All Trustees</p> <p>TD</p> | <p>21 OCT 20</p> |
| <p>c. Business Plan bids</p> | <p>For this Agenda item AW left the zoom call due to the declaration of interest mentioned in agenda item 2 and did not take part in the discussion or voting.</p> <p>Two bids were collected from tender and they are; Greg Scott and Oaks Consultancy.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>MSF and Oaks.pdf</p> </div> <div style="text-align: center;">  <p>MERSEYSIDE SPORT FOUNDATION - GS.dc</p> </div> </div> <p>Trustees deliberated on various factors like;</p> <ul style="list-style-type: none"> • Language • Values • Cost • Ability to deliver • Capacity required from consultant and staff members. <p>The Trustees strongly felt Oaks Consultancy could deliver an effective Business Plan with its pedigree as a national organisation</p> | | |

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| | | <p>and proven track record with experience in working in the sport and physical activity industry. The trustees commented on Greg Scott's bid as too expensive, the day rate was £950, vs Oaks of £550 and had concerns of the capacity and ability to deliver with no mention of a team to support the bid.</p> <p>AC commented the four criteria that he based his assessment on the two bids</p> <ol style="list-style-type: none"> 1. experience in the field 2. meeting tender requirements 3. output 4. cost. <p>AC strongly felt the Oaks Consultancy bid demonstrated a better proposal on all 4 aspects. Oaks are proven in the sports and physical activity industry and have a team to support the capacity and capability to deliver. The other bid's lack of detail meant it didn't as closely match the tender requirements nor demonstrate the output as well. The day rate of Oaks was significantly lower and thus represented better value for money also</p> <p>Outcome: Trustees voted and accepted Oaks Consultancy as the winning bid for the Business Plan.</p> | AC | |
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| 4 | HR discussion of fixed term contract | | | |
| | a. Discussion of fixed term contract extension of School Games Officer | The School Games Officer fixed term contract deadline is expiring very soon and as such requires approval from the Trustees to extended for another year. | ALL | |

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| | <p>CD informed the Trustees points to consider before extending the School Games Officer contract;</p> <ul style="list-style-type: none"> • There is a short fall in commission value vs the salary of the person in currently in that role that would need to be paid for through MSFs reserves. This would also be impacted with the potential pay rise of 2.75% (£1,100 to be considered) • DLP suggested she wouldn't be a permanent member of staff as the parameters are 4 years of service and the School Games Officer is well short of the parameters, but the length of service would be over two years and as such redundancy costs would need to be factored in. • The Foundation adopts LCC policies with regards to redundancy which would mean an additional cost if the role were to be removed in August 2021 vs August 2020. <p>The proposal is that the fixed term contract would be extended for August 2021.</p> <p>Outcome: All trustees noted the points to consider raised by CD and agreed to extend the School Games Office fixed term contract to August 2021.</p> | | | ALL |
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| 5 | Preview of MSP's new online impact showcase and upcoming website change | | | |
| | a. Overview of Impact 365 by Holly Budgen | HB shared to the Trustees a virtual tour of the new MSP website (work in progress). | HB | |

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| | <p>HB informed the learnings and journey from the current website to making the new website;</p> <ul style="list-style-type: none"> • The current website has strong strategic focus for our partners but the public visitor doesn't find it as accessible. • Consistent feedback from partners was the website can be difficult to access and also the language which internally is familiar doesn't resonate to the website. • There has been a focus to make the headings on the new website easier to understand to be accessible to a broader audience. • MSP has grown into its brand identity in which we use Professor Brian Cox's personality as model for MSP's brand identity. • The new website is a hybrid which takes the best parts of the current website and is modernised. • The new website is more visual with inclusion of videos and colours and gives feeling of motion. • The traditional annual report has been replaced with a new living document on the website called Impact 365. This will give a real time view of the impact from MSP to a broader audience. • Impact 365 can be used a marketing tool to promote MSP and the Foundation to new potential partners in our network. <p>Challenge: HB advised the Trustees that a similar structure can be adopted for the Foundation however the Trustees need to decide and agree what purpose they want the Foundation website to serve.</p> <p>JS asked HB about the plan to archive case studies as they build and the current plan is twofold. HB will look at a quarterly interval to look to update case studies on the website however is flexible to add case studies as and when they start.</p> <p>KS commented about how traditionally the team would wait for a programme to finish in order to write a case study however some</p> | <p>HB</p> <p>JS</p> <p>KS</p> | |
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| | programmes have a long-life cycle and it's just as valuable to write a case study in mid cycle of a program because there is value in writing journey and learnings as they unfold. | | |
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| 6 | AOB | | | |
| | a. Discussion of Trustee involvement in Business Plan timeline | <p>JB prompts discussion of Trustee involvement in Business Plan timeline.</p> <p>Challenge: AW comments about the more involvement Trustee provide to Oaks Consultancy the better output for the Business Plan.</p> <p>JB recommends Trustees to be involved in the Inception meeting, interactive workshops in phase three, goal setting and finalisation phase.</p> <p>Outcome: All trustees agree in being involved with the business plan as much as required.</p> <p>Action: CD to provide a timetable to the Trustees.</p> <p>Action: AW to discuss with each Trustee about what key strength they can contribute and allocate an area in the timeline each Trustee can support the business plan.</p> | <p>JB</p> <p>AW</p> <p>JB</p> <p>ALL</p> <p>CD</p> <p>AW</p> | <p>31st August 2020</p> <p>31st August 2020</p> |