



Memorandum of Understanding and Co-operation

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“Making England an active and successful sporting nation” – a vision for 2020

Introduction

Merseyside is rightly proud of its contribution to sport and physical activity. Over the years many organisations have contributed to sport and physical activity on Merseyside. There are many vibrant sports clubs, dedicated coaches and volunteers, increasingly developing strong school links. People of all ages are engaged in sport and physical activity. Many have excelled in their chosen sport at County, National and Olympic level.

There is an increasing realisation that sport and physical activity has a huge value in effecting lifestyle changes which benefit both the individual and the wider community, improving health, providing opportunities for lifelong learning, through developing skills and qualifications, and helping build stronger, safer communities.

The organisations involved within Merseyside, both public service and the voluntary sector have experienced the benefits to be gained from working together and this has resulted in the development of the Merseyside Sports Partnership; a partnership committed to continue working together to establish a unified infrastructure for sport and physical activity which aims to create added value and benefit to the people of Merseyside.

Forward

The Partnership has produced this strategy for Sport and Physical Activity, the aim of which is to provide a framework for the development of sport and physical activity within Merseyside. The strategy seeks to identify:

- Clear priorities for the next five years
- Ways in which the priorities will be achieved
- How the success of this strategy will be measured

Whilst it is recognised that the management and implementation of many of the programmes and initiatives will be retained by individual agencies, this strategy will assist all partners within Merseyside to meet their own priorities by raising the profile and awareness of the benefits of sport and physical activity.

The strategy reflects national policies and government direction and builds on the work of the 2003 T.e.a.m.works strategy, which provided a framework for development of sport and active recreation for young people within Merseyside. This revised strategy aims to raise the bar by maximising the expertise and impact of the wide range of partners in the Merseyside Sports Partnership, a Partnership seen as a national leader in promoting sport and physical activity and in successful partnership working.

1:0 Vision of the Partnership ¹

“Working together to improve the quality of life for the people within Merseyside through Sport and Physical Activity”

2:0 Aims - The Partnership will

- 2.1 Use sport and physical activity to improve the physical and mental health and well-being for people within Merseyside and to encourage a healthy lifestyle
- 2.2 Use sport and physical activity to promote lifelong learning and the development of Skills
- 2.3 Use sport and physical activity to develop safer and stronger communities
- 2.4 Widen access to sport and physical activity for all members of the community
- 2.5 Use sport and physical activity as a vehicle for regeneration
- 2.6 Maximise opportunities for sporting success for all members of the community

3:0 Objectives - The Partnership will

- 3.1 Develop an effective and representative decision and delivery-making infrastructure, which will actively encourage joint strategic planning across education, health, community, and equity and sports sectors;
- 3.2 Develop and support a network of local sport and physical activity alliances across Merseyside, aligned where possible to Local Strategic Partnerships, whereby local needs influence and shape the membership and resources of the alliance and the local delivery of the strategic aims;
- 3.3 Coordinate research to demonstrate the measurable impact of sport and physical activity in order to influence national and regional policies, programmes and support key partners in the management and implementation of objectives set out in local area agreements;
- 3.4 Develop effective communication channels for sharing evidence of successful achievements and examples of good practice through sport and physical activity, which can be used as advocacy tools at a local and national level;
- 3.5 Raise the profile of sport and physical activity by direct promotion and advocacy, supporting partners to sell sport and physical activity effectively within their own organisations, promoting sport and physical activity in other agencies and environments and brokering and sustaining inter partner networks;
- 3.6 Work with partners, using existing data collection processes where possible, to collate data, benchmark performance measurement, disseminate and share good practice to partners on behalf of the MSP;
- 3.7 Support partners to develop a skilled workforce with the appropriate expertise to meet the increasing demand for high quality sport and physical activity, increasing the number and quality of coaches, leaders, volunteers and officials;

- 3.8 Develop a Merseyside facilities strategy in order to ensure an appropriate range of high quality; fully accessible venues are available across Merseyside to meet the needs of local people and to attract national and international teams and events to Merseyside;
- 3.9 Attract additional funding from within and outside of Merseyside for the development of sport and physical activity, by staying abreast of new developments and trends to ensure that the MSP is able to respond positively and effectively to new initiatives and opportunities;
- 3.10 Assist and support partners in developing proposals and preparing and submitting bids, to achieve the vision of the Merseyside Sports Partnership
- 3.11 Carry out a comprehensive ongoing monitoring and evaluation process to assess the effectiveness of the strategy implementation and evaluate impact.

4.0 Structure

- 4.1 This Memorandum of Understanding and cooperation sets out the relationship between the Partners who have chosen to work together to meet the aims and objectives of the MSP identified in the Merseyside Strategy for Sport & Physical Activity. It will also identify agreed roles, responsibilities and commitment of each partner.
- 4.2 MSP consists of a network of agencies committed to establishing a fully inclusive structure, which will enable people of all ages within Merseyside to benefit from Sport & Physical Activity. **See 4.3 MSP Network diagram**
- 4.3 MSPB will strategically link and add value to regional and local structures in accordance with the *partnership* strategy for sport & physical activity
- 4.4 MSP has a strategic leadership group, of experienced individuals, namely the Merseyside Sports Partnership - Board, who have the expertise and dynamism to take the lead on behalf of the network and or sector they represent, governs the Partnership.

4.3 Merseyside Sports Partnership Network



- Delivery through local Sports & Physical Activity Networks**
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| <ol style="list-style-type: none"> 1. John Bell, Chair 2. Damian Walsh, 6 Merseyside Local Authorities 3. Prof. Pat Shenton, Vice Chair - advising on HE / FE institutes 4. Stephen Tiffany, Advisors PE and School Sport & Kevin Byrne, 14 SGO's 5. Gerry Kinsella, Expert on Social Enterprises 6. Merseyside Fire Service – Vacant 7. Merseyside Police – Vacant 8. Dr. Sue Drew/Julie Tierney, Merseyside Primary Care Trusts | <ol style="list-style-type: none"> 9. Learning and skills council, Merseyside - vacant 10. Pauline Manning - 6 Local Voluntary Sports Councils & Brian Boyle, Merseyside Council for Voluntary Service 11. Dave Southern, NGB of Sport 12. Pam Jervis, Advisory on 2012 North West, Regional Community Champion |
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- Robert Lyall, Host Authority for MSP Team
 Jean Stephens, Director of Merseyside Sports Partnership
 Bill Williams, Sport England advisor

5.0 Merseyside Sports Partnership Board (MSPB)

5.1 The Principle aim of the Board is to, "Promote the Merseyside Sports Partnership as a strategic, dynamic, flexible and progressive body capable of supporting and influencing partners to *improve the quality of life for people of all ages within Merseyside through Sport and Physical Activity*"

5.2 Each member agrees to work co-operatively to achieve the agreed aims and objectives of the Partnership Strategy adopting the following principles and processes to gain maximum return. All members will:-

- Commit to work together to improve the quality of life for the people within Merseyside
- Achieve quality standards through continuous improvement in order to demonstrate impact
- Fully embraces the values of equity and inclusion
- Commit to a culture of openness of information and a sharing of good practice
- Adopt an outcome focussed approach that allows local flexibility and innovation and appreciate that delivery will be made by the most appropriate local agency within the partnership
- Commit to collectively celebrate achievements
- Recognise and appreciate that partners will be at different stages of development
- Take national and regional policy and makes it work at a local level

5.3 The Roles and Responsibilities of the Board are:-

- To develop and facilitate common aims, joint priorities, shared commitments and realise potential funding opportunities within the membership of MSP
- To provide a forum that will lead on policy and strategic direction that links to, and influences regional and national sport and physical activity policies
- To monitor and evaluate the implementation of the strategy for sport and physical activity in Merseyside
- To provide clear, two-way communication amongst the networks and sectors represented.
- To stay abreast of new developments and trends to ensure that MSP is able to respond positively and effectively to them
- To take the lead on specific areas of work supported by a member of the MSP Core Team. See priorities action plan in appendix 4
- To coordinate research in order to demonstrate measurable impact
- To establish task groups to work on specialist projects as determined by the Board

5.4 The Board includes network representatives and expert advisors from the following sectors: See 4.3 MSP Network diagram for membership

- Local Authorities (Education, Leisure and Regeneration)
- Merseyside Sports Council (Voluntary Sector)
- National Governing Bodies of Sport
- Public Health
- Greater Merseyside Connexions Partnership
- Learning and Skills Council Greater Merseyside
- Higher and Further Education
- Private Sector (TBC)
- NW Sports Board
- Sport England NW
- Crime Reduction Partnerships
- Equity

5.5 Recruitment and induction of MSP Board members

- Board members shall be elected from a network group or represent an expertise for a term of two terms of three years and may represent one or more fields of interest rather than any particular organisation of which they might also be members
- At the inaugural MSP Board meeting a chairman and vice chairman will be elected for a term of 5 years.
- When a member reaches the end of their term of office, the Chairman and Director, after consultation can re appoint for a further term of 1-3 years.
- Newly nominated members will receive a one to one interview with the Chairman and Director prior to attending their initial meeting
- The Board will identify and recruit additional representation as appropriate in order to ensure that all agencies involved in the provision and development of sport and physical activity in Merseyside are fully explored.

5.6 Administration

- The Board will hold its meetings 4 times per year September, December, March, June or as determined by business needs.
- Meeting agenda and action notes shall be agreed between the chairman and Director of MSP
- Actions notes and associated documents will be produced and distributed one month before the next scheduled meeting.
- The Board is supported by the Director of the Merseyside Sports Partnership
- Meetings will be held at a nominated venue as determined by the group
- MSPB members will be responsible for nominating and briefing an appropriate substitute (if necessary) to ensure continuity of the group
- Chairman and Director to review membership of the group and the Memorandum of Understanding on an annual basis.
- Director will update the Memorandum of Understanding diagram on a quarterly basis in terms of new members or change of membership.
- Minimum of 50% attendance is required in order for a meeting to take place.

- Decisions affecting host authority and accommodation (LCC) and funding can only be made with key personnel in attendance from MSP Ex Directors Group.

6.0 Conflict of interest

- Board members must declare any personal or business interests which may conflict with their responsibilities as Board Members. Such conflicts must be identified at an early stage and appropriate action taken to resolve them.
- Interests are defined as:-
 - Pecuniary Interests: these arise from a Board Member's connection with bodies which have a direct pecuniary interest or from being a business partner or, or being employed by, a person with such an interest.
 - Non-pecuniary interest: these include those arising from membership of club or other organisations
- At meetings, members must declare under the agenda item at the start of the meeting whether they have an interest, pecuniary or other, in the matter being considered.
- If a member has a pecuniary interest in an item being discussed they should leave the meeting while that item is discussed. If a member has a non-pecuniary interest they, together with the Chairman, will decide whether the member should:-
 - Leave the meeting while the item is discussed
 - Be allowed to remain in the meeting while the item is being discussed, but should not be allowed to take part in a discussion or vote
 - Be allowed to speak on the item but should not vote
 - Be allowed to speak and vote on the item

6.0 Host Authority Arrangements

- Liverpool City Council will continue to act as the host authority
- The Host Authority agrees and undertakes the following responsibilities on behalf of MSP:-
 - Statutory responsibilities as the employer of the Director and core support team
 - Provide policies and procedures to support with human and financial self management systems
 - Overall financial responsibility for the receipt of the Award, however delegated powers have been given to Director of MSP
 - See "goods and "services" profile document

7.0 Accommodation Arrangements

- The MSP Core Team is located in the premises of Unit 1, Dakota Business Park, Skyhawk Avenue, Garston, Liverpool, L19 2QR, under a lease agreement between LCC and Priority on behalf of the MSP Core Team – see list of goods, services and charges from LCC as host authority.

8.0 Financial Arrangements – Income & Expenditure

- Funding received is committed to MSP Core Team staffing and operating costs as per Business Plan 2009-2012 in accordance with “offer letter”, “Service Level Agreements” or “Contracts”.
- Programmes and events subject to funding being secured from other sources such as YST, Sports Volunteering NW, Sponsorship, CSCS is not included in overall business plan. Each programme or funding provider additional to core business is governed by a Service Level Agreement or contract. Growth is reflected in annual budgets.
- Budgets monitored on quarterly basis by Director of MSP and report any concerns to Chairman of MSP Board and Host Authority Board Member (Ex Directors Group).
- Budgets comply with LCC financial regulations and Sport England compliance documentation & reporting procedures

9.0 Continuity funding

- MSPB strive to have at least 6 months funding in place for salary + on costs for the MSP Core Support team at the end of the life of the Business Plan 2009 – 2012.
- Risk register updated and provided to Sport England on a annual basis in line with reporting procedures
- Migrating circumstances outlined in as part of Business Plan 2009-2012 and reviewed on an annual basis by MSP Ex Directors Group

10.0 General (record of reviews, updates)

- Memorandum of Understanding and Co operation agreed and adopted by MSP Board Members on 22nd June 2006 in line with Merseyside Strategy for Sport & Physical Activity
- Memorandum of Understanding and Co Operation reviewed December 2007 in line with AHL Audit report and agreed and adopted by MSP Board Members on 30th January 2008
- Memorandum of Understanding and Co Operation reviewed and updated January 2009
- Memorandum of Understanding and Co Operation reviewed and updated January 2010
- Memorandum of Understanding and Co Operation reviewed and updated January 2011
- Membership on network diagram updated when changed have occurred – checked at a minimum on a yearly basis

Signed on behalf of Merseyside Sports Partnership Board *



John Bell
Chairman



Jean Stephens
Director



Chris Briggs
LCC host authority



Pat Shenton
Vice Chair

* **Donates key personnel**