



<b>Title of Meeting:</b>	<b>Inspire Board Meeting Minutes</b>
<b>Location:</b>	<b>West Bridgford Library</b>
<b>Date:</b>	<b>Tues 26/02/19</b>
<b>Time:</b>	<b>4.30pm – 6.50pm</b>
<b>Attendees:</b>	John Cottee – County Council Nominated Director (Chair) Peter Gaw – Chief Executive Officer, Inspire Glynn Gilfoyle - County Council Nominated Director John Hess – Member Elected Director Liz Howell – Co Opted Director Philip Jones - Member Elected Director Peter Ware – Co Opted Director
<b>Invited:</b>	Kirsty Blyth – Assistant Chief Executive Officer (Development), Inspire Mark Croston – Cultural Services Commissioning Manager, Notts County Council Derek Higton – Service Director – Communities and Place, Notts County Council Andrew Kordecki – Senior Financial Officer, Inspire Katharine Say – Chief Executive & Board Support, Inspire

<b>Agenda No.</b>	<b>Agenda Subject</b>	<b>Action</b>
1.	<p><b><u>Apologies</u></b></p> <ul style="list-style-type: none"> <li>• Apologies were received from:               <ul style="list-style-type: none"> <li>- Tim Eatherington – Co Opted Director</li> <li>- Liz Edwards – Staff Elected Director</li> <li>- Richard Gaunt – Member Elected Director</li> <li>- Claire Henson – Member Elected Director</li> <li>- Sarah King – Co Opted Director</li> </ul> </li> </ul>	
2.	<p><b><u>Minutes of the last meeting and matters arising</u></b></p> <ul style="list-style-type: none"> <li>• All members agreed that the minutes from 16<sup>th</sup> Oct 2018 were a true and accurate record. Approved by all.</li> <li>• Matters arising – none or already on the agenda.</li> </ul>	
3.	<p><b><u>Declaration of Conflicts and Interests</u></b></p> <ul style="list-style-type: none"> <li>• Liz Howell is involved with BBC Weather Watchers which, as part of the BBC's Make it Digital campaign, has been in partnership with libraries across the UK.</li> <li>• Peter Ware works for Browne Jacobson and provides legal services to Inspire.</li> </ul>	
4.	<p><b><u>Financial Statement &amp; Approval of Annual Budget 2019/20</u></b></p> <ul style="list-style-type: none"> <li>• PG presented Inspire's current financial position, the issues for the medium term future and that savings and efficiencies have contributed towards a budget forecast as of period 10 outturn of a £84K deficit. Challenges for the organisation include:               <ul style="list-style-type: none"> <li>– Decision on the national pay award</li> <li>– Pressure of the national living wage increase</li> <li>– Reduction in contract price and grants and no indexation from NCC</li> </ul> </li> </ul>	

- Price inflation from most suppliers
- General downward pressure on income from fees and charges – libraries and services to schools
- Last May, Inspire presented savings and efficiencies which included:
  - Successful remodelling of Music Teaching service to make it cost neutral
  - General reductions in contract cleaning contract
  - A range of staff savings
- PG was confident in the 2019/20 budget setting as it has been through a very robust process and includes known inflation pressures and the application of the pay award in full.
- Pay Award 2018/20. Inspire are not contractually obliged to make an award of any kind or adhere to the nationally agreed level. Last year the board agreed to pay the first year of the 2 – year award. If the board chooses to approve the full award this will mean a significant increase for lower grade staff (up to 6.87%) and a 2% increase for all other staff. Last year this cost Inspire £210K and this year the full financial impact will be £236K. NCC have indicated that they will apply the full award by taking an increment and assimilate approach to the new spinal column points (SCP).
- LH commented that there was disparity between the graphs in the finance statement paper and should be more transparent. AK explained what the graphs representative and noted that they should be amended.
- To date, Inspire have followed NCC grading and national pay local government pay bargaining. PG went through the 6 options open to the board:
  - To make the full award (applying new SCP to their maximum – an increment and assimilate approach)
  - To make the full award (applying new SCP to a lower cost by moving across to new spinal points)
  - Make an Inspire locally negotiated pay award of a flat 2%
  - Make an Inspire locally negotiated pay award of a flat 1%
  - Make no pay award
  - Review the complete pay and rewards offer, negotiating a local agreement
- LH highlighted the importance of explicit communication with staff and responsibly managing their expectations going forward – do staff clearly understand that the organisation is not required to follow NCC and that Inspire may not take the same decisions regarding pay awards in the future. All agreed on this point and that it is a positive message that Inspire have chosen to make the pay award.
- The board discussed lead in times, budget positions, reserves and whether Inspire was in a position to make the full award. DH commented that NCC are involved in three other alternative service delivery models – Arc (property), Via (highways) and Futures (skills and young people/adult services). Futures do not apply the local government pay award, they negotiate locally as their primary consideration is affordability. The board considered Inspire’s current and future position and the cost and capacity implications of negotiating locally and any destabilising effects on staff terms and conditions especially as they are currently going through a staffing review.

**AK to amend**

	<ul style="list-style-type: none"> <li>• GG and PW commented that this should be fully discussed at the forthcoming board development day. The board agreed that if they approved the full award option it would be on the understanding of a further discussion based on detailed, transparent and consistent evidence in order to examine what alternatives exist and what local negotiating would entail.</li> <li>• PG added that scenario planning on the financial landscape was already on the development day agenda. PG and the Inspire Leadership Team will build scenarios along with the detailed information to take the board through.</li> </ul> <p><b>APPROVAL OF THE FULL PAY AWARD (OPTION 1) BY JOHN COTTEE, PETER GAW, GLYNN GILFOYLE, JOHN HESS, LIZ HOWELL, PHILIP JONES &amp; PETER WARE UNDER THE PROVISIO THAT FURTHER REPORTING, ANALYSIS AND DISCUSSION WILL BE DONE AT THE BOARD DEVELOPMENT AWAY DAY.</b></p>	<p><b><u>PG/ILT to prepare financial scenarios</u></b></p>
<p>5.</p>	<p><b><u>Teachers Pay Award Report</u></b></p> <ul style="list-style-type: none"> <li>• KB gave a brief history of the pay award for NASSPAC Inspire music teachers who are on a different pay scale to other Inspire staff. The 2017/18 review and remodelling of the Inspire Music service and pay successfully contributed towards Inspire awarding a 1% pay increase but were still left waiting to hear if Inspire would be eligible for the central government grant to cover the remaining 1% of the pay increase.</li> <li>• Music Mark, the professional body for music hubs has successfully lobbied the Department for Education (DfE) to extend the payment of the central government grant to include music hubs. Notts Music Education Hub has received funds for this year and 2019/20. KB proposed that Inspire should negotiate with the trade unions to implement a 2% pay award for TUPed music teachers backdated to Sept 2018.</li> <li>• Pensions update – KB confirmed that the proposed increase will begin from Sept 2019. The employer contribution rate is estimated to increase from 16.48% to 23.6%. This is a significant increase that would threaten the viability of all music services. Music Mark is in talks with the DfE to look at additional financial support for institutions including music hubs. Response so far by DfE in response to Music Mark lobbying would indicate some positivity. LH commented how difficult it is for organisations like Inspire to plan when funding is so short term.</li> <li>• The Music, Culture &amp; Heritage sub-committee will look at this again and possible options when they meet on 26<sup>th</sup> March.</li> </ul> <p><b>APPROVAL OF THE 2% PAY AWARD FOR 2019/20 AND NOTING OF THE TEACHER PENSION EMPLOYER CONTRIBUTION RATE INCREASES BY JOHN COTTEE, PETER GAW, GLYNN GILFOYLE, JOHN HESS, LIZ HOWELL, PHILIP JONES &amp; PETER WARE</b></p>	
<p>6.</p>	<p><b><u>Organisational Design Review</u></b></p> <ul style="list-style-type: none"> <li>• PG gave an overview of the review so far and that the organisation is now entering phase 4 which will consider the staffing levels and deployment of frontline library staff and the approach to building management. Next phases will consider finance and business support capacity and Inspire Learning considering its revised strategy.</li> <li>• The review is now in an implementation phase, some staff will be leaving the organisation and some have been redeployed. All new posts (phase 3) will</li> </ul>	

	<p>begin from 1 April 2019. Inspire have been working with trade unions throughout the review process.</p> <p><b>JOHN COTTEE, PETER GAW, GLYNN GILFOYLE, JOHN HESS, LIZ HOWELL, PHILIP JONES &amp; PETER WARE AGREED TO SUPPORT THE PROCESS OUTLINED IN THE REPORT</b></p>	
7.	<p><b><u>Organisational Core Business Systems</u></b></p> <ul style="list-style-type: none"> <li>• PG gave an update on the implementation of new core systems across Inspire: <ul style="list-style-type: none"> <li>– Inspire is in the process of moving its' finance system from NCC to its' own standalone financial management system, SAGE 200. Inspire will withdraw from the SAP finance system on 31 March 2019.</li> <li>– After a procurement and selection process, Inspire have selected Access for payroll and supporting the whole employee process from recruitment, through to exiting. Along with a robust payroll bureaux service, Access will provide a full employee wrap around system from any device. It will go live for a parallel run at end of Feb and be standalone in April.</li> <li>– PICs II will facilitate integration of the two systems that log individual learner records and improve reporting. Learners will be able to register online reducing paper form processing. Will be in full use for the academic year 2018/19.</li> <li>– Pan Intelligence data management system will draw data from several sources enabling improved reporting and performance management.</li> </ul> </li> <li>• PG noted that the overall cost of procuring and maintain the suite of new systems has been broadly cost neutral. Eventually Inspire aims to procure an alternative approach to its' ICT systems and services.</li> <li>• The board recognised all the research and hard work by Inspire staff and colleagues that has gone into getting all the new systems up and running.</li> <li>• LH asked for assurance that due diligence has been given in regard to GDPR and IT security. PG explained how Inspire have project managed the new business systems with a dedicated team who met fortnightly and included the ICT Data Manager who set up the infrastructure and led the DPIA on the whole system. AK added that SAGE verified Inspire's choice to select Pan Intelligence. JH enquired what systems are in place to review effectiveness and when would Inspire be able to review delivery or identify what else needs to be done. PG reassured the board that Inspire is focussed on getting the absolute maximum out of the new systems and if they do not deliver then Inspire will be going back to ensure that it gets what has been promised.</li> </ul> <p><b>AGREEMENT TO NOTE THE CONTENT OF THE REPORT BY JOHN COTTEE, PETER GAW, GLYNN GILFOYLE, JOHN HESS, LIZ HOWELL, PHILIP JONES &amp; PETER WARE</b></p>	
8.	<p><b><u>NPO Creative Case for Diversity Report</u></b></p> <ul style="list-style-type: none"> <li>• PG presented the report by Carol Newman (Director of Culture) on Inspire's progress towards implementing the equality actions stated in the NPO Business Plan 2018/19 to support the Creative Case for Diversity which is a condition of the NPO grant funding.</li> </ul>	

	<ul style="list-style-type: none"> <li>PG highlighted that Inspire is in a strong position as the Inspire Youth Arts team have a long track record of working with young people from diverse backgrounds.</li> <li>JC commented that it was good for the board to see this report and reinforced by a recent ACE update meeting that he attended where diversity was very much focussed on.</li> </ul> <p><b>AGREEMENT TO NOTE THE CONTENT OF THE REPORT BY JOHN COTTEE, PETER GAW, GLYNN GILFOYLE, JOHN HESS, LIZ HOWELL, PHILIP JONES &amp; PETER WARE</b></p>	
9.	<p><b><u>Whatton Prison Library Report</u></b></p> <ul style="list-style-type: none"> <li>PG gave an update on the ending of the contract to provide a prison library at HMP Whatton. The Ministry of Justice undertook a procurement process for its educational and library contracts. For services delivered by a public sector mutual, like Inspire, they were unwilling to procure through the service level agreement.</li> <li>The provision of a prison library has been awarded to People Plus. There is an option to sub contract with People Plus but PG assessed that there would be a financial risk to Inspire and thus Inspire had not pursued this.</li> <li>The current members of staff will be TUPE'd to People Plus from 1<sup>st</sup> April 2019. The board wished to thank the prison library staff, who work under difficult circumstances, deliver a fantastic service.</li> </ul> <p><i>POST MEETING NOTE – People Plus have now agreed to subcontract their library contracts (including Whatton) to Suffolk Libraries IPS, therefore a 'double TUPE' process has been undertaken.</i></p> <p><b>AGREEMENT TO NOTE THE CONTENT OF THE REPORT AND APPROVE THE TRANSFER OF STAFF TO THE NEW PROVIDER – PEOPLE PLUS BY JOHN COTTEE, PETER GAW, GLYNN GILFOYLE, JOHN HESS, LIZ HOWELL, PHILIP JONES &amp; PETER WARE</b></p>	
10.	<p><b><u>Option to Establish an Inspire Charity</u></b></p> <ul style="list-style-type: none"> <li>Agreed to defer discussion about the creation of an Inspire charity to board development day.</li> </ul>	
11.	<p><b><u>Board Appointments/Extensions of Board Members Service</u></b></p> <ul style="list-style-type: none"> <li>PG advised the board that John Hess, Philip Jones and Richard Gaunt are all due to end their term of office at the Inspire AGM in September. RG and PH have indicated that they won't be standing again. JH has agreed to be stand for another year. This means the board will have a rotation of elected members on two cycles.</li> <li>PG asked the board to acknowledge RG's and PJ's decisions, to take up JH's offer to extend his term and to start the community election process.</li> </ul> <p><b>AGREED BY JOHN COTTEE, PETER GAW, GLYNN GILFOYLE, JOHN HESS, LIZ HOWELL, PHILIP JONES &amp; PETER WARE</b></p>	<b><u>KS to start community elections</u></b>
12.	<p><b><u>Board Development</u></b></p> <ul style="list-style-type: none"> <li>Proposed date for board development day – Sat 8<sup>th</sup>/22<sup>nd</sup> June.</li> <li>KS to doodle poll board members availability.</li> <li>Agenda items already discussed. SK has also offered to prepare some work around scenario planning.</li> </ul>	<b><u>KS</u></b> <b><u>SK</u></b>

13.	<p><b><u>Sub Committee Reports &amp; Minutes</u></b></p> <ul style="list-style-type: none"> <li>- Music, Culture &amp; Heritage – 23/10/18</li> <li>- Finance &amp; Audit – 29/11/19</li> </ul> <p>AK and PG gave a brief summary of the cyber attack on PG’s email account and confirmed that both thefts were returned and procedures reviewed and revised.</p> <ul style="list-style-type: none"> <li>- Learning &amp; Skills – 04/02/19</li> </ul>	
14.	<p><b><u>Risk Log</u></b></p> <ul style="list-style-type: none"> <li>• KB summarised the current Risk Log Issues including:</li> <li>• ESFA clawback of Inspire Learning funding – NCC and Inspire are in dialogue with ESFA who should reach a recommendation by end of March. Three possible outcomes – i) we have to pay the entire sum back, ii) we have to pay some of it back or iii) it’s a lesson learnt and there’s nothing to pay back. If ESFA insist on either all or some of the amount, NCC will seek an agreement that it is reclaimed over a period of time. DH was optimistic that at the least it should only be a partial amount. Should hear an outcome by end of March.</li> <li>• LH observed that there were several issues around ICT and data etc and asked if there was an issue. PG reassured the board that it’s a reflection on Inspire’s assessment of how important they are.</li> </ul>	
15.	<p><b><u>Health &amp; Safety Report</u></b></p> <ul style="list-style-type: none"> <li>• KB presented the annual Health and Safety review in order to inform and update the board on current performance and activities.</li> <li>• Accreditation to Occupational Health and Safety Assessment Series (OHSAS 18001) has been retained. There has been one RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) incident where a member of staff fell over a barrow and broke their hip.</li> <li>• KB is now responsible for all health and safety issues. Inspire will continue to buyback advice from the NCC H&amp;S team as they provide a good service and support. Inspire is currently working with them to discuss future options to look at changes brought by change from national to international standards. KB was confident that Inspire are working well and looking for continuous improvement.</li> <li>• DH commented that this was a well written report and showed a thorough and conscientious approach to Health and Safety within Inspire.</li> </ul> <p><b>AGREEMENT TO NOTE THE CONTENT OF THE REPORT AND TO APPROVE THE HEALTH AND SAFETY POLICY STATEMENT BY JOHN COTTEE, PETER GAW, GLYNN GILFOYLE, JOHN HESS, LIZ HOWELL, PHILIP JONES &amp; PETER WARE</b></p>	
16.	<p><b><u>CEO Update</u></b></p> <ul style="list-style-type: none"> <li>• Deferred due to lack of time.</li> </ul>	
17.	<p><b><u>A.O.B</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>	
18.	<p><b>Date of next meeting – 12 to 2pm, Tues 11<sup>th</sup> June 2019 at Nottinghamshire Archives</b></p>	