

Title of Meeting:	Inspire Board –Minutes
Location:	Nottinghamshire Archives
Date:	Tues 11/06/19
Time:	12pm
Attendees:	John Cottee – County Council Nominated Director (Chair) Liz Edwards – Staff Elected Director Peter Gaw – Chief Executive Officer, Inspire John Hess – Member Elected Director Liz Howell – Co Opted Director Philip Jones - Member Elected Director Peter Ware – Co Opted Director
Invited:	Margaret Anderson – Senior Financial Officer, Inspire Kirsty Blyth – Assistant Chief Executive Officer (Development), Inspire Carol Newman – Director of Culture, Inspire Katharine Say – Chief Executive & Board Support, Inspire

Agenda No.	Agenda Subject	Action
1.	<p><u>Welcome and Apologies</u></p> <ul style="list-style-type: none"> • Apologies were received from: <ul style="list-style-type: none"> – Mark Croston – Cultural Services Commissioning Manager, Notts County Council – Tim Eatherington – Co Opted Director – Glynn Gilfoyle - County Council Nominated Director – Richard Gaunt - – Member Elected Director – Claire Henson - – Member Elected Director – Derek Higton – Service Director Communities and Place, NCC – Sarah King - – Co Opted Director 	
2.	<p><u>Minutes of the last meeting and matters arising</u></p> <ul style="list-style-type: none"> • Members agreed that the minutes from 23rd Oct 2018 were a true and accurate record and were happy to approve. LH proposed and JH seconded. • Matters arising: <ul style="list-style-type: none"> – JH noted that at the Music, Culture & Heritage meeting it was confirmed that DfE will fully fund the increased Teachers Pension Scheme costs. This is a positive outcome for the next year academic year Sept 2019 to March 2020 however, still uncertainty over what happens after March 2020. – Whatton Prison Library provision was transferred and staff were TUPE'd from People Plus to Suffolk Libraries on the same day. A good result for the staff who are now working for another library service. 	
3.	<p><u>Declaration of Conflicts and Interests</u></p> <ul style="list-style-type: none"> • 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. 	

	<ul style="list-style-type: none"> • Peter Ware works for Browne Jacobson and provides legal services to Inspire. 	
4.	<p><u>ACE NPO Funded Activity Annual Report</u></p> <ul style="list-style-type: none"> • CN presented a progress report on year 1 of NPO funded activity and a brief outline for activity in year 2. • Annual target for completion of Audience Agency evaluations was set at 380 – Inspire completed over 1,000. The survey has significantly helped with planning and communications and will feed into planning and delivery of year 2. Valuable data from the survey will be regularly reported on at M, C & H committee meetings. • Link to latest NPO video - https://vimeo.com/330772224 • PG remarked on how well the NPO team have worked across the Inspire family of services to deliver the programme. JH congratulated CN and her team for their work that they deliver often in not very big spaces. Reputation of Inspire as an organisation that can deliver high quality cultural programming has developed because of NPO funding. The results of the NPO programming are due to be shared with NCC Committee in the Autumn. • The committee noted the content of the report. 	
5.	<p><u>Inspire Futures – next 5 years and beyond</u></p> <ul style="list-style-type: none"> • Due to busy diaries it has been difficult to arrange the 2019 board away day. At the recent Finance & Audit meeting it was agreed to establish a board task and finish group to prepare in advance of the autumn away day. • JC happy that a conflict of interest excludes him and GG from this meeting. Proposal to set up task group. • The board were happy to accept the creation of the task and finish group and to liaise over possible meeting dates. 	<u>KS to arrange</u>
6.	<p><u>Financial Position 2018/19 and 2019/20</u></p> <ul style="list-style-type: none"> • PG introduced Margaret Anderson Interim Senior Financial Officer and outlined the financial position and current financial challenges facing Inspire. • PG reassured the board that the cash position of the organisation remains strong however, there are challenges that mean Inspire is 4 to 6 weeks behind in completing the year end processes. • MA and the finance team have put together a thorough action plan (appendix 2 in papers) and identified areas of weakness and are making significant progress. By mid-July the team should be in much stronger position. • PG confirmed that Inspire needs to review its finance and business support structure so that the right people are in the right place. • MA advised that she had met with Smith Cooper to identify some problem areas and these issues were resolved quickly. • JH questioned whether the timeline was realistic. MA responded that she was confident that it is as they have a detailed action plan. • PW thanked MA for doing a difficult job in hard circumstances. PG noted that TE is also in full support of MA and her team. • The board noted and agreed: <ul style="list-style-type: none"> – The end of year projections and final accounting position will be presented as soon as possible. – The end of year action plan and approach to financial management improvements. 	

	<ul style="list-style-type: none"> – The Finance & Audit committee to receive an update on improvements at next meeting on 24 Sept. – To reschedule the AGM to Thurs 17 Oct. 	
7.	<p><u>Change to Constitution</u></p> <ul style="list-style-type: none"> • KB introduced a paper proposing a change to the rules of the constitution: <ul style="list-style-type: none"> – Employee Director post – to extend this to 2 or 3 years and 2 or 3 terms of office in order for the staff member to get to grips with the role and be equal to the other board members. – Timing of the AGM – that the society will hold an AGM within 7 months of the end of the financial year in order to have enough time to present the end of year accounts. • PW commented that 9 years is a long time for one person to be potentially be on the board. • The board agreed on changes to the rules and that: <ul style="list-style-type: none"> – The Employee Director role should be extended to 3 years and 2 terms. – The AGM timing to change to 7 months. <p>Note - Both decisions need to be ratified at the 2019 AGM</p>	<u>Action - KB</u>
8.	<p><u>ODR Update</u></p> <ul style="list-style-type: none"> • PG presented an update on the current 4, 5 and 6 phases of the ODR. • The board discussed what changes to hours were being proposed, lone working and weekend hours. KB explained that the proposal looks at changes to opening hours rather than reductions in order to match needs of service users. There has been some survey work asking customers at West Bridgford library. Generally, no changes to Saturday provision and the 4 libraries that open on Sundays. Opening hours are part of the contract with NCC so it is a contractual change which must be taken to committee for approval. 	
9.	<p><u>Sub Committee Reports & Minutes</u></p> <ul style="list-style-type: none"> • Music, Culture & Heritage – 26 March • Finance & Audit – 29th May - TE's name needs spelling correctly. 	<u>KS</u>
10.	<p><u>Risk Log</u></p> <ul style="list-style-type: none"> • KB presented the updated spreadsheet and discussed current issues: • Delay in agreeing budget for 19/20 - once MA finishes 18/19 then new budgets will be issued to managers. The new Chief Financial Officer, Helen Beckett has a full induction programme in place. • Inflation pressures – proposed for board away day. PG asked by NCC to identify budget pressures and report back. Identifies the efficiencies we've made over the last couple of years. • ESFA Clawback – still in negotiation but there is likely to be clawback and we are in discussions around a repayment plan. • Whistleblowing – Inspire are having ongoing dialogue with a whistleblower. His final port of appeal is to appear at the Staffing & Standards Committee which he has not yet done. • GDPR – The Inspire Information Asset Register is being updated. 	
11.	<p><u>CEO Update</u></p> <ul style="list-style-type: none"> • Community Elections will be starting this summer and PG will be holding drop in sessions at the main libraries. 	

	<ul style="list-style-type: none"> • A Membership, Engagement and Volunteering task group is being created. Board members are very welcome to join this meeting on 10th July from 9.30 to 11am at Inspire HQ. • Inspire Awards Celebration Evening – Thurs 20th June at Mansfield Central Library, 6.30 to 8.30pm. • Inspire AGM – Thurs 17th Oct from 6.30 to 8.30pm at The Old Library, Mansfield 	Contact <u>KS</u>
12.	<u>AOB</u> <ul style="list-style-type: none"> • None. 	
14.	<u>Date of next meeting</u> <ul style="list-style-type: none"> • Tues 8 Oct 2019, 12pm at West Bridgford Library. 	