



<b>Title of Meeting:</b>	<b>Inspire Main Board –Minutes</b>
<b>Location:</b>	<b>West Bridgford Library</b>
<b>Date:</b>	<b>Tues 8<sup>th</sup> Oct 2019</b>
<b>Time:</b>	<b>12pm to 1.30pm</b>
<b>Attendees:</b>	John Cottee – County Council Nominated Director (Chair) Liz Edwards – Staff Elected Director Peter Gaw – Chief Executive Officer, Inspire Glynn Gilfoyle - County Council Nominated Director John Hess – Member Elected Director Peter Ware – Co Opted Director
<b>Invited:</b>	Helen Beckett – Chief Finance Officer, Inspire Kirsty Blyth – Assistant Chief Executive Officer, Inspire Derek Higton – Service Director Communities and Place, NCC Katharine Say – Executive Officer & Board Support, Inspire

<b>Agenda No.</b>	<b>Agenda Subject</b>	<b>Action</b>
1.	<p><b><u>Welcome and 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>– Richard Gaunt - – Member Elected Director</li> <li>– Claire Henson - – Member Elected Director</li> <li>– Liz Howell – Co Opted Director</li> <li>– Philip Jones - 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>• Members agreed that the minutes from 11<sup>th</sup> June 2019 were a true and accurate record and were happy to approve.</li> <li>• Matters arising – items will be covered in 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>Board Away Session</u></b></p> <ul style="list-style-type: none"> <li>• The board will be meeting on Mon 14<sup>th</sup> Oct from 5 to 7.30pm at Browne Jacobson offices to consider the working of the board and strategic direction of the society.</li> </ul>	
5.	<p><b><u>Financial Position 2018/19 and 2019/20</u></b></p> <ul style="list-style-type: none"> <li>• PG introduced Helen Beckett (Chief Finance Officer) to the board.</li> <li>• HB presented the current and year end position. Year-end accounts are being finalised and a draft will be available before 13<sup>th</sup> Oct. The accounts will be filed with FSA by the end of October.</li> </ul>	

	<ul style="list-style-type: none"> <li>• After accountancy adjustments the provisional figure for 2018/19 is a surplus of £169K which is an excellent result.</li> <li>• The Board discussed the finances and HB thanked Margaret Anderson the Assistant Chief Finance Officer for her outstanding work this year and the Board also noted their thanks and appreciation of MA's ongoing support and dedication to the finance team and the organisation.</li> </ul> <p><b>The Board noted the contents of the report, the 2018/19 outturn position, the revised 2019/20 forecast budget outturn position and the reserves position.</b></p>	
6.	<p><b><u>Organisational Design Review Update</u></b></p> <ul style="list-style-type: none"> <li>• PG gave a brief update on all 6 phases of the review: <ul style="list-style-type: none"> <li>– Phase 4a – Libraries front line staffing recruitment campaign is under way.</li> <li>– Phase 4b – Building and Logistics management has been put on hold because of the work involved in phase 5 and 6. Will be looked at again at the end of the year.</li> <li>– Phase 5 - Learning Service. Two members of staff have been redeployed. No compulsory redundancies.</li> <li>– Phase 6 - Finance &amp; Business Support is currently being scoped and process mapped.</li> </ul> </li> <li>• All phases will have a 6 month review.</li> </ul> <p><b>The Board noted the progress of the review process as outlined.</b></p>	
7.	<p><b><u>Inspire Sustainability Policy Revision</u></b></p> <ul style="list-style-type: none"> <li>• LE outlined the revised sustainability policy for Inspire in her role as Projects &amp; Logistics Manager.</li> <li>• ILT have agreed to embed sustainability through staff engagement. LE will become the Sustainability Champion and will send a call out to interested staff to participate and become local champions to develop an action plan. The recently expanded Health, Safety and Environment Working Group will be used to implement the plan.</li> <li>• Inspire is also part of a consortium bid to gain support in developing sustainability practices even further.</li> <li>• The Board discussed how the policy affects staff, library members and suppliers and how to best engage with them. PW noted that Inspire's social impact will increase in importance and that the organisation needs to get better at recording this and demonstrating a change has been made. KB confirmed that Inspire has just launched an Impact Data Project - a way for staff to capture their stories of how Inspire has impacted on individuals and groups. PW also advised of the many granting bodies offering funds for sustainability projects.</li> </ul> <p><b>John Cottee, Liz Edwards, Peter Gaw, Glynn Gilfoyle, John Hess and Peter Ware approved the revised policy and noted the new approach.</b></p>	
8.	<p><b><u>Board Election Results</u></b></p> <ul style="list-style-type: none"> <li>• KS updated the Board on the two newly elected community board members – Carol Handley and Emma Maraio and the re-elected staff board member – Liz Edwards.</li> </ul>	
9.	<p><b><u>Sub Committee Minutes and Reports</u></b></p> <ul style="list-style-type: none"> <li>• The Board noted the contents of the following meetings:</li> </ul>	

	<ul style="list-style-type: none"> <li>– Music, Culture &amp; Heritage 4<sup>th</sup> June 2019</li> <li>– Staffing &amp; Standards 1<sup>st</sup> Oct 2019 –</li> </ul>	
10.	<p><b><u>Risk Log</u></b></p> <ul style="list-style-type: none"> <li>• KB highlighted the Issues within the report and advised that plans were in place for all.</li> </ul>	
11.	<p><b><u>ACE NPO Business Plan</u></b></p> <ul style="list-style-type: none"> <li>• PG presented report on behalf of Carol Newman, Director of Culture. The paper gave an update on Inspire’s activities as an NPO. It is an ACE condition of funding for an annual submission of the NPO business plan.</li> <li>• The Board thanked CN for all her work on the NPO project and approved the plan and granted permission to make minor adjustments and that the final version of the business plan will be presented at a future Music, Culture and Heritage sub-committee meeting.</li> </ul>	
12.	<p><b><u>CEO Update</u></b></p> <ul style="list-style-type: none"> <li>• PG showed the Board the NPO Activity Round Up Year 1 video.</li> <li>• Inspire Music have been successful in bidding for a 50% match funding pledge from ACE to develop a new project – provision of a portable sound isolation booth which will enable music lessons to take place across the county and also be a practice space for students and the community who don’t have the space to practice their instrument. The total project cost is £17,692, ACE are pledging £7,492 of the total amount once Inspire crowdfunds £4,926. £2,688 has already been raised so half way to getting ACE’s pledge. The link to the campaign is <a href="https://www.spacehive.com/notts-online-music-boot?searchText=music%20booth">https://www.spacehive.com/notts-online-music-boot?searchText=music%20booth</a></li> <li>• PG advised that Inspire new What’s On, Learning Prospectus and brochure are now all available.</li> <li>• Forthcoming events <ul style="list-style-type: none"> <li>– Inspire AGM 2019 on 17<sup>th</sup> Oct from 6.30pm at The Old Library, Mansfield</li> <li>– An Inspire Christmas Concert on 9<sup>th</sup> Dec from 6.15pm at TRCH</li> <li>– TOL theatre performances throughout November</li> </ul> </li> </ul>	
13.	<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
14.	<p><b><u>Date of next meeting</u></b></p> <ul style="list-style-type: none"> <li>• TBC</li> </ul>	