



<b>Title of Meeting:</b>	<b>Inspire Main Board –Minutes</b>
<b>Location:</b>	<b>Nottinghamshire Archives</b>
<b>Date:</b>	<b>Tues 25<sup>th</sup> Feb 2020</b>
<b>Time:</b>	<b>5pm to 7pm</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 Carol Hanley – Member Elected Director John Hess – Member Elected Director Sarah King - - Co Opted Director Emma Maraio – 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>• JC formally welcomed everyone and members introduced themselves.</li> <li>• Apologies were received from:               <ul style="list-style-type: none"> <li>– Tim Eatherington – Co Opted Director</li> <li>– Claire Henson - - Member Elected Director</li> <li>– Liz Howell – Co Opted Director (technology failure so unable to dial in)</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 8<sup>th</sup> Oct 2019 were a true and accurate record and were happy to approve.</li> <li>• Matters arising – items will be covered in the agenda.</li> <li>• JH asked how much Inspire had managed to raise for the portable sound booth. Inspire Music raised £2,722 of £4,926 target and so did not receive ACE’s pledge of £7,492.</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>Finance Update and Budget 2020/21</u></b></p> <ul style="list-style-type: none"> <li>• PG was pleased to state that Inspire was in a much stronger place than before. The balanced budget position for 2020/21 has been set to allow for a variety of factors including a 2% pay award, real living wage and spinal column movements within pay bands. The board will make a pay award decision following national agreement at a future meeting.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Staffing costs are more straight forward and easier to reconcile now that Inspire is running its' own payroll.</li> <li>• Recent changes and improvements mean that it is now possible to separate out income streams for detailed budgetary reporting.</li> <li>• JH asked if NCC will look at the projected £62K surplus and cut back Inspire's budget even further. PG explained that in an organisation the size of Inspire with a turnover of over £17M they would be expected to have a margin around £100K either side of zero. NCC will not penalise Inspire. Inspire has a reserves target of £850K, which any surplus will be added to.</li> <li>• PG shared the latest version of the Inspire Futures Proposal document with the members. NCC have not yet made a decision over the future contracting beyond March 2021. JC updated the board regarding the ongoing conversations at County Hall and will share and discuss the Futures Proposal document with them. Members discussed their responsibilities and duties regarding staying abreast of developments and welcomed the opportunity to support the County Council Nominated Directors in any way they needed. JC was reassured to hear the boards comments.</li> <li>• DH added that NCC has a contract with Inspire that allows for a five-year extension. This means that there has to be a managerial conversation about the challenge of finding more money if the council decided to maintain current funding of Inspire with indexation.</li> <li>• The board asked what work is the Inspire Leadership Team (ILT) doing to support JC. PG responded that the Futures Proposal is a key advocacy document and a way for the board to exert its influence and will be shared with key officers and councillors. He is also in conversation with DH and Mick Allen (Group Manager Place Commissioning). GG assured the board that both he and JC are 'fighting the corner' for Inspire.</li> <li>• PG stated a further report will come to a full board meeting in order to accept the conditions of a new contract and this is part of the boards duties to ensure the financial sustainability of the Society.</li> </ul> <p><b>John Cottee, Liz Edwards, Peter Gaw, Glynn Gilfoyle, Carol Hanley, John Hess, Sarah King, Emma Maraio and Peter Ware approved the 2020/2021 budget as outlined and noted the contents of the report.</b></p>	
5.	<p><b><u>Organisational Design Review (ODR) Update</u></b></p> <ul style="list-style-type: none"> <li>• PG provided a history of the different phases of the ODR and an update on the last two to be implemented. HB will publish a range of options around structures and staffing roles within finance and business support to staff by the end of February with the aim of implementation by June 2020.</li> <li>• Inspire will use its workforce development expertise to develop its leadership, management and delivery teams. Each phase of the ODR will be reviewed to ensure they have been effective. SK commented that this was a great example of Inspire's thorough approach.</li> <li>• PG also highlighted the implementation of an Inspire competency framework to ensure that the right messages and behaviours are aligned to the organisation. LE and Richard Warr (Workforce Development Manager) have developed recruitment and competency management training sessions to help managers understand the changes better. SK asked LE about morale within Inspire. LE explained that not a single person had approached her either formally (as Staff Elected Director) or informally but that morale was on the whole good as staff felt supported.</li> </ul> <p><b>The Board noted the progress and supported the review process outlined in the report.</b></p>	

6.	<p><b><u>Gender Pay Gap Reporting 2019</u></b></p> <ul style="list-style-type: none"> <li>• KB explained that Inspire is required by law to carry out Gender Pay Gap reporting. This is the third year that Inspire have produced this report and she was pleased to report a positive swing which is good news particularly because of restructuring work.</li> <li>• Overall Inspire is a high female employer however, the organisation still ends up with a gender pay gap because of factors such as the high number of male music teachers amongst the higher paid staff and a lot of female employees in the lower quartile.</li> <li>• Now that Inspire has a new HR system, the organisation will be able to analyse figures quickly.</li> <li>• The board asked whether Inspire was ahead of the game in comparison to other libraries. KB replied it wasn't easy to compare as other library mutual are not large enough to have to report.</li> </ul>	
7.	<p><b><u>Health &amp; Safety Review</u></b></p> <ul style="list-style-type: none"> <li>• KB presented a report to inform and update the board on the 2019 health and safety performance and activities and to agree the policy for the new year.</li> <li>• Inspire have decided not to seek accreditation for the new ISO 45001 standard as it isn't best suited to a small organisation however, Inspire will work alongside NCC to develop standards to ISO 45001 standard but without external accreditation. The board asked if there were any implications of not having the ISO45001 accreditation. KB confirmed that this would not be the case for the size of Inspire.</li> <li>• KB highlighted the management system and the reviewed policies and processes of Lone Working. The board asked if there had been any significant issues related to lone working. KB replied that there were not but more with anti-social behaviour. This appears as hot spots and comes in peaks and troughs and follows general anti-social behaviour (ASB) trends. One of the Inspire management apprentices did a project on ASB which informed the ASB action plan policy. Progress has also been made in response to workplace mental health and stress with a revised policy, new online resource centre and training scheduled for throughout 2020.</li> <li>• Inspire will hear the results of this years' inspection before the end of February.</li> <li>• The board acknowledged the importance of the Health &amp; Safety review and the comprehensive report and good results.</li> </ul> <p><b>John Cottee, Liz Edwards, Peter Gaw, Glynn Gilfoyle, Carol Hanley, John Hess, Sarah King, Emma Maraio and Peter Ware approved the revised Health &amp; Safety Policy and noted the contents of the report.</b></p>	
8.	<p><b><u>Revised Volunteering Policy</u></b></p> <ul style="list-style-type: none"> <li>• KB explained that Inspire had not kept pace with the changes in volunteering and the organisation is missing out on people's willingness to engage with Inspire.</li> <li>• Inspire is turning from reactive to proactive and instigating a culture change so that staff feel more empowered to have volunteers that support them. Inspire will be using new software -Community Makers and offering 'challenges' under 4 categories – Just a minute/Hour or two/Give a Day/Regular Help. It will be the first time that Inspire will be able to analyse and measure volunteering across the county and then tailor a response to focus on areas that may need more help.</li> <li>• To support this new approach, Inspire have amended the Volunteering Policy and scheduled* the following:</li> </ul>	

	<ul style="list-style-type: none"> <li>– Soft launch – 8<sup>th</sup> April, (Libraries and culture)</li> <li>– Official Launch event – 29<sup>th</sup> May</li> <li>– Main launch – 1<sup>st</sup> -7<sup>th</sup> June Volunteers Week (cross Inspire).</li> </ul> <ul style="list-style-type: none"> <li>• The board discussed how volunteers would search for challenges, make bookings and reward and recognition schemes.</li> </ul> <p><b>John Cottee, Liz Edwards, Peter Gaw, Glynn Gilfoyle, Carol Hanley, John Hess, Sarah King, Emma Maraio and Peter Ware approved the revised Volunteering Policy and noted the contents of the report.</b></p> <p><b>*Note – due to Covid19 the launch of Inspire Community Makers will be rescheduled to a future date</b></p>	
9.	<p><b><u>Board Membership 2020/21</u></b></p> <ul style="list-style-type: none"> <li>• JH has agreed to extend his period of office by a further year.</li> <li>• TE is standing down from the board. PG will send thanks to TE on behalf of the board for all his time and contribution over the last four years.</li> <li>• Through networks, a replacement has been found - Margot Madin, retiring partner from Hacker Young who originally trained as a librarian. PG has met with MM and TE and HB are due to meet this week as part of her induction.</li> <li>• Co Opted members – Liz Howell, Sarah King and Peter Ware were all happy to extend their terms of office for another three years.</li> <li>• PG asked the members to consider which sub-committees they would like to join and to indicate their choices as it is essential that they are scrutinised and quorate.</li> </ul> <p><b>John Cottee, Liz Edwards, Peter Gaw, Glynn Gilfoyle, Carol Hanley, John Hess, Sarah King, Emma Maraio and Peter Ware approved the extension of John Hess, the co-option of Margot Madin and extension of Liz Howell, Sarah King and Peter Ware.</b></p>	<b><u>ALL</u></b>
10.	<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: <ul style="list-style-type: none"> <li>– Learning &amp; Skills – 10<sup>th</sup> Oct 2019. From the latest meeting it is required that we need to undertake on-line training for all board and sub-committee members. KS to send link and z cards artwork <a href="https://www.foundationonline.org.uk/course/index.php?categoryid=14">https://www.foundationonline.org.uk/course/index.php?categoryid=14</a> SK commented on the great presentation given by the Marketing team gave on the vibrant and engaging work they are doing and the impact it has made across Inspire Learning.</li> <li>– Music, Culture &amp; Heritage – 12<sup>th</sup> Nov 2019. JH the Inspire Music offer is very ambitious and now needs to establish a centre of excellence in the south of the county.</li> <li>– Finance &amp; Audit – 19<sup>th</sup> Nov 2019*. PW asked for an update on Sage. HB confirmed that it is all up and working and connected to Pan Intelligence. All set up for next year with good chart of accounts. Still a link between electronic invoicing and Sage that is being worked on.</li> </ul> </li> </ul> <p><b>*Note due to Covid19 Finance and Audit committee will meet 16<sup>th</sup> April to consider the financial impact on Inspire.</b></p>	<b><u>ALL to complete by end of April 2020</u></b>
11.	<p><b><u>Risk Log</u></b></p> <ul style="list-style-type: none"> <li>• A change column has been added following on from feedback at the last meeting.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Issues –Ongoing GDPR compliance that we need to continue to be on top of. The appointment of a graduate trainee has been delayed due to the budget process. The main issue has been dealing with the Worksoop Library flood.</li> <li>• Governance Risks - Board lacking effectiveness and knowledge – important to remember that there are opportunities to get grip with complexity of the Inspire organisation by attending events such as Inspire Awards and sub-committees. KB added that LE is taking on the role of supporting community members.</li> <li>• Risks – The NCC 5 year contract has already been discussed. ICT procurement – challenges we have over ICT services that we buy back from the council. Windows 7 to windows 10 and to setting up Worksoop has been difficult. Opportunity to either carry on with NCC Wan or procure a public solution or piggyback NCC framework. Flexibility and value for money but also reliability and security. EM declared interest as she works for an IT company.</li> </ul>	
12.	<p><b><u>CEO Update</u></b></p> <ul style="list-style-type: none"> <li>• PG to share his presentation with board members due to lack of time and highlighted main events: <ul style="list-style-type: none"> <li>– Inspire Learning nomination for TES Awards</li> <li>– Community Makers launch</li> <li>– Inspire Awards</li> <li>– Christmas Concert</li> <li>– Able Orchestra performance at MediaCity UK Manchester</li> </ul> </li> </ul>	<b><u>PG</u></b>
13.	<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>	
14.	<p><b><u>Forthcoming meeting and events:</u></b></p> <ul style="list-style-type: none"> <li>• Music, Culture &amp; Heritage – Tues 10<sup>th</sup> March, 4.30 to 6pm at Notts Archives</li> <li>• Development – Tues 21<sup>st</sup> April, 4.30 to 6pm at Notts Archives</li> <li>• Main board meeting – Tues 12<sup>th</sup> May, 4.30 to 6pm at West Bridgford Library</li> <li>• Learning &amp; Skills - Thurs 11<sup>th</sup> June, 11.30am to 2.30pm at West Bridgford Library</li> <li>• Inspire Awards 2019/20 – Mon 22<sup>nd</sup> June*, 7 to 9pm at Mansfield Central Library <b>postponed due to Covid19 – to be held over until June 2021</b></li> <li>• Finance &amp; Audit, Thurs 10<sup>th</sup> Sept, 4.30 to 6pm at West Bridgford Library</li> <li>• Staffing &amp; Standards - Tues 13<sup>th</sup> Oct, 2 to 3.30pm at Inspire HQ</li> </ul>	