

Inspire Board Meeting Minutes

Pine Meeting Room – West Bridgford Library,

Tues 21/07/16 – 1.30pm

Present:

Peter Gaw – Chief Executive Officer, Inspire

John Knight – County Council Nominated Director

John Cottee – County Council Nominated Director

Sarah King – Co Opted Director

Tim Eatherington – Co Opted Director

Kirsty Blyth – Assistant Chief Executive Officer (Development), Inspire

Nick London – Assistant Chief Executive Officer (Support), Inspire

Katharine Say – Chief Executive & Board Support, Inspire

Georgina Simpson - Chief Executive & Board Support, Inspire

Derek Higton – Service Director (Youth, Families and Culture), Nottinghamshire County Council

Mark Croston – Cultural Services Commissioning Manager, Nottinghamshire County Council

Apologies:

Karl Hilton – Studio Director, Sumo Digital

1.Minutes of the last meeting and signing of resolution log

- Minutes of the 7th June 2016 were proposed by John Knight, seconded by John Cottee and approved by the Board.
- Resolutions 8 to 12 were signed by John Knight, John Cottee, Peter Gaw, Tim Eatherington and Sarah King.

2.Declaration of conflicts and interests

- None

3.Heritage Policy and Archives Term of Deposit - resolution for approval

- Peter Gaw explained that this is the starting policy for Archives to receive their accreditation from National Archives. As done with previous policies, this has been refreshed, modernised and written in a clear and concise manner.

RESOLVED BY JOHN KNIGHT, JOHN COTTEE, PETER GAW, TIM EATHERINGTON AND SARAH KING

4. Interim Business Plan – resolution for approval

- Peter Gaw introduced the Business Plan as a working document pulling together information from staff across Inspire outlining the amount of work being delivered.
- Sarah King commented that it was a helpful document and a good starting point for when the full board comes together in the autumn. John Knight agreed and wanted it to be noted that it is important people realise that Inspire is not a privatised service.

- **ACTION** - Peter Gaw did not think that this was a common misconception but will make sure to amend the introduction accordingly.

RESOLVED BY JOHN KNIGHT, JOHN COTTEE, PETER GAW, TIM EATHERINGTON AND SARAH KING

5. Staffing Policies – resolution for approval

- Kirsty Blyth described this set of domestic violence policies as guidelines for both staff and managers and that they had been presented at the recent Union negotiation committee and approved with a few semantic amendments.
- John Knight asked what practical application they had. Kirsty replied they were practical guidance on how to support staff.
- The Smokefree policy is largely based on the NCC policy with a new definition of what is considered working time. Again, these were approved by the Unions with minor amends and staff will be introduced to the policy and given a lead time.
- The Safeguarding policy is best practice and guidelines with additional support in line with procedures for those working in close contact with children and young people.

HR

- Domestic violence policy and guidance for employees/managers
- Smokefree policy
- Safeguarding code of behaviour
- Kirsty explained that the Sustainability policy is Inspire's environmentally friendly policy, modelled on best practice. Sarah King commented that in line with this perhaps we could use less paper at Board meetings by not printing out hard copies of all the policies.
- **ACTION** – Katharine Say to provide hard copies of policies only if requested by Board members.
- Peter Gaw explained the Business Continuity Policy is to show the plans in place for staff to be well equipped to deal with all risk to the organisation. Nick London clarified that a handy/easy access version for frontline staff will follow.
- Kirsty explained our contractual obligation to have an Advertising and Sponsorship policy and that this mirrors the NCC policy.
- Peter advised that the Whistleblowing policy is a concise and updated version of the NCC policy.
- The Social Media policy offers guidance to staff to ensure the reputation of both Inspire and NCC. It will be reviewed in Autumn.
- John Knight asked for clarification on the meaning of the Restitution policy. Peter Gaw explained it was the duty of a CEO to use their discretion regarding staff misuse of funds and resources.

Non HR

- Sustainability policy
- Business continuity policy
- Advertising and Sponsorship policy
- Whistleblowing policy
- Restitution
- Social Media

RESOLVED BY JOHN KNIGHT, JOHN COTTEE, PETER GAW, TIM EATHERINGTON AND SARAH KING

6. Inspire Financial Update

- This was the first presentation to the Board by Peter Gaw of the general financial position.
- Tim Eatherington asked for a clarification between annual budget and the annual forecast.
- Improvements continue now that a Senior Financial Officer has been appointed.

- John Knight asked why there was a variance in forecast and actual for equipment. Peter responded it was due to elements of spend that we're already committed to.
- John Cottey asked for an explanation regarding the pension deficit. Peter explained that the report identified the different elements of pension strain such as the higher pension contribution which is likely to reduce as people leave and new staff will not be part of the LGPS.
- Tim Eatherington asked about cashflow and that in February there was only £5,000 and whether Inspire have an overdraft facility. Peter replied that NCC were willing to provide a low cost loan and that Inspire had a good relationship with the bank.

7. CEO Update

- Election of Community Board Members
 - Peter gave an update on the election process to appoint the 4 community members to the Board. This will be done officially at the first Inspire AGM in October and will be an enjoyable cultural evening for all Inspire members.
- Recruitment Update
 - As mentioned above Andrew Kordecki has been appointed as the Senior Finance Officer (3 days a week) and Margaret Anderson as the Assistant Finance Officer (3 days a week).
 - An appointment has been made and soon to be announced for the Library Service Manager position. (*post meeting note Gary Porter*)
 - The new Communications and Marketing Manager is Sharon Elliott.
- Activities and PR
 - Recent successful events include The Big Friendly Read launched by Councillor Allan, Southwell Poetry Festival, and Earth & Fire International Ceramic Festival.
 - Hucknall library (now 129 years old) reopened after improvements to its windows and roof.
 - The Able Orchestra (made up of pupils from Fountaindale and Portland schools and the Halle and BBC orchestras) will be performing at the BBC Proms on 23rd July.

8. Inspire Board Development Day

- Sarah King has volunteered to plan the development day and asked the rest of the Board what they would like to achieve, focus on and make a priority.
- Peter opened the discussion as to when and where the development day should happen and would Board members be willing to give either a Saturday or Sunday.
- Sarah will be in contact in early September to collect everyone's objectives for the session and it will probably be at the end of October or early November on a Saturday and will include the full Board.
- **Action** – Peter and Sarah to coordinate.

9. Board Meeting Dates – for discussion

- Date of next meeting – Pine Meeting Room, 1pm on Tues 13th September 2016

10. A.O.B

- There are 4 Co-opted positions on the Board. Karl Hilton has still to be co-opted in. Peter Gaw asked for the Board's approval to meet Liz Howell as the final member. Granted.

Close of meeting – 2.30pm