

Inspire Board Meeting Minutes

Pine Meeting Room – West Bridgford Library,

Tues 13/09/16 – 1pm

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
Liz Howell – Co Opted Director

Kirsty Blyth – Assistant Chief Executive Officer (Development), Inspire
Nick London – Assistant Chief Executive Officer (Support), Inspire
Ian Bond - Community Learning and Skills Services Manager, Inspire
Katharine Say – 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 21st July 2016 meeting were approved by the Board.
- Resolutions 13 to 16 were signed by John Knight, John Cottee, Peter Gaw, Tim Eatherington and Sarah King.

2.Shadow Board – Resolution to co-opt a member to the Board

- John Knight welcomed Liz Howell to the Board and everyone briefly introduced themselves.
- Unanimous agreement to co-opt Liz Howell to the Board.

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

3.CBS Duties and Code of Practice of Directors

- All new Board members are required to sign the code.

SIGNED BY LIZ HOWELL

4. Staffing Policies – resolution for approval

HR

- Substance Misuse Policy
- Substance Misuse Policy – Guidelines for Employees
- Substance Misuse Policy – Guidelines for Managers

- Kirsty Blyth described this set of Substance Misuse Policies as support and guidance for both staff and managers. They have not yet been presented to the Trade Unions but KB will advise if any amendments are made.

Non HR

- Hate Crime Policy
- Complaints Policy

- Kirsty Blyth explained the Hate Crime Policy has two objectives; to prevent Hate Crime and to increase the reporting of Hate Crime. Liz Howell asked about the training provision and Kirsty confirmed that staff will receive training on raising awareness, preventing and reporting Hate Crime.
- Nick London introduced the Inspire Complaints Policy which is similar in most ways to the Nottinghamshire County Council (NCC). He highlighted that at stage three, complainants have the option to request the board to review their complaint and if still unresolved that the matter should be referred to the Local Government Ombudsman (LGO). Derek Highton asked for a clarification to the policy as the LGO would only be a suitable further avenue for matters involving NCC commissioned services.
Action – NL to add that complaints could be referred to LGO ‘where appropriate’ and to guide complainants to the NCC Complaints Procedure.
- John Knight enquired when the Complaints Policy would be reviewed. Peter Gaw replied that it would be a matter for the Board to decide and noted that the organisation receives an extremely low level of complaints.

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

5. Inspire Financial Update

- Peter Gaw presented Inspire’s p5 financial report. He re-clarified John Knight’s query from the last board meeting regarding the equipment expenditure – several items such as the book fund are pre purchased at the end of the financial year but this year they were bought at the beginning of Inspire’s financial year. He also commented that the organisation continues to be very aware of the level of contingency (in reference to Tim Eatherington’s comments regarding cash flow also from the last board meeting).
- Senior Finance Officer, Andrew Kordecki has been in post since the beginning of September and is currently reviewing all cost forecasts in order to provide a more accurate position.
- John Knight queried the pension overspend. Peter Gaw replied that the organisation does not know yet what the amount is for the pension strain but that there is an agreement with NCC to take this on and that an actuary’s report has been commissioned.
- Liz Howell noted the level of agency staff spend. Peter Gaw explained that this was due to the interim costs of Senior Finance Officer and Comms and Marketing positions and that both posts have now become permanent and that the spend has been absorbed into staffing costs.

6. Risk Register

- A copy of Inspire’s Risk Register will be circulated to all Board members.

7. CEO Update

- **Inspire AGM** – Weds 12 Oct, 6.30pm to 8.15pm at Mansfield Central Library
The evening will comprise of a review, a financial report and the confirmation of the permanent full Board. Poet Kate Fox will round up the meeting with performance poetry. Peter Gaw was hopeful to attract as many Inspire members as possible to the evening.
- **Inspire Community Board Member Elections**
The election is going well and will close at midnight on Monday 19th September.
- **Inspire Christmas Concert** – Fri 9th Dec, 6.30pm to 9pm at Nottingham Royal Concert Hall
An early reception followed by seasonal singing and musical performances for Inspire staff and public.

- **Refurbishment of Beeston Library** – from Sat 1st Oct for up to 9 months
Lots of positive radio, press and TV coverage regarding the announcement.
- **Able Orchestra** – the performance was screened again on BBC.

8. Inspire Board Development Day

- Sarah King has been working with Peter Gaw to plan the half-day session. Date will now be Saturday 26th November from 10am to 2pm probably at The Old Library in Mansfield (tbc).
Action – KS to book a suitable meeting space.
- Sarah explained that the intent of the day was to move the shadow Board to the full board, for Board members to get to know one another, to co-create terms of reference and principles and for the Board to look to the future.
Action – SK to design and share an approach for the session.
- Sarah would like to invite guests who are members of other progressive boards to share their experiences.
Action – ALL - if anyone has any suggestions for who to invite then please contact Sarah.

9. A.O.B

- None

Close of meeting – 13.45pm