



Title of Meeting:	Inspire Board Meeting Minutes
Location:	Large Meeting Room – Arnold Library
Date:	Weds 07/12/16
Time:	6pm to 7.10pm
Attendees:	<p>Peter Gaw – Chief Executive Officer, Inspire John Knight – County Council Nominated Director Tim Eatherington – Co Opted Director Liz Howell – Co Opted Director Philip Jones – Member Elected Director Richard Gaunt – Member Elected Director Steve Powell – Staff Elected Director</p>
Invited:	<p>Nick London – Assistant Chief Executive Officer (Support), Inspire Andrew Kordecki – Senior Financial Officer, Inspire Katharine Say – Chief Executive & Board Support, Inspire Derek Higton – Service Director (Youth, Families and Culture), Notts County Council Mark Croston – Cultural Services Commissioning Manager, Notts County Council</p>

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"> John Cottee – County Council Nominated Director Sarah King – Co Opted Director John Hess – Member Elected Director Pippa Hennessy – Member Elected Director Peter Ware – Co Opted Director (TBC) Kirsty Blyth – Assistant Chief Executive Officer (Development), Inspire The Chair welcomed Philip Jones to his first Inspire Board meeting. 	
2.	<p><u>Minutes of the last meeting, matters arising and signing of resolution log</u></p> <ul style="list-style-type: none"> Minutes of the 13th September 2016 meeting were proposed by John Knight, moved by Tim Eatherington and agreed as a true and accurate account of discussions. Matters arising – none. Resolutions 17 to 20 were signed by John Knight, Peter Gaw, Tim Eatherington and Liz Howell. Due to John Cottee and Sarah King sending their apologies, the log will be signed by them at the next meeting. 	
3.	<p><u>Staffing Policies – resolution for approval</u></p> <ul style="list-style-type: none"> SECONDMENT POLICY This has been temporarily withdrawn for further development. TOIL POLICY 	

	<p>PG explained that nearly all of the policies have now been reviewed and approved. This policy is for all Inspire staff both new and TUPEd from Notts County Council (NCC). It has been presented and approved by the Trade Unions.</p> <p>JK asked for any questions. PJ asked for clarification on the meaning of TUPE. PG explained that when Inspire was created, NCC staff were transferred over under the protection of Transfer of Undertakings (Protection of Employment) regulations.</p> <ul style="list-style-type: none"> - VOLUNTEER POLICY <p>PG explained this policy was based on an NCC version and adapted to Inspire’s requirements and in keeping with best practice.</p> <p>JK asked for any comments. RG highlighted a grammatical error in section 2.7.</p> <ul style="list-style-type: none"> - INFORMATION SECURITY POLICY <p>NL introduced this policy as a companion to the DATA PROTECTION POLICY. It is also based on an NCC policy and provides guidance on information security for everyone who works, supports or volunteers for Inspire and includes Board members.</p> <p>RESOLVED BY JOHN KNIGHT, PETER GAW, TIM EATHERINGTON, PHILIP JONES, LIZ HOWELL, RICHARD GAUNT AND STEVE POWELL</p> <ul style="list-style-type: none"> - HEALTH & SAFETY POLICY <p>This has already been approved by the Board however, after further discussions with the Trade Unions and advice from Inspire’s health and safety provider (NCC) there has been a minor amendment affirming the role of the CEO and Inspire and REACH, CLP and COSHH have been added to the emergency procedures on p4.</p> <ul style="list-style-type: none"> - Approved by the Board. Updated policy to be reissued and sent to Board members. 	<p>KS to amend</p> <p>KS to reissue</p>
4.	<p><u>Contract Price 2017/18 – resolution for approval</u></p> <ul style="list-style-type: none"> • PG presented this paper for approval, outlining the contract sum for the provision of services funded by NCC for the financial year 2017/18 under the services contract. Inspire has a five year contract to provide cultural and learning services across Nottinghamshire. Each year a contract sum has to be agreed by the end of December. NCC have confirmed the price for services provided and Inspire have identified budget pressures for 2017/18. A detailed budget will be presented at first Board meeting of 2017. • TE commented that there was nothing contentious in the budget pressures and challenges. • JK raised the lease charges for Rainworth Library when the current NCC lease agreement expires and Inspire could be asked for a commercial rent of £45K per year. TE enquired whether the plan was for another tenant to take on the lease and PG confirmed that Inspire would hope to be released from the agreement within the year and relocate Rainworth library. LH noted that moves can take longer than a year and to be cautious of not over-spilling into another financial year. JK also remarked on the sensitivity of handling the relocation of the library. <p>RESOLVED BY JOHN KNIGHT, PETER GAW, TIM EATHERINGTON, PHILIP JONES, LIZ HOWELL, RICHARD GAUNT AND STEVE POWELL</p>	

5.	<p><u>Application for NPO Status – resolution for approval</u></p> <ul style="list-style-type: none"> As the Art’s Council’s (ACE) remit now includes libraries and museums, as well as arts and cultural organisations, Inspire are proposing to apply for National Portfolio Organisation (NPO) status in order to secure a 4 year core funding stream. PG informed the Board that after initial discussions with ACE, Inspire would be in a favourable position to receive the upper end of Band 1 funding (£40,000 to £249,000). NPO money cannot be used to replace local authority funding and Inspire will not be eligible to apply for Grants for the Arts funding during the 4 year period. Although this will be a significant investment in time it will aim to transform library audiences into cultural audiences. JK stated that it initially seemed a good idea as long as the NPO Status provides more funding than Grants for the Arts. PG confirmed this was the case and would influence the level of NPO bid. TE asked if there is a difference between NPO Status and NPO Status Band 1. PG clarified that it just the level of funding applied for. LH was concerned there might be a risk of losing both streams of funding and how likely was a positive outcome. PG responded that if Inspire was unsuccessful in receiving NPO Status then it would continue bidding for Grants for the Arts. TE asked if there is any work done by Inspire that is currently not funded by a local authority. PG explained that NPO Status funding will not replace current funding. JK asked for the Board’s decision on approving the request to submit the application without having to present back to the Board. <p>RESOLVED BY JOHN KNIGHT, PETER GAW, TIM EATHERINGTON, PHILIP JONES, LIZ HOWELL, RICHARD GAUNT AND STEVE POWELL</p> <ul style="list-style-type: none"> As part of the NPO bid, ACE require profile information from the Board. Inspire Board members were requested to complete monitoring forms. Inspire members who sent their apologies will be requested to complete their forms by email. 	ALL KS
6.	<p><u>Inspire Board Development Day – follow up</u></p> <ul style="list-style-type: none"> JK asked for general comments regarding the development day at the end of November at The Old Library in Mansfield. All agreed it was a useful session, provided an opportunity for members to get to know one another and engage in productive discussions. JK asked if members if they thought it would be beneficial to have another day in Spring. All board members agreed. PG added that members had wanted to learn more about Inspire and that induction sessions on services would also be useful. 	PG
7.	<p><u>Inspire Financial Update</u></p> <ul style="list-style-type: none"> Andrew Kordecki, Senior Financial Officer introduced himself to the Board and gave a summary of Inspire’s finances. Inspire are forecasting a surplus. Employee costs are the highest expense but there is a surplus from controlling of overtime etc. The NI overspend is an allocation error and deficit on pension is a potential liability which will not be confirmed until the report is completed. 	

	<ul style="list-style-type: none"> JK queried agency staff costs. AK explained this was when both he and Sharon Elliott (Communications & Marketing Manager) were employed on an interim basis before permanent employment. TE asked if there was one reason why the revenue was down by 0.5M. AK explained this was due to recharging and not a real deficit. PG advised that the next report will be more comprehensive and AK will be regularly forecasting. 	
8.	<p><u>Board Structure and Sub Committees – resolution for approval</u></p> <ul style="list-style-type: none"> PG presented a resolution to establish five additional sub committees to provide oversight and make recommendations to the main board. <ul style="list-style-type: none"> FINANCE & AUDIT – TE to chair and AK as Secretary. Constitution mandates that there must be at least 3 board members, excluding staff director and CEO. STAFFING & STANDARDS – no less than 2 board members. MUSIC, CULTURE & HERITAGE – no less than 2 board members. BUSINESS DEVELOPMENT – no less than 2 board members. LEARNING & SKILLS – no less than 2 board members. PG asked for Boards approval of this model as there is some urgency for the Finance & Audit Committee to meet. An email will be also circulated to Board members asking for expressions of interest for their preferred sub-committee. These will be confirmed at the next meeting. <p>RESOLVED BY JOHN KNIGHT, PETER GAW, TIM EATHERINGTON, PHILIP JONES, LIZ HOWELL, RICHARD GAUNT AND STEVE POWELL</p>	KS
9.	<p><u>Board Handbook – for discussion</u></p> <ul style="list-style-type: none"> A copy of the proposed contents for a Board Handbook was circulated for feedback. Comments included for an Inspire Board mission statement and Board member responsibilities to be included. Will be issued in January 2017. 	KS
10.	<p><u>Risk Log – for information</u></p> <ul style="list-style-type: none"> Inspire have now been granted 80% National Non-Domestic Rates (NNDR) relief rate on most premises from all authorities. LH noted that the Financial – Funding Reductions likelihood and impact risk were both high even though there is a forward plan. PG responded that it is an emerging plan and TE was confident about the risk as long as the plan is being developed. NL also clarified questions regarding vehicle and lift failures. 	
11.	<p><u>AOB</u></p> <ul style="list-style-type: none"> PG explained to the Board that unfortunately, Pippa Hennessy has recently suffered a bereavement and along with moving house feels that she is unable to serve on the Board at the present time. Although fully committed, she is happy to stand down if required. The Board were all in agreement for Pippa to return when ready. 	
12.	<p><u>CEO Update</u></p> <ul style="list-style-type: none"> PG gave a summary of Inspire news and activities. 	

	<ul style="list-style-type: none"> - Richard Warr will be joining Inspire in January as Workforce Development Manager. - Nottinghamshire Archives has been awarded National Accreditation. - This year's Summer Reading Challenge saw an increase in take up across the county and Inspire was the best performing in the East Midlands. - Inspire has agreed a 3 year contract with Earth & Fire, one of the country's premier ceramic events. - The Big Draw goes from strength to strength with the recent STEAM (Science, Technology, Arts, Engineering & Maths) activities. - Beeston library is now closed for refurbishment and will re-open in September 2017. - The Inspire website is now up and running. - The Inspire Christmas Concert will be at The Royal Concert Hall Nottingham this Fri 9th December. <ul style="list-style-type: none"> • LH sought reassurance regarding the provision of child protection guidance for library volunteers. PG and SP explained that all volunteers go through a process of interview, selection and induction that includes guidance on safer working with children and young people. 	