



Title of Meeting:	Inspire Main Board –Minutes
Location:	Virtual Zoom Meeting
Date:	Tues 12th May 2020
Time:	4.30pm
Attendees:	<p>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 Claire Henson – Member Elected John Hess – Member Elected Director Liz Howell – Co Opted Director Sarah King -- Co Opted Director Margot Madin – Co Opted Director Emma Maraio – Member Elected Director Peter Ware – Co Opted Director</p>
Invited:	<p>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</p>

Agenda No.	Agenda Subject	Action
1.	<p><u>Welcome and Apologies</u></p> <ul style="list-style-type: none"> • JC formally welcomed everyone and new board member Margot Madin (MM). • Apologies – none. 	
2.	<p><u>Minutes of the last meeting and matters arising</u></p> <ul style="list-style-type: none"> • Members agreed that the minutes from 25th Feb 2020 were a true and accurate record and were happy to approve. Proposed by JH and seconded by GG. • Matters arising: <ul style="list-style-type: none"> – p5, item 9, board members preference for joining sub-committees. Any member not yet responded please confirm to PG and KS by end of May. – p5, item 10, M, C & H – JC asked for further information regarding an Inspire Music Centre of Excellence in South of the County. PG to check. 	<p><u>ALL - end of May</u></p> <p><u>PG</u></p>
3.	<p><u>Declaration of Conflicts and Interests</u></p> <ul style="list-style-type: none"> • 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. As LH longer works in this area, the statement can be reworded. • Peter Ware works for Browne Jacobson and provides legal services to Inspire. 	<p><u>PG/KS</u></p>
4.	<p><u>CEO Update plus Covid19</u></p> <ul style="list-style-type: none"> • PG gave an update on the development and delivery of Inspire services against its Forward Plan 2017 – 2022 and the organisations response to Covid19. Detailed business plans for all services within the organisation are available if any member would like a copy. 	

	<ul style="list-style-type: none"> • <u>Contract Renewal by Nottinghamshire County Council (NCC)</u> – The Inspire Futures Prospects report outlining the case for the Inspire model and projections for the new contract 2020-2026 was given to the leader, deputy leader and finance team. Discussions went well and they recognised the hard work and current position of Inspire. Contract issues are being looked at and Inspire are working with Derek Higton and Mick Allen (Commissioning Officer). A report to NCC committee for contract renewal has been delayed due to Covid19 and has been tabled for September 2020. A paper for decision will be presented to the board at the next meeting on 22nd September. • <u>Progress</u> – Carol Hanley asked for further detail regarding ICT systems. PG explained that Inspire have successfully implemented its own HR, Payroll and Finance systems. Wider solutions around data management and CRM (Customer Relationship Management) are being considered. Inspire have renewed their SLA with NCC for their provision of ICT services. Inspire is negotiating the contract to be included in NCC’s WAN framework. ICT infrastructure and kit is being upgraded and will require the submission of a capital bid to NCC for the renewal of public equipment and the WAN. Progress is being made and will be a mixed solution of services bought from NCC and direct from providers. • <u>Covid19 Emergency</u> – the original report was written 10 days prior to the meeting and since then the Inspire virtual offer has continued to grow. Communications with staff have been paramount and received positive feedback. Twice weekly bulletins have provided support, advice and information. The next challenge will be bringing staff back to work. Safety, training and flexibility will be the key considerations. • <u>Recovery Approach Summary</u> – PG presented Inspire’s position which will develop once further governments announcements are made. Working alongside NCC on a 4 phase recovery plan. The board asked how this will be communicated to library users. KB explained that Inspire is participating in national panels, taking best practice from other organisations and stakeholder mapping in order to inform staff and customers what the new offer will look like. The organisation has accounted for workforce availability and planned on how to safely manage customers in libraries. Other services such as Click and Collect are being reviewed along with the possibility of using volunteers to deliver books. In the meantime, Inspire will encourage customers to access the virtual services. The committee discussed the wearing of face masks, PPE and handling/quarantine of books. PG assured members that Inspire are working through all of these and meeting with library managers and Trade Unions. • Arts Council England, National Portfolio Organisation funding grants will continue and reporting requirements will be modified. Emergency funding is available only for smaller organisations. • JC requested that board members receive an update/have a meeting 48 hours ahead of the customer re-opening announcement. <p>The board members present noted the progress of the organisation and the Covid19 position.</p>	<u>PG</u>
5.	<p><u>Finance Update and Budget 2020/21</u></p> <ul style="list-style-type: none"> • <u>2019/20 Outturn Position</u> - Increased surplus of £94K, better than initial budget by £58K. • <u>2020/21 Revised Budget</u> – prudent reprofiling undertaken due to Covid19. • <u>Reserves</u> – Inspire is in a good position with £628K of unrestricted funds. • <u>Pay Award</u> – The committee discussed the implications of Inspire budgeting for a 2% increase when the national figure may be higher. HB to carry out some remodelling to see if Inspire could afford to award the 2.7% (will require using some of the unrestricted funds). Will be brought back to the board for a decision. • <u>Year End Statutory Accounts</u> – Inspire were going to bring this in-house but will leave with external auditors this year due to Covid19. 	<u>HB</u>

	<ul style="list-style-type: none"> PG thanked HB and finance team for such good presentation of financial information. <p>John Cottee, Liz Edwards, Peter Gaw, Glynn Gilfoyle, Carol Hanley, Claire Henson, John Hess, Liz Howell, Sarah King, Margot Madin, Emma Maraio and Peter Ware approved the revised 2020/21 (Covid19) budget and noted the contents of the report.</p>	
6.	<p><u>Teachers Pay Award</u></p> <ul style="list-style-type: none"> KB gave a brief overview of the reasons why Inspire Music teachers are paid on two different scales and the proposal to implement a 2% pay rise for NASSPAC staff. Inspire Music Service has now moved from incurring a loss to becoming a net contributor to Inspire. Trade Unions were consulted at a meeting in April during lockdown and have agreed the award. The paper also recommended that future pay rises for NASSPAC staff are implemented with effect from April each at the same time as all other Inspire staff. PW asked how many teachers were involved and if there was any merit in trying to migrate everyone on to the same terms and conditions. KB confirmed that there are approximately 40 on NASSPAC terms and 30 on new Inspire terms but that due to historical reasons it would be extremely difficult to make this happen. Teachers Pension Scheme – process for allocating support for Music Hubs that are liable for TPS contributions has not been confirmed. The board will be informed when Inspire has further information. <p>John Cottee, Liz Edwards, Peter Gaw, Glynn Gilfoyle, Carol Hanley, Claire Henson, John Hess, Liz Howell, Sarah King, Margot Madin, Emma Maraio and Peter Ware approved:</p> <ul style="list-style-type: none"> – the pay award – for this to be implemented in April going forward – and noted the situation in relation to teacher pension employer contribution rate increases. 	
7.	<p><u>Risk Log</u></p> <ul style="list-style-type: none"> Management of Covid19 is included in Risk and Issues. Covid19 Risks <ul style="list-style-type: none"> – high risks are IMT income, libraries income and staff availability Operational Risks <ul style="list-style-type: none"> – higher for customer satisfaction as services are impacted by Covid19. – Inadequate Disaster Recovery Planning – been put to the test twice now with Worksop flooding and CV19. Documentation and plans will be reviewed. – ICT & WAN – Windows 7 now not supported. Secure for virus impact but at risk of failure. Inspire about to re-contract. KB advised that Inspire will be reviewing and updating where retained risks are higher than the original. JH asked if the organisation is safe against claims from the public regarding being put at risk/contamination. The board discussed due diligence, government guidance and temperature testing for staff and customers. 	<p><u>ILT</u></p> <p><u>PG</u></p>
8.	<p><u>Sub Committee Minutes and Reports</u></p> <ul style="list-style-type: none"> The Board noted the contents of the following meetings: <ul style="list-style-type: none"> – Learning & Skills – 11th Feb 2020. Online safeguarding training for board members will be revisited after Inspire ILT have looked at this further. – Music, Culture & Heritage – 10th March 2020. – Finance & Audit – 13th Feb 2020. – Finance & Audit – 16th April 2020. 	<p><u>Ian Bond</u></p>

9.	<p><u>A.O.B</u></p> <ul style="list-style-type: none"> • None. 	
14.	<p><u>Forthcoming meeting and events:</u></p> <ul style="list-style-type: none"> • Learning & Skills on 11/06/20 – cancelled • Development on 16/06/20 - cancelled • Inspire Awards on 22/06/20 – cancelled • Music, Culture & Heritage, 02/07/20, 4 to 5.30pm – venue TBC • Board Away Session on 04/07/20 – venue TBC • Finance & Audit, 15/09/20, 4.30 to 6pm – venue TBC • Main Board, 22/09/20, 5 to 7pm – venue TBC • Learning & Skills, 08/10/20, 11.30am to 2.30pm – Inspire HQ • Staffing & Standards, 13/10/20, 2 to 3.30pm - Inspire HQ • Inspire AGM 2020, 15/10/20, 7 to 8.30pm – West Bridgford Library 	