

Title of Meeting:	Inspire Main Board –Minutes
Location:	Virtual Zoom Meeting
Date:	Tues 22nd Sept 2020
Time:	5pm
Attendees:	<p>John Cottey – County Council Nominated Director (Chair)</p> <p>Liz Edwards– Staff Elected Director</p> <p>Peter Gaw – Chief Executive Officer, Inspire</p> <p>Glynn Gilfoyle - County Council Nominated Director</p> <p>Carol Hanley – Member Elected Director</p> <p>Claire Henson – Member Elected</p> <p>John Hess – Member Elected Director</p> <p>Liz Howell – Co Opted Director (Vice Chair)</p> <p>Sarah King - - Co Opted Director</p> <p>Margot Madin – Co Opted Director</p> <p>Emma Maraio – Member Elected Director</p> <p>Peter Ware – Co Opted Director</p>
Invited:	<p>Mick Allen – Group Manager Place Commissioning, Place and Communities, NCC</p> <p>Helen Beckett – Chief Finance Officer, Inspire</p> <p>Kirsty Blyth – Assistant Chief Executive Officer, Inspire</p> <p>Derek Higton – Service Director Communities and Place, NCC</p> <p>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 welcomed members and colleagues to the meeting. • 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 12th May 2020 were a true and accurate record and were happy to approve. • Matters arising: <ul style="list-style-type: none"> – Item 2 Sub-committee membership - PG thanked board members for their preferences. There are an adequate number of members on each sub-committee but it would be helpful to have one or two more directors to join the Music, Culture & Heritage (M, C & H) group. KS to circulate membership. Members to contact PG/KS if they are able to join M, C & H. – Item 4 Contract Renewal - PG confirmed that the report seeking approval to extend the Inspire Contract to March 2026 is going to Nottinghamshire County Council (NCC) Finance & Major Contracts Management Committee meeting on 28th Sept. Following a decision by the council, the board will be required to make a contract decision at the next meeting on 24th Nov 2020. 	<p><u>KS</u></p> <p><u>ALL</u></p>
3.	<p><u>Declaration of Conflicts and Interests</u></p> <ul style="list-style-type: none"> • In a previous role Liz Howell was involved with BBC Weather Watchers which, as part of the BBC's Make it Digital campaign, was in partnership with libraries across the UK. • Peter Ware works for Browne Jacobson and provides legal services to Inspire. 	

	<ul style="list-style-type: none"> Sarah King's company We Are Radikl are working in partnership with Inspire Learning to deliver a course specifically developed for women looking to start their own business. 	
4.	<p>CEO Update plus Covid19</p> <ul style="list-style-type: none"> PG gave a summary of progress since May 2020: <u>IT Systems</u> - Nottinghamshire County Council (NCC) have confirmed funding for replacement of public ICT and a new wide area network. A £2M investment into public ICT provision. <u>Finances</u> – are an ongoing challenge but progress has been made and Inspire are in a much stronger position than before. A new finance and payroll support team have been in place since the start of September following a staffing review of the business and support function. <u>Governance</u> – there is now good membership across the board and sub-committees. The new Business Development & Fundraising sub-committee has met twice and is focusing on fundraising. <u>Growth</u> - Covid19 has had a negative impact on growth and retention. All of the scheduled community and volunteering activity has been postponed. However, the take up of the online virtual offer has been good and Inspire continues to work towards reducing digital poverty for learners and customers. <u>#BeInspired</u> – new integrated marketing campaign introduced across Inspire. An A5 leaflet was distributed throughout the county detailing Inspire's offer, looking at recovery and guiding people where to find out more www.inspireculture.org.uk/whats-on/beinspired/ . PG highlighted the Way to Work employability programme helping members of the public to get into work or further training, How to Start Your Business, a short course for women and a partnership project with Nottingham City Libraries and The British Library to create 3 Business and Intellectual Property Centre 'spokes' for public access to business information to support development and growth. Organisation – the Inspire Leadership Team (ILT) are continuing with the organisational design review and will be looking next at budget gaps. Response to Covid19 - PG gave credit to Inspire staff who transformed services into a virtual offer. Financial impact – HB has undertaken an impact assessment and currently Inspire is forecasting to finish the year in a near balanced position of a £12K deficit. Income has reduced from schools, libraries, archives and learning courses impacting the financial position from next April. Budget setting for the next financial year will start next month. Staffing – most staff members have now returned to work whether at an Inspire venue or working from home. Nearly all of the furloughed staff have also returned. Health & Wellbeing – ongoing discussions with ABL, NHS Notts, Good Things and NCC Social Care about how our offer can reach isolated people with poor health. Library footfall – currently under 20% of normal level. Customers are gradually coming back as people gain confidence although the recent announcements may affect this. Inspire offers customers a safe environment as well as a home delivery service. In comparison to other regional and national library services, Inspire was quick to resume services and provide a virtual offer. Contract Renewal – the board were involved in the creation of the Inspire prospectus report which included projections for the new contract period April 2021 to March 2026. A council committee report seeking approval to extend the contract is going to NCC committee meeting on 28th Sept. The board will be required to make a decision as to whether to accept the contract at the next meeting on 24th Nov 2020. The board then discussed at length and in detail its duty to question the terms of the contract, including the issue of indexation, and their responsibility as directors whether or not to approve it at the next board meeting. GG had read the report prepared for the Finance & Major Contracts Management Committee and could not 	

	<p>see where it referred to future inflation proofing. MA assured the members that the council are very satisfied with Inspire's performance and wish to extend the contract. DH added that unfortunately, NCC is not in a position to commit to an automatic inflationary increase. The date for the contract renewal has already been extended due to the pandemic. PG explained that within the contract there is a budget setting process to deal with the inflation issue on a year by year basis. GG noted that he would have liked to have seen inflationary increases written in but understandable in the current environment.</p> <ul style="list-style-type: none"> • PW and SK specifically expressed their concerns over position regarding indexation in the contract price agreement. PW and SK stated that they entirely understood the constrained budget position of NCC but wanted the board to be clear that this is different to what the members had previously discussed and agreed and that both were not comfortable with this change. PG responded that the board are being asked to consider signing up to an extension of current terms with the opportunity to negotiate over the inflationary increase every year. • MM also expressed her concern of Inspire being locked into a contract for 5 years without an inflationary increase and the need to be able to come back and negotiate on this. PG explained that the contract has an annual budget setting process. • LH discussed further what could happen if the council could not give the inflation and services and staff were affected. JC noted that it is a difficult position for NCC but that he also felt passionately about Inspire. • It was agreed to discuss further at the next meeting when a decision paper will be presented to the board. • LH offered her congratulations to the whole Inspire team for their work since March and asked for confirmation that due process had been followed when SK's company were contracted to offer courses on behalf of Inspire Learning. PG advised that the Learning service regularly commissions a range of specialist services and Director of Learning, Ian Bond would have gone through the standard processes and fee charges. • JH added his praise of the leadership team, congratulations to the Inspire staff for their work during pandemic and asked how many of the schools were buying back the services. PG confirmed that ELS were almost back to normal levels and Inspire Music is projecting between 65% to normal. PW also noted that all at Inspire are doing a brilliant job. <p>The board members present noted the progress of the organisation and the Covid19 position. Comments regarding the contract renewal have been noted and will added to the agenda for further discussion at the November meeting.</p>	
5.	<p><u>Finance Update and Budget 2020/21</u></p> <ul style="list-style-type: none"> • HB gave a finance update and including Inspire's outturn position for 2019/20. The organisation has changed its approach to budgeting and analysis which has resulted in a surplus of £473K following accountancy adjustments. The change has been driven by an increase in music income, decrease in expenditure mostly of new hires, professional fees and IT hardware costs. The total reserves (restricted and unrestricted) of £1.2M are currently being reviewed and treatment to be agreed with the auditors. • GG asked for further details regarding the restricted and unrestricted reserves. HB explained that a significant percentage of the £1.2M is ringfenced funding (Inspire Learning, NPO, CEP and NMEH). The Finance team are reviewing and reporting on how the costs have been apportioned to these projects. • JC thanked HB for the steady progress. • The initial budget for 20/21 was reviewed and updated in April in response to Covid. The current year end forecast is a £12K deficit. Next year is going to be tough, any savings this year will be set aside to support Inspire in a very difficult year to come. • PW asked if Inspire's cash position was ok. HB confirmed it was. 	

	<ul style="list-style-type: none"> CH asked if the £123K taken from the reserves was included within the £12K deficit. HB confirmed it was. <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 noted:</p> <p>the 2019/20 outturn position the 2020/21 outturn forecast position the challenges facing Inspire</p>	
6.	<p><u>Staff Pay Award</u></p> <ul style="list-style-type: none"> PG summarised Inspire's pay approach and outlined the costs to Inspire for delivering the pay award. The budget originally set made provision for a 2% pay award for all staff excluding music teachers. The local government employers' offer and agreement with Trade Unions now puts this at 2.75% with a total cost to Inspire of £251K. The board considered the five options as outlined in the report and discussed in detail what Inspire could afford, short and long term costs, staff salaries, recruitment and retention and perception by the public of staff receiving a pay increase during the pandemic when so many people are facing financial difficulties. After careful consideration the board agreed to approve the staff pay award. <p>John Cottee, Glynn Gilfoyle, Carol Hanley, Claire Henson, John Hess, Liz Howell, Sarah King, Margot Madin, Emma Maraio and Peter Ware agreed to make the pay award in full as outlined in the report and in line with the national agreement.</p>	
7.	<p><u>Inspire Policies</u></p> <ul style="list-style-type: none"> KB explained that many of Inspire's policies were created several years ago so that it is good practice to start a policy review. Policies will be sent to NCC HR team, ILT and where appropriate trade unions. Equality Policy – Feedback from NCC HR was that this policy is still fit for purpose. Safeguarding Policy – there are many different safeguarding risks across the organisation (learning, music and youth arts) so a working group has been set up to look at policies across Inspire. KB to add to appendix D details of board training. Prevent Policy – this is new policy. LH questioned the nuance of the language used around extremism and how extremism should be defined. It was agreed to remove the example definitions from the policy. GG asked whether the board should have DBS checks. KB confirmed that as board members are not required to have a DBS check as they do not undertake any regulated activity. PG informed board members that they will be invited to attend a safeguarding and prevent briefing session within the next few months, alongside members of the learning and skills committee. <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 three policies and noted the approach to policy review and update.</p>	<p><u>KB</u></p> <p><u>AA</u></p> <p><u>PG</u></p>
8.	<p><u>Risk Log</u></p> <ul style="list-style-type: none"> KB advised members that the log format had been updated as requested and includes identifying the strategic and key risks. The ILT will manage the in-depth version. KB noted that the risks look challenging because of the risk of Covid. 	

	<ul style="list-style-type: none"> Financial loss has been mitigated through government help. Future possible risk around education funding. Operational risks around front line staff due to Covid. GG raised the flood risk for Worksop library. KB to add. All happy with the new format. 	<u>KB</u>
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"> Development – 16th & 30th June 2020. Focus has been on fundraising. Spoken to other organisations about best practice. Some conversations still to happen. Valuable insights from organisations such as The Royal Opera House. Music, Culture & Heritage – 2nd July 2020. Highlighted the Upload Festival, great response to online music and arts festival that ran over the summer. Finance & Audit – 15th Sept 2020. MM – went through auditors’ report and draft financial statements. Working with HB on finalising accounts to be signed off soon. Thanks to HB and the team for their work on the audit. 	
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 - 08/10/20, 11.30am to 1pm, Zoom Inspire AGM 2020 - 15/10/20, 7 to 8pm at West Bridgford Library & Zoom Business Development & Fundraising – 03/11/20, 5 to 6.30pm, Zoom Music, Culture & Heritage – 10/11/20, 4.30 to 6pm, Zoom Staffing & Standards, 16/11/20, 1 to 2.30pm, Zoom Finance & Audit – 17/11/20, 4.30 to 6pm, Zoom Main Board – 24/11/20, 5 to 7pm, Zoom A Virtual Inspired Christmas Concert – 07/12/20, 7 to 8.30pm, web/zoom 	