



Title of Meeting:	Inspire Main Board –Minutes
Location:	Zoom Meeting
Date:	Tues 24th Nov 2020
Time:	5pm
Attendees:	<p>John Cottee – County Council Nominated Director (Chair) Liz Guildford– Staff Elected Director Peter Gaw – Chief Executive Officer, Inspire Glynn Gilfoyle - County Council Nominated Director Carol Hanley – Member Elected Director John Hess – Member Elected Director Liz Howell – Co Opted Director (Vice Chair) Margot Madin – Co Opted Director Emma Maraio – Member Elected Director Peter Ware – Co Opted Director</p>
Invited:	<p>Mick Allen – Group Manager Place Commissioning, Place and Communities, NCC Helen Beckett – Chief Finance Officer, Inspire Kirsty Blyth – Assistant Chief Executive Officer, Inspire 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 received from: <ul style="list-style-type: none"> – Derek Higton – Service Director Communities and Place, NCC – Sarah King - – Co Opted Director – Claire Henson – Member Elected 	
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 22nd Sept 2020 were a true and accurate record and were happy to approve. • Matters arising: <ul style="list-style-type: none"> • P6, Item 8 – GG asked for an update on Worksop Library and what actions (particularly passive measures) had been taken. MA advised that NCC have approved and authorised cost effective additional works to the library including manual flood gates that will be installed. Should be in place by Feb 2021. The board noted GG’s reservations that the measures to be implemented by NCC do not seem sufficient. 	
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. PW supported the organisation in the initial contract negotiations but has not been involved in the renewal process. 	

	<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. • GG stated that he had not participated in the decision making regarding the renewal of the Inspire contract and would proceed with the action that NCC nominated board members should not participate in the discussion of Inspire’s contract renewal. 	
4.	<p><u>CEO Update plus Covid19</u></p> <ul style="list-style-type: none"> • PG gave a summary of progress since September 2020 including: <ul style="list-style-type: none"> – #BeInspired - Covid recovery response campaign to reassert the Inspire offer. – Working with Nottingham City Libraries in liaison with British Library Intellectual Property Centres. – Ongoing delivery of Inspire services during second lock down tier 3 status. Currently preparing for exiting lock down and Inspire’s offer. – Inspire Learning won the TES FE Award as Adult and Community Learning Provider of the year and shortlisted for outstanding GCSE’s resits provision. – This year’s An Inspired Christmas Concert will be online and in a virtual concert hall. • The Board sent their congratulations to Inspire Learning for their achievements. <p>The board members present noted the progress of the organisation and the Covid19 position.</p>	
5.	<p><u>Finance Update</u></p> <ul style="list-style-type: none"> • PG and HB presented a detailed finance report advising that despite a challenging year Inspire is in a good position and ready to face more challenges ahead. The organisation has been fortunate with government grants and this will be reviewed further in Jan 2021. • The budget will be presented at the next main board meeting in Feb 2021 along with an overview of reserves. • HB noted that any surplus the society has this year will go towards an extremely challenging year in 2021/22. • Inspire Music service are back at 65%, the Education Library Service is doing well and the adult learning fee income has dipped so will need to rebuild. Libraries have a significant piece of work around re-engaging with customers and room hire. The Inspire Leadership Team will be looking at all of this. Budget has been built based on realistic assumptions in relation to income and costs. <p>John Cottee, Liz Guildford, Peter Gaw, Glynn Gilfoyle, Carol Hanley, John Hess, Liz Howell, Margot Madin, Emma Maraio and Peter Ware noted:</p> <ol style="list-style-type: none"> 1. the 2020/21 outturn position for cash and reserves 2. the financial impacts of Covid 	
6.	<p><u>Inspire Policies</u></p> <ul style="list-style-type: none"> • KB reminded members that Inspire is implementing a policy review programme and brought the following policies for comment and approval: <ul style="list-style-type: none"> – Recruitment & Selection Policy– updated based on best practice and reflecting Inspire’s new systems. – Parental Bereavement Leave Policy – a new policy requirement that came in this year in the unfortunate event that a parent loses a child. – Nepotism Policy – a new addition based on best practice. • Members asked for further details regarding Inspire’s recruitment advertising and approach when trying to reach communities where Inspire has less reach. KB informed the board that a number of methods are used depending on the post including advertising within the venue, general job sites, specialist publications and 	

	<p>websites and occasionally an agency for a difficult to recruit post such as Payroll Pensions & Recruitment Admin Manager.</p> <ul style="list-style-type: none"> The board discussed the diversity of recruitment panels and representation of the organisation and the customer base. KB explained that Inspire strives for a gender balance but not always possible in an organisation with more female employees than men. Inspire's recruitment system works so that full applicant details are not seen at first draft. County ethnicity rates for BAME communities are low outside of city boundaries. Will take it up when the organisation can report effectively from the HR system. Diversity will be reviewed next year at Staffing & Standards. CH requested for the wording on 'proposed changes' section p18, 2.2 to be revised. <p>John Cottee, Liz Guildford, Peter Gaw, Glynn Gilfoyle, Carol Hanley, John Hess, Liz Howell, Margot Madin, Emma Maraio and Peter Ware noted the approach to policy review and approved the updated and new policies.</p>	<u>KB</u> <u>KB</u>
7.	<p><u>Safeguarding & Prevent Lead</u></p> <ul style="list-style-type: none"> A majority of board and Learning sub-committee members attended a recent training session. An additional session will be provided in the new year for those who were unable to join. GG put forward suggestion that a member of the main board should act as the Safeguarding and Prevent lead as this would provide a clear reporting channel. GG to take post in interim whilst PG to canvass board members not present. 	<u>KS</u> <u>PG</u>
8.	<p><u>Risk Log</u></p> <ul style="list-style-type: none"> KB advised highlighted the 3 changes: <ul style="list-style-type: none"> 2. Financial risk for Covid income has increased as the impact is going to be longer than first anticipated. 7. Lack of Sufficient, clear and timely financial information for decision making has decreased as HB has improved processes around financial reporting. 12. HR Difficult of recruitment to key posts with key skill sets has decreased as Workforce Development Manager will now be able to address some issues. CH was surprised that item 5 – Lack of Inflationary increases was not registered higher. PG explained this was due to the agreed changes in the revised contractual arrangements for budget setting with the council. 	
9.	<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 – 08.10.20 Inspire AGM 2020 – 15.10.20 Business Development & Fundraising – 03.11.20. Music, Culture & Heritage – 10.11.20. Staffing & Standards – 16.11.20 Finance & Audit – 17.11.20. 	
10.	<p><u>A.O.B</u></p> <ul style="list-style-type: none"> West Bridgford Library has temporarily closed due to part of the ceiling and lighting falling down - fortunately not causing any harm to staff and customers. NCC is sorting out repairs and the library will reopen on 16th Dec. Bingham Library is providing PC access as an alternative. 	
11.	<p><u>Contract Renewal</u></p> <ul style="list-style-type: none"> JC, GG and MA withdrew, and vice chair LH took the chair. PG presented a report on the terms of the five year extension to the contracting arrangements between Inspire and NCC. 	

	<ul style="list-style-type: none"> • Inspire has not achieved guaranteed 5 year indexation but has ensured that during the annual budget setting process inflation can be considered in line with the internal approach of the council. • As an independent organisation and a board, it is right to meet without the council and to exercise its duties on behalf of the society to ensure it is an ongoing financial concern whilst meeting its contractual obligations. • PG highlighted that within clause 17 there is the agreement that if NCC cuts funding it is liable for redundancies and any shut down costs if Inspire were to be wound up. • JH noted that this was a great achievement. • LH highlighted the importance of showing the impact and jeopardy if Inspire no longer existed when PG goes back to the council to bid for inflation. So many people have relied on libraries and support through Covid. Would be good to capture now as these are the things that will really help with future funding. PG contributed to a recent Local Government Association seminar on advocacy for libraries. KB is running a project to record the impact of libraries. • CH asked if the organisation will have all the information it needs by the scheduled date of 31 Aug. PG assured the members that Inspire is in line with the council budget setting, although formal approval of the council budget occurs in February. • Staff will be informed, and the Comms team will do a piece around council endorsement of Inspire. • PW welcomed the opportunity to discuss the contract renewal as an example of the board undertaking its duties and responsibilities as a charity. • PW congratulated PG and KB on getting the extension. • PW advised members to be mindful of fact that wording has been put in that consideration will be given to inflationary increase, but it is not a given position. Local government will be facing considerable financial constraints as well as possible change of political party over the next few years and so this conversation is going to be difficult. The resolve of board should be absolute. It should not be presented as a fait accompli. The board need full sight of all discussions and meetings and reports in plenty of time. • PW queried if members should resolve to propose that PG would be empowered to circulate written notes in relation to budget options by correspondence if required. PG noted that he had asked board to approve furlough situation. We also have Zoom to enable responsive need for meeting. <p>Liz Guildford, Peter Gaw, Carol Hanley, John Hess, Liz Howell, Margot Madin, Emma Maraio and Peter Ware approved the renewal of the services agreement in relation to the provision of library, arts and cultural services agreement with Nottinghamshire County Council April 2021 – March 2026.</p>	
14.	<p><u>Forthcoming meeting and events:</u></p> <ul style="list-style-type: none"> • A Virtual Inspired Christmas Concert – 07/12/20, 7 to 8pm 	