



<b>Title of Meeting:</b>	<b>Inspire Main Board –Minutes</b>
<b>Location:</b>	<b>Zoom Meeting</b>
<b>Date:</b>	<b>Tues 23<sup>rd</sup> Feb 2021</b>
<b>Time:</b>	<b>5pm</b>
<b>Attendees:</b>	<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          Claire Henson – Member Elected          John Hess – Member Elected Director          Derek Higton – Service Director Communities and Place, NCC          Liz Howell – Co Opted Director (Vice Chair)          Sarah King - - Co Opted Director          Margot Madin – Co Opted Director          Peter Ware – Co Opted Director</p>
<b>Invited:</b>	<p>Helen Beckett – Chief Finance Officer, Inspire          Kirsty Blyth – Assistant Chief Executive Officer, Inspire          Katharine Say – Executive Officer &amp; Board Support, Inspire</p>

<b>Agenda No.</b>	<b>Agenda Subject</b>	<b>Action</b>
1.	<p><b><u>Welcome and Apologies</u></b></p> <ul style="list-style-type: none"> <li>• JC welcomed members and colleagues to the meeting and gave his apologies as he had to leave at 6pm to attend another meeting. LH agreed to chair.</li> <li>• Apologies received from:               <ul style="list-style-type: none"> <li>– Mick Allen – Group Manager Place Commissioning, Place &amp; Communities, NCC</li> <li>– Emma Maraio – Member Elected Director</li> </ul> </li> </ul>	
2.	<p><b><u>Minutes of the last meeting and matters arising</u></b></p> <ul style="list-style-type: none"> <li>• Members agreed that the minutes from 24<sup>th</sup> Nov 2020 were a true and accurate record and were happy to approve. Proposed by MM and seconded by LH.</li> <li>• Matters arising – none.</li> </ul>	
3.	<p><b><u>Declaration of Conflicts and Interests</u></b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	
4.	<p><b><u>CEO Update plus Covid19</u></b></p> <ul style="list-style-type: none"> <li>• LGA/ACE Peer Review – PG thanked board members and officers who participated. The panel produced a useful report and Inspire will work with the council to produce an action plan and will share at a future date.</li> </ul>	<b>PG</b>

	<ul style="list-style-type: none"> <li>National Portfolio Organisation (NPO) - PG advised that the organisation had just received guidance for reapplication of NPO status. The current 4 year programme (2018 -22) has been extended to a 5<sup>th</sup> year due to Covid. Inspire will submit another 4 year application.</li> <li>In line with the Arts Council 10 year strategy Let's Create ACE have developed a revised set of 4 investment principles: <ol style="list-style-type: none"> <li>ambition and quality</li> <li>inclusivity and relevance</li> <li>dynamism to meet challenges of community</li> <li>environmental sustainability</li> </ol> <p>Inspire will form its planning around these for year 5 of the current programme as well as planning for the next bidding round. A future report will be presented to the board outlining in detail the approach Inspire will take to meet the ACE strategy and investment principles.</p> </li> <li>IT Procurement – members asked where accountability lay if the project goes over budget and timescales. PG explained that the majority of procurement is by NCC therefore financial risk sits with council. PG is confident that the scoping of the project is correct. Roll out of the new IT network is underway and should be completed by mid-April. Replacement ICT hardware will progress throughout the year.</li> <li>Furloughing of staff – members discussed asked how many employees had been furloughed. PG confirmed that there were around 57 staff members in the first tranche and currently approximately 140 staff.</li> <li>Development Sub-committee – members asked if there would be a progress report. PG to share the outline funding strategy with the board.</li> </ul> <p><b>The board members present noted the progress of the organisation, the Covid19 position and partnership development</b></p>	<b><u>PG</u></b>
	<p><b><u>Retiring of Board Member</u></b></p> <ul style="list-style-type: none"> <li>On behalf of the board, JC thanked SK for her help, support, time and ideas over the last 5 years. All wished her every success in the future.</li> </ul>	
5.	<p><b><u>Finance Update &amp; Budget 2021/22</u></b></p> <ul style="list-style-type: none"> <li>PG advised that the content of this report had already been through the Finance &amp; Audit Sub-Committee and clearly showed the improvements made in financial reporting. The board also commended HB for the comprehensive and in depth reports.</li> <li>Members discussed the update and in response to questions PG confirmed that the contract price has been agreed and includes inflationary increase. No allowance has been made for a pay award. This will be reviewed during the year.</li> <li>Discussions have started with Staffing &amp; Standards Sub-Committee around alternative reward models. Inspire will present the budget to the trade unions at the next liaison meeting. Indications from all grant funders are that they will not be seeking any clawbacks.</li> <li>As the budget was prepared a couple of weeks ago, members asked if the government's road plan announcement that libraries will reopen on 12<sup>th</sup> April will have an impact on the budget. HB advised that Inspire were being extremely cautious and had budgeted on worst case scenarios so review at end of April/early May. Members commended Inspire's prudent approach.</li> <li>Members discussed the risk of the forecast for unrestricted funds. MM advised that the Charity Commission had recently sent an update particularly emphasising the impact of pension deficit liability on balance sheets but that they are more concerned in state of free reserves. Members recognised this responsibility and agreed that in light of the changing situation this year will need to monitor this closely and to offer additional support to the Finance &amp; Audit Sub-Committee and</li> </ul>	

	<p>the Inspire Leadership Team. PG confirmed that any significant changes would be brought to the board's attention immediately.</p> <p><b>John Cottee, Liz Guildford, Peter Gaw, Glynn Gilfoyle, Carol Hanley, Claire Henson, John Hess, Liz Howell, Sarah King, Margot Madin and Peter Ware:</b></p> <ol style="list-style-type: none"> <li>1. noted the FY2020/21 outturn forecast position for cash and reserves</li> <li>2. noted the financial impacts of Covid</li> <li>3. approved the budget for FY2021/2022</li> <li>4. noted the progress on audit issues, the preliminary schedule for audit and tendering</li> </ol>	
6.	<p><b><u>Governance Review</u></b></p> <ul style="list-style-type: none"> <li>• KB presented the action plan as part of the cycle of continuing governance improvement.</li> <li>• A new private SharePoint has been created as a key information resource centre for board members. Links to gain access will be emailed shortly.</li> <li>• Members discussed the action plan particularly the opportunity for relationship development before meetings, reflection after meetings, board evaluations and a skills audit. The audit could be done soon to highlight areas of discussion at the Board Away Day in July.</li> <li>• Members thought the action plan was excellent and endorsed it fully.</li> </ul> <p><b>John Cottee, Liz Guildford, Peter Gaw, Glynn Gilfoyle, Carol Hanley, Claire Henson, John Hess, Liz Howell, Sarah King, Margot Madin and Peter Ware approved the governance action plan and that progress is reviewed in Feb 2022.</b></p>	
7.	<p><b><u>Board Membership</u></b></p> <ul style="list-style-type: none"> <li>• Due to the impact of Covid it would be very difficult to run a community election to replace JH and CH. The proposal to extend JH's and CH's term for another year and to increase co-opted and elected members number of terms to three will need to be proposed at the 2021 AGM for members to vote.</li> <li>• PW noted the conflict of interest for several of the board members and that the board can only make a recommendation as it will be up to the members to approve the changes to the rules or not.</li> <li>• Members discussed the value of retaining expertise and bringing fresh ideas and knowledge to the organisation. MM felt the practice of just 2 terms and only 3 in exceptional cases was preferable.</li> <li>• JH declared an interest and felt it was particularly important for a community elected member to allow others the opportunity to serve and would be retiring from the board once the elections have taken place.</li> <li>• KB to put together alternative wording to reflect the concerns of the board and to be discussed again at the May board meeting.</li> </ul> <p><b>John Cottee, Liz Guildford, Peter Gaw, Glynn Gilfoyle, Carol Hanley, Claire Henson, John Hess, Liz Howell, Sarah King, Margot Madin and Peter Ware approved the extension of John Hess' and Claire Henson's term by one year and agreed to discuss a potential rule change relating to term of co-opted board members be discussed at the next board meeting.</b></p> <p>JC left the meeting and LH took the chair at 6.05 pm</p>	<b><u>KB</u></b>
8.	<p><b><u>Inspire Policies</u></b></p> <ul style="list-style-type: none"> <li>• Information Compliance</li> <li>• Information Governance Framework</li> <li>• Information Rights</li> <li>• Privacy Statement</li> </ul>	

	<p><b>Liz Guildford, Peter Gaw, Glynn Gilfoyle, Carol Hanley, Claire Henson, John Hess, Liz Howell, Sarah King, Margot Madin and Peter Ware approved all 4 policies.</b></p>	
9.	<p><b><u>Health &amp; Safety Annual Review</u></b></p> <ul style="list-style-type: none"> <li>Annual review to reflect on the last year and to agree for the coming year.</li> </ul> <p><b>Liz Guildford, Peter Gaw, Glynn Gilfoyle, Carol Hanley, Claire Henson, John Hess, Liz Howell, Sarah King, Margot Madin and Peter Ware noted the contents of the report and approved the policy statement.</b></p>	
10.	<p><b><u>Safeguarding Incident Report</u></b></p> <ul style="list-style-type: none"> <li>Annual process starting from September to review performance, activities, incidents and agree the Safeguarding Policy for the year.</li> <li>Reporting process is working well and meeting people’s needs.</li> <li>Members discussed the increase in the emotional incidents and possible link to the Covid. KB agreed that the pandemic had had a detrimental impact across the nation and particularly young people so suspect that this is the case but not enough data to draw further conclusions.</li> </ul> <p><b>The board members present noted the content of the report.</b></p>	
11.	<p><b><u>Risk Log</u></b></p> <ul style="list-style-type: none"> <li>Many risks have been reduced as Inspire’s financial outlook has been positive and financial reporting has been significantly improved.</li> <li>Highest risk around rebuilding customer base. ILT very aware of this and working on recovery plans.</li> <li>KB to add that actions have been completed and measures put in place for items 9 and 11.</li> </ul> <p><b>The board members present noted the content of the report.</b></p>	<b><u>KB</u></b>
12.	<p><b><u>Sub Committee Minutes and Reports</u></b></p> <ul style="list-style-type: none"> <li>The Board noted the contents of the following meetings: <ul style="list-style-type: none"> <li><b>Finance &amp; Audit</b> – 10<sup>th</sup> Feb 2021. LH congratulated the team and committee for their effort during a difficult period and reiterated the offer of additional board support during the challenging year ahead.</li> </ul> </li> </ul>	
13.	<p><b><u>A.O.B</u></b></p> <ul style="list-style-type: none"> <li>Andy Dawson, Manager at Inspire Youth Arts, has been awarded the Best Arts Champion – Local Authority or Cultural Trust Worker for his work as Service Manager, strategically planning and securing funds to deliver fantastic create journeys for young people across Nottinghamshire. PG to pass on formal congratulations to Andy.</li> <li>Also congratulations were given to KB for passing her final exam and becoming an officially qualified Company Secretary and governance professional.</li> </ul>	<b><u>PG</u></b>
14.	<p><b><u>Forthcoming meeting and events</u></b></p> <ul style="list-style-type: none"> <li>Music, Culture &amp; Heritage – Tues 9<sup>th</sup> March, 4.30 to 6pm</li> <li>Staffing &amp; Standards – Tues 23<sup>rd</sup> March, 4.30 to 6pm</li> <li>Development – Weds 21<sup>st</sup> April, 4.30 to 6pm</li> <li>Finance &amp; Audit – Tues 27<sup>th</sup> April, 4.30 to 6pm</li> <li>Main Board – Tues 11<sup>th</sup> May 4.30 to 6.30pm</li> </ul>	