



<b>Title of Meeting:</b>	<b>Inspire Board –Minutes</b>
<b>Location:</b>	<b>Zoom Meeting</b>
<b>Date:</b>	<b>Tues 10<sup>th</sup> May 2022</b>
<b>Time:</b>	<b>4 to 6pm</b>
<b>Attendees:</b>	John Cottee – County Council Nominated Director (Chair) Liz Guildford– Staff Elected Director Peter Gaw – Chief Executive Officer, Inspire Jackie Hewlett-Davies – Member Elected Director Margot Madin – Co Opted Director
<b>Invited:</b>	Margaret Anderson – Chief Finance Officer, Inspire Mick Allen – Group Manager Place Commissioning, Place & Communities, NCC Kirsty Blyth – Assistant Chief Executive Officer, Inspire Derek Highton – Service Director Communities and Place, NCC Katharine Say – Executive Officer & Board Support, Inspire

<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>• Apologies received from:               <ul style="list-style-type: none"> <li>– Glynn Gilfoyle - County Council Nominated Director</li> <li>– Carol Hanley – Member Elected Director</li> <li>– John Hess – Member Elected Director</li> <li>– Liz Howell – Co Opted Director (Vice Chair)</li> <li>– Peter Ware – Co Opted 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 1<sup>st</sup> March 2022 were a true and accurate record and were happy to approve.</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>• None.</li> </ul>	
4.	<p><b><u>CEO Update</u></b></p> <ul style="list-style-type: none"> <li>• PG presented his report and highlighted:               <ul style="list-style-type: none"> <li>– Effective and Efficient systems – steady progress on ICT efficiency and transition projects.</li> <li>– Governance – an Inspire 6 year report was presented to the NCC Communities committee on 20<sup>th</sup> April 2022.</li> <li>– Growth and Retention – Inspire were awarded Arts Council England Library Investment Fund grant with match funding resulting in an investment of £230k into 6 small village libraries.</li> <li>– Community Makers – volunteering programme going going from strength to strength.</li> <li>– Engagement Figures – show that users are returning and Inspire reached their quarterly target of physical and virtual engagements. Good and steady recovery from pandemic.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>– Inspire Learning College – 16 to 18 provision figures are only mid-way through and will be presented again at the end of the academic year.</li> <li>– Ofsted Visit – Inspire Learning is continuing to prepare for an imminent inspection.</li> <li>• JC asked for confirmation that Inspire had consulted and is working with Ashfield District Council (ADC). PG confirmed that through the Ashfield Towns Fund, ADC had purchased the High Pavement building and Inspire will lease this for its Learning provision.</li> <li>• MM asked if there would be an overlap between the transition from Eastbourne House to the construction centre. PG confirmed that there may be some minimal costs incurred moving from the old to the new site.</li> </ul> <p><b>John Cottee, Liz Guildford, Peter Gaw, Jackie Hewlett-Davies and Margot Madin noted the progress of the organisation and range of future issues.</b></p>	
5.	<p><b><u>Finance Update</u></b></p> <ul style="list-style-type: none"> <li>• An amended Finance paper was circulated to the board prior to the meeting. MA apologised for the omission of an accrual for the 21/22 1.75% pay award, which amounts to c. £188k. £50k of this is funded by Learning, and £22k is funded by Music. This now results in a deficit position of £40k against a budgeted total of £538k which is significantly better than the original budget. The forecast presented at the last board meeting was £70k more but this was before the outcome of the pay award was confirmed.</li> <li>• Inspire’s income recovery is better than budgeted through Worksop insurance claim, covid grants, cautious budgets, controlled spending and increases in income.</li> <li>• The draft 21/22 Reserves position now includes the pay award and allocation of an additional £42k of support costs to Learning. PG and MA have been working with auditors on Inspire’s approach and are positive that this will be approved and shown in the statutory accounts. The draft forecast of the 22/23 Reserves position shows Unrestricted Reserves of £818k and no longer in the negative and also in line with Inspire’s policy of the amount it should be.</li> <li>• MM commented that this was a good outcome and the approach to allocation of Restricted and Unrestricted funds has addressed the problem where the organisation appeared to be going into a large deficit. MM was comfortable with figures but will look again at the detailed budget to see where each area is expected to have a good/bad outturn. MA to email members when figures are available.</li> <li>• PG thanked MA for her work in resolving the reserves and apportionment issues and was hoping for a slightly better outcome once late NCC utility invoices have been resolved.</li> </ul> <p><b>John Cottee, Liz Guildford, Peter Gaw, Jackie Hewlett-Davies and Margot Madin noted the pre-audit 2021/22 outturn position and the pre-audit 2021/22 reserves position and the forecast 2022/23 reserves position.</b></p>	<b><u>MA</u></b>
6.	<p><b><u>Governance Review</u></b></p> <ul style="list-style-type: none"> <li>• KB presented an annual review of the board’s progress regarding governance and an action plan to be worked on throughout the year.</li> <li>• Many actions have been successfully completed over the last year. Items for going forward: <ul style="list-style-type: none"> <li>– Board monitoring organisation performance</li> <li>– Board evaluation</li> <li>– Board diversity</li> <li>– Membership engagement</li> </ul> </li> <li>• MM asked if there was a performance tool for evaluating board effectiveness. KB confirmed that the intention was to keep the process straight forward in the first instance and was very happy to receive any recommendations from members.</li> </ul>	

	<ul style="list-style-type: none"> <li>Membership engagement relates to all Inspire members and will be a large project involving a Customer Relations Management system that is currently in the scoping stage.</li> <li>JHD commented on the importance of membership engagement that reflects the variety of communities found across the county. KB added that as part of Inspire’s journey to attaining Investors in Diversity (IID) status it will ensure that diversity is embedded within the organisation, staff and users of the service and reflects the many protected characteristics.</li> <li>LH is the board representative on the IID working group but has been unable to attend due to workload so if any other board member would like to join then please contact PG.</li> </ul> <p><b>John Cottee, Liz Guildford, Peter Gaw, Jackie Hewlett-Davies and Margot Madin approved the action plan and will review progress in May 2023.</b></p>	<u>ALL</u>
7.	<p><b><u>Policy Update</u></b></p> <ul style="list-style-type: none"> <li>Minor but important update to reflect latest change to support Duke of Edinburgh.</li> <li>The board were happy to approve the amended policy.</li> </ul> <p><b>John Cottee, Liz Guildford, Peter Gaw, Jackie Hewlett-Davies, Margot Madin approved the amended Volunteering policy.</b></p>	
8.	<p><b><u>Board Membership</u></b></p> <ul style="list-style-type: none"> <li>PG gave an update on Inspire’s current election process to appoint up to 3 new community board members at the 2022 AGM in October.</li> <li>PG requested all board members support and promote the call for nominations wherever possible.</li> <li>JHD suggested contacting Notts Community Support Hub. Action for PG to pick up with DH and Mark Walker. NCC also have a full list of parish councillors who could be contacted.</li> <li>Inspire is also looking to recruit co-opted directors to the board and have place adverts on trustee boards and shared the Co-opted Board Recruitment Brochure.</li> </ul>	<u>PG/KS</u>
9.	<p><b><u>Risk Log</u></b></p> <ul style="list-style-type: none"> <li>Item 1 Financial Management Capacity - reduced risk due to the recruitment of MA and undertaking review and roles within Finance function.</li> <li>Item 6 Lack of ICT capacity and resilience - increased risk whilst transition and projects progress.</li> <li>Item 9 Ofsted Inspection - increased risk whilst continuing preparations.</li> <li>Item 12 Impact of Inflation – new risk due to rise in living and energy costs.</li> <li>Item 13 Apportionment of Costs – new risk if auditors don’t approve of the new approach.</li> <li>MM asked how members will see the Medium Term Financial Strategy that will be developed to tackle inflationary pressures. KB confirmed that it will be reviewed in terms of the latest pressures and solutions and will be taken to the Finance and Audit committee and then the main board. PG confirmed that members would be contacted if anything urgent arose before then. PG added that work was ongoing by LG’s team in encouraging sustainability, energy reduction, green champions in each building.</li> </ul> <p><b>John Cottee, Liz Guildford, Peter Gaw, Jackie Hewlett-Davies and Margot Madin noted the content of the Strategic Risk Register.</b></p>	
10.	<p><b><u>Committee Reports and Minutes</u></b></p> <ul style="list-style-type: none"> <li>Music, Culture &amp; Heritage on 23/03/2022 – noted.</li> </ul>	
15.	<b><u>A.O.B</u></b>	

	<ul style="list-style-type: none"> <li>• None.</li> </ul>	
16.	<p><b><u>Forthcoming meeting and events</u></b></p> <ul style="list-style-type: none"> <li>• Main Board Meeting – Tues 10<sup>th</sup> May 2022, 4 to 6pm, Nottinghamshire Archives</li> <li>• Inspire AGM 2022 – Weds 12<sup>th</sup> Oct 2022, 7 to 8.30pm at Beeston Library</li> <li>• Main Board Meeting – Weds 30<sup>th</sup> Nov 2022, 4 to 6pm, venue TBC</li> </ul>	
17.	<p><b><u>Meeting Review</u></b></p> <ul style="list-style-type: none"> <li>• Opportunity for chair/vice chair to discuss all aspects of the board meeting – timeliness, communication, quality of papers and opportunity for discussion and debate.</li> <li>• MM checked that the board had been quorate for the meeting. KB confirmed that it was as 50% of the current directors in office were present.</li> </ul>	