



Title of Meeting:	Inspire Board –Minutes
Location:	Notts Archives & Teams Meeting
Date:	Tues 20th Sept 2022
Time:	4 to 5.55pm
Attendees:	John Cottee – County Council Nominated Director (Chair) Liz Guildford– Staff Elected Director Peter Gaw – Chief Executive Officer, Inspire Carol Hanley – Member Elected Director Jackie Hewlett-Davies – Member Elected Director Liz Howell – Co Opted Director (Vice Chair) Margot Madin – Co Opted Director Peter Ware – Co Opted Director
Invited:	Margaret Anderson – Chief Finance Officer, Inspire Kirsty Blyth – Assistant Chief Executive Officer, Inspire Ian Bond – Director of Learning, Inspire Derek Highton – Service Director Communities and Place, NCC Katharine Say – Executive Officer & Board Support, Inspire

Agenda No.	Agenda Subject	Action
1.	<p><u>Welcome and Apologies</u></p> <ul style="list-style-type: none"> Apologies received from: <ul style="list-style-type: none"> Mick Allen – Group Manager Place Commissioning, Place & Communities, NCC Paul Henshaw – County Council Nominated Director John Hess – Member Elected Director JC thanked retiring members LG, CH, JH and PW for their support and contribution over the years. 	
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 10th May 2022 were a true and accurate record and were happy to approve. Matters arising – none. 	
3.	<p><u>Declaration of Conflicts and Interests</u></p> <ul style="list-style-type: none"> None. 	
4.	<p><u>CEO Update</u></p> <ul style="list-style-type: none"> PG presented his report and highlighted: <ul style="list-style-type: none"> 4 new board members – Leon Dale, Mark Dorrington, Diana Meale and Ann Penn who will be formally appointed at the AGM on 12th Oct. LH has agreed to extend her term of office by one year until Oct 2023. Co-opted Director Recruitment process invited 2 potential new members to a panel interview (PG, JC, MM and KB). The panel’s recommendation was to invite Vicki Dunstall to join the board. GG has finished his term as NCC nominated officer. A new chair is required for the Learning & Skills Committee and a new Safeguarding & Prevent lead. In the interim period PG will act as Safeguarding & Prevent lead. The Music, Culture & Heritage Committee also require a new chair as JH has stepped down. 	

	<p>The board noted the progress of the organisation and range of issues and approved the extension of the co-option of Liz Howell until October 2023.</p>	
5.	<p><u>Statutory Report & Accounts 2021/22</u></p> <ul style="list-style-type: none"> • MA was pleased to report a successful and smooth audit. There is one last item to be sorted and then the accounts can be signed and submitted. • MA highlighted that the £1.58M net deficit on p30/p17 includes the pension entry but that note 25 on p57p44 regarding surplus pension adjustments gives a figure of £465k which is a good outturn for the year. Also note 17 on Statement of Funds p50/p37 splits out the Restricted and Unrestricted funds. • MM added that the supporting notes were very informative and helpful. <p>The board noted the accounts.</p>	
6.	<p><u>Financial Position and Update</u></p> <ul style="list-style-type: none"> • MA presented the management accounts for April to July 2022 and the reforecast for the full year. The reforecast includes a 1.75% pay award and predictions for inflation of utilities, fuel and supplies. The outturn gives a deficit £1.28M, budget was for a deficit of £854k which is £428k worse than budgeted. • The 22/23 Forecast Reserves based on the reforecast figures including inflationary pressures shows restricted reserves at £1.878M and unrestricted reserves of £563K. • MA confirmed that the balance sheet as at the end of July looked healthy excluding the pension reserve journal and in a good cash position. <p>The board noted:</p> <ul style="list-style-type: none"> – the period 4 22/23 Management Accounts and Reforecast Position – the Forecast 2022/23 Reserves Position – the Balance sheet as at 31/07/22 	
7.	<p><u>Medium Term Financial Position</u></p> <ul style="list-style-type: none"> • PG presented in detail an update to a paper first presented to the board in March 2022 outlining and assessing the financial challenges on the Society. • 2022/23 –inflationary pressure of £811k (buildings and fleet running costs and current national local government fixed sum pay award of £1,925 per person). • 2023/24 – inflationary pressure of £688k (buildings and fleet running costs and salary inflation based on a 5% pay award). • PG outlined 2 possible scenarios: <ul style="list-style-type: none"> – <u>No additional inflation allowances on the contract sum</u>– worse case picture if utilities are realised at the full price and inflationary pressure of administering local government pay award. Reserves will be used up and Inspire will run out of money by Feb 2023. NCC has a whole range of budget pressures and has a budget gap so highly unlikely that NCC will be able to contribute. – <u>With additional inflation provided by the council</u> - which resolves most issues. • PG explained the full range of financial control measures that have been implemented to reduce the overspend – review of discretionary spend, vacancy control, limit on temporary/casual staff, energy saving measures, thermostats set to 19 degrees (current legal minimum is 16 degrees) and heating not switched on until 1st Oct, review of purchasing of consumables, limiting printing, training and marketing spend frozen, limiting travel expenses, all fees and charges applied and collected, areas of income promoted. • Members were reminded that a core duty of the board is to ensure that the Society is a going concern. PG asked them to consider the following: 	

	<ul style="list-style-type: none"> – <u>Scenario 1</u> –central government and NCC provide support to reduce inflationary pressures. No board action required. – <u>Scenario 2</u> – Inspire isn’t eligible for central government support and NCC can’t provide the requested inflationary uplift to the contract price. Board action required. – <u>Scenario 3</u> – No central or local government support. Board action required. <ul style="list-style-type: none"> • PG and DH have been in dialogue over the last few weeks and Inspire will continue to liaise with NCC. Members discussed the effect of a recruitment freeze on staff and stress related absences and asked if the medium term financial scenarios had factored in the cost of redundancies. PG explained that this liability lies with NCC as set out in the contract agreement where the organisation has to make redundancies based on reductions in contract the council will cover the cost. Members stressed the importance of timings and adequate planning should this scenario arise. PG assured that this would be the case and legal responsibilities to staff upheld. DH added that the County Council are very aware and sympathetic to the position and pressures that Inspire is under and working hard to manage the current financial situation. If reductions to contracted services had to be made then the County Council would be responsible and accountable. • LG confirmed that very little feedback had been received from staff regarding the heating cost saving measures. Members discussed how libraries will become places of refuge particularly for old, lonely and vulnerable. Nationally libraries are being discusses as places of comfort and warmth. PG advised that Inspire already offer Places of Welcome in some libraries with plans to extend further and are waiting for NCC to decide whether Nottinghamshire libraries will be identified as warm places. • PG advised that there is still uncertainty and unknown variables regarding what support local and central government will provide and so Inspire will continue with control measures and efforts to recover income. <p>The board noted:</p> <ul style="list-style-type: none"> • the two financial scenarios presented in the two medium term financial estimate • the impact on reserves and the Society as a going concern • the range of scenarios and potential board actions • the board approved the in year budget saving measures. <p>DH left the meeting</p>	
8.	<p><u>Annual Comments & Complaints Report</u></p> <ul style="list-style-type: none"> • KB presented a summary of the annual report which sits alongside other measures to ensure excellent customer service. Inspire was recently reaccredited its Customer Service Excellence award. • The organisation’s compliments and complaints were evenly matched and related a lot to the service levels during and post Covid. Around 80% of compliments related to libraries and praised the staff and service. • A significant number of complaints were around restricted service and ICT provision in libraries. KB was confident that these numbers will reduce as all library public PC’s have now been replaced and new self-service equipment is currently being rolled out. Members agreed that due to size and breadth of offer provided that the level of complaints was small. <p>The board noted the report.</p>	
9.	<p><u>Impact Report</u></p>	

	<ul style="list-style-type: none"> KB explained how the statistics of attendance and engagement don't always reveal the full impact of our services on the public. Inspire encourages staff to record the stories of the people they interact with and the difference that Inspire has made. KB encouraged members and staff to use the report to advocate on behalf of Inspire and as recognition of the tremendous work front line staff deliver and the care for their community. <p>The board noted the report and agreed to use it for advocacy.</p>	
10.	<p><u>Inspire Learning Service Review</u></p> <ul style="list-style-type: none"> IB gave an update on the service that delivers learning to young people, adults and young people with high needs. The report covered: <ul style="list-style-type: none"> Funding Sources Rebranding – now 'Inspire College' and 'Inspire Adult Learning'. GCSE Maths & English resits results – excellent pass rates, significantly above the national average and taken under formal exam conditions this year. Multiply Scheme - fantastic initiative that will make a huge impact to help adults who don't have basic maths skills. £4.2M over 2022 to 2025. IB to share research proving the connection between lower rate for those without Maths and English. Key priorities: <ul style="list-style-type: none"> delivery of Multiply ensuring numbers for this year are as high as possible to ensure 23/24 funding remains deliver all adult education skills prepared and ready for an imminent Ofsted inspection IB confirmed he will present a Learning service review every year to the board to share highlights and challenges. Members asked about efforts to reach the Inspire College admission numbers. IB explained that IL has until Feb 2023 to make the figures and learners are on a roll on and roll off programme. Link to the new annual online course guide. The new Buttermarket, High Pavement and YMCA Activity Village should be up and running by the end of October and will be offering programmes to young people. PG added that as a priority, Inspire are in an ongoing conversation with NCC regarding referral routes to assist in the recruitment of NEET's young people. The board discussed IL's upcoming Ofsted inspection, quality assurance and self-assessment report (SAR) and asked if there was anything to report. IB confirmed that colleagues are at the final point of finalising top level of the SAR. There are a small number of items identified in assessment and data. IB predicted that IL would assess as a grade 2. Currently down about 13% on adult learner numbers. JC thanked IB for his passion and all the IL team for their hard work and outstanding results. <p>The board noted the report.</p> <p>LH left the meeting</p>	<u>IB</u>
11.	<p><u>Safeguarding Incident Report</u></p> <ul style="list-style-type: none"> KB presented the annual report including the updated Prevent and Safeguarding policy for approval. KB was pleased to report that there were less incidents than in the last couple of years and most have been within IL where contact with young people. Several service areas reported no incidents at all. IL will be running refresher self-harm training to all relevant services in response to the number of incidents relating to self-harm and suicidal thoughts. No incidents reported to MASH or Police. 	

	<ul style="list-style-type: none"> The Safeguarding Working Group continues to work across Inspire ensuring all services are aligned. PG will act as the temporary Safeguarding lead until a replacement is appointed at the next board meeting in November. KS to reissue the safeguarding training date and ensure new board members are included. <p>The board noted the content of the report and agreed that PG will act as interim Safeguarding lead and a permanent appointment will be made at the next board meeting in November.</p>	<u>KS</u>
12.	<p><u>Inspire Policies</u></p> <ul style="list-style-type: none"> KB introduced the next set of policies to be approved as part of the ongoing review programme. There have been no substantial changes to existing policies and the new Menopause policy has been drafted using best practice and involved consultation with trade unions. <ul style="list-style-type: none"> Maternity Leave Menopause Notice Occupational Sick Pay post 2016 Paternity Leave Pension Provision Prevent Safeguarding <p>The board approved the review policies and introduction of the new Menopause policy.</p>	
13.	<p><u>Risk Log</u></p> <ul style="list-style-type: none"> KB advised that the strategic risk had been reviewed and all remain the same with the addition of the financial risk of Brazel case. Members noticed that the scale of risk on the strategic register is different to that on the operational risk log and all agreed that it would be helpful for the measure to be consistent. KB to amend. 	<u>KB</u>
14.	<p><u>Committee Reports and Minutes</u></p> <ul style="list-style-type: none"> Finance & Audit 9th May 2022 -noted Music, Culture & Heritage 8th June 2022 - noted Learning & Skills 13th June 2022 – noted Staffing & Standards 13th July 2022 - noted 	
15.	<p><u>A.O.B</u></p> <ul style="list-style-type: none"> MM confirmed she will attend the next M, C & H committee meeting. KS to forward meeting details. 	<u>KS</u>
16.	<p><u>Forthcoming meeting and events</u></p> <ul style="list-style-type: none"> Inspire AGM 2022 – Weds 12th Oct 2022, 7 to 8.15pm at Beeston Library & Online Main Board Meeting – Weds 30th Nov 2022, 4 to 6pm, venue TBC An Inspired Christmas Concert – Tues 6th Dec 2022, 6.15 to 9pm 	
17.	<p><u>Meeting Review</u></p> <ul style="list-style-type: none"> Opportunity for chair/vice chair to discuss all aspects of the board meeting – timeliness, communication, quality of papers and opportunity for discussion and debate. KS to check that all participants can comment, chat when using Teams. All happy to use Teams going forward. 	<u>KB</u>