



Title of Meeting:	Inspire Board –Minutes
Location:	Inspire HQ & *Teams Meeting
Date:	Weds 30th Nov 2022
Time:	4 to 5.55pm
Attendees:	<p>John Cottee – County Council Nominated Director (Chair) Leon Dale – Member Elected Director Mark Dorrington – Member Elected Director Vicki Dunstall* – Co Opted Director Peter Gaw – Chief Executive Officer, Inspire Paul Henshaw* – County Council Nominated Director Jackie Hewlett-Davies* – Member Elected Director Liz Howell* – Co Opted Director (Vice Chair) Margot Madin – Co Opted Director Diana Meale – Member Elected Director Ann Penn – Staff Elected Director</p>
Invited:	<p>Mick Allen – Group Manager Place Commissioning, NCC Margaret Anderson – 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 everyone and members introduced themselves. • Apologies received from: Derek Higton –Interim Corporate Director Place, NCC 	
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 20th Sept 2022 were a true and accurate record and were happy to approve. • Matters arising: <ul style="list-style-type: none"> – Item 10 Inspire Learning Service - Ian Bond (Inspire Director of Learning) action to provide a copy of the report that contributed to the DfE’s decision to launch the Multiply project. – Item 11 Safeguarding – most members attended training in October 2022. Members who were unable to attend to reschedule for a session in Jan 2023. – Item 13 Risk Log – KB modified the strategic risk log to the same format as the operational risk log. 	<u>LH, AP, PH</u>
3.	<p><u>Declaration of Conflicts and Interests</u></p> <ul style="list-style-type: none"> • MM declared that she is a trustee of Groundwork Greater Nottingham who are also partners in the Multiply project and a member of the Strategic Board of Nottingham Playhouse. • DM declared that she is a trustee of New Perspectives who partner with Unanima Theatre who are a National Portfolio Organisation (NPO) and based at Inspire’s Old Library in Mansfield. • It was confirmed that there is no conflict for AP as an Inspire member of staff and that JC and PH do not need to make a declaration. 	

4.	<p><u>CEO Update</u></p> <ul style="list-style-type: none"> • PG presented his strategic overview for September to November and highlighted: <ul style="list-style-type: none"> – Programme & Project Management – Inspire has adopted an organisation wide approach. Senior and middle management have received training and a new programme board meet monthly to oversee new projects, resources and progress. – Customer Relationship Management (CRM) – steady progress to procure a new system to improve Inspire’s ability to bring together data from different sources. Specification and procurement in the new year. – Village Hubs – project to refurbish 6 small libraries. Langold has been found to have asbestos so too costly to remove but work will still be carried out with the community. – Able Orchestra – waiting for outcome in the new year of funding bid to enable project to be more sustainable. – Work For Us - development and improvement of Inspire’s online recruitment offer. – Ofsted Inspection – Inspire Learning still waiting for a date and continue to be prepared. – 2021/22 Statutory Accounts - filed in advance. PG thanked MA, the Finance Team and MM for all their hard work. – Performance Dashboard – mobile libraries exceeded their level of unplanned closure due to vehicle failures and difficulty procuring parts. Volunteering target was not met but the Community Makers scheme has made great progress since launching 14 months ago. – Buttermarket, Newark – new learning centre is open and official opening will be in the new year. – Funding Bids - Inspire have been awarded NPO Award for 2023 – 26 to continue delivering a cultural programme for children and young people. The award for £1.5M is double the amount Inspire received previously and includes an extended programme for children, young people and adults in Ashfield, Bassetlaw, Mansfield and Newark & Sherwood. Nottinghamshire Archives also received an award of £9k from the National Manuscripts Conservation Trust. A small but impactful grant. <p>The board noted the progress of the organisation and range of issues.</p>	
5.	<p><u>Finance Update</u></p> <ul style="list-style-type: none"> • MA presented the management accounts for period 6 with a reforecast for the year, a forecast of reserves for 22/23 and a balance sheet and noted that there had been 2 reforecasts since the last report presented to the board in September 2022. • The previous Medium Term Financial Strategy identified a budget pressure of £811k. When presented to NCC, Inspire was asked to make additional savings which identified a further £365k (freezing, delaying and cutting spending). In the most recent forecast, even further savings were identified (premises and vehicle costs and contribution towards support costs for Multiply project). • With these savings and the additional support from NCC the predicted outturn for 22/23 is a deficit of £502k. This is £201k better than the original budget deficit of £703k and £646k better than the period 5 reforecast. • The Reserves forecast for 22/23 includes the fixed pay award, inflationary pressures, in-year savings and additional NCC contribution and leaves an estimated £915k in Unrestricted Reserves at the end of the year. • Inspire’s Balance Sheet shows a healthy position at the end of September 2022 and cash flow looks good. • Members asked for a brief summary of the DfE nationally funded Multiply project and its aim to improve adult numeracy. NCC has commissioned Inspire to be a lead partner and will deliver the programme over the next 3 years along with other organisations including Futures and West Notts College. 	

	<p>The board noted:</p> <ul style="list-style-type: none"> • the period 6 22/23 Management Accounts and reforecast position. • the forecast 22/23 reserves position • the Balance Sheet as at 30/09/2022 	
6.	<p><u>Medium Term Financial Strategy & Pay Award</u></p> <ul style="list-style-type: none"> • PG presented an outline for the next four years of the financial health of Inspire with an assessment of the impact of inflationary pressures and proposed pay award for 2022/23. <ul style="list-style-type: none"> – Scenario 1 – if NCC do not provide additional support to deal with inflationary pressures then Inspire will use up all its unrestricted reserves by Nov 2023 and will be unable to deliver services as they currently stand. – Scenario 2 – if NCC increase the base budget year on year by prior year pressures (starting with £446k in 22/23) then unrestricted reserves would be exhausted by Nov 2024. – Scenario 3 – if NCC increase the base budget year on year by prior year pressures (with base increasing by £811k in 23/24) then Inspire would manage to reach reserves target by March 2026. • As a result of the savings and reforecasts discussed in agenda item 5, NCC have agreed to provide £446k for 22/23 to support the pay award and inflationary pressures. The contract sum will also increase each year between now and 25/26. NCC have not yet confirmed whether the original inflationary pressure of £811k or the pressure after in year savings of £446k will be included in the annual contract sum going forward. Inspire next year and following years and agreed for £446k for this year. • Inspire is waiting for NCC to approve the ongoing increase to the contract sum. MA stated this decision is part of the council budget setting process which will not be finalised until February 2023. PG asked members to note the current position and if scenario 2 were funded to consider whether to approve the pay award. If scenario 2 is not funded then the board would have to discuss again. • Members discussed in detail the pay award budget pressures and financial impact of the additional day of annual leave. It was noted extra days annual leave will make Inspire a more competitive employer in the recruitment marketplace. • The sum of £446k for 22/23 has been agreed in principle by NCC but will not be settled until the council budget is approved in Feb 2023. Once this sum has been agreed by NCC then Inspire will look in more detail at scenario 2 and ongoing savings. • AP noted that comments made to her by some Inspire staff were that they would be very disgruntled if the pay award was not given. PG advised that he will communicate with both staff and staff union representatives after the board meeting. <p>The board noted the impact on reserves and the Society as a going concern. The board agreed to implement the national agreement (£1,925 fixed sum increase) and an additional days annual leave from 2023/2024, <u>conditional</u> on the County Council contract sum being increased at base in order to meet ongoing inflationary pressures.</p>	
7.	<p><u>Committee Memberships & Safeguarding Lead</u></p> <ul style="list-style-type: none"> • PG outlined the 4 committees and their role within the governance structure and asked members for their preferences. • Board Safeguarding Lead – LD • M, C & H – Chair MD, JHD, DM, AP • L & S – Chair LD, JHD, PH • S & S – Chair LH, JC, AP & LD • F & A – Chair MM, JC, VD & DM 	

	<ul style="list-style-type: none"> • KS to send 2023 meeting details for new members. • PG welcomed all board members to attend any of the committees. <p>LH left the meeting.</p>	<u>KS</u>
8.	<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. Inspire has taken best practice and recommendations from NCC HR team and presented each policy to both the Inspire leadership team and Trade Union representatives for comment and approval. There have been no substantial changes to the policies, apart from a review of wording and legislation. • Pay Policy Joined POST April 2016 • Performance Management Policy All Staff • Redeployment Policy All Staff • Redundancy Policy All Staff <p>The board approved the revised policies.</p>	
9.	<p><u>Risk Log</u></p> <ul style="list-style-type: none"> • KB explained that Inspire maintains a large operational risk register for the whole that is reviewed every month by the leadership team and that the strategic risks are brought to each board meeting. • New Risk – East Midlands Devolution. Members questioned whether this will affect other service areas within Inspire, not just adult education (AEB). PG confirmed that this will be the biggest risk as the adult education budget will be managed at a mayoral authority (D2N2) level. Devolution timetable is for academic year 24/25 and mayoral elections are in 2024. Consultation is now open and all members encourage to participate. • PH highlighted that devolution consultation is now live and that individuals and Inspire should be encouraged to engage. PG stated Inspire will respond. Inspire’s concern would be to highlight the important role adult and community learning has as part of the AEB budget. This allows the delivery of informal non-accredited courses for adults with low skills, no qualifications and most remote from employment and training to begin their learning journey. • New Risk – Arts Council England (ACE) Review and tender of Music Hub provision. KB advised that details have yet to be published on what the Music Hub review will entail and how this will impact the Nottinghamshire Music Hub. • Members raised an issue that the current log does not inform enough regarding whether the current actions have had any impact and does not track the progress of the risk in terms of increasing or decreasing. KB acknowledged this request and will add back in the RAG rating. <p>The board noted the report.</p>	<u>KB</u>
10.	<p><u>Committee Reports & Meetings</u></p> <ul style="list-style-type: none"> • Learning & Skills 4th Oct 2022 • Staffing & Standards 1st Nov 2022 – amendment on p49 AP could <u>not</u> send thoughts comments and suggestions. • Finance & Audit 15th Nov 2022 <p>The board noted the reports.</p>	
11.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • Inspire has been involved with public and user groups regarding the Devolution consultation. JC and MA to send KS additional information to share with members. 	<u>JC & MA</u>

	<ul style="list-style-type: none"> MA advised that he will be attending and supporting future board meetings as Derek Higton has been appointed as interim Corporate Director – Place. LD updated members on the current success of Christmas markets at libraries as part of initiative to bridge the gap between businesses and the community. The BIPC Hobby to Business programme has also been very successful and will be run again due to high demand. 	
12.	<p><u>Forthcoming meeting and events</u></p> <ul style="list-style-type: none"> An Inspired Christmas Concert – Tues 6th Dec 2022, 6.15 to 9pm Inspire Board Development Session – Sat 28th Jan, 10am to 2pm lunch included, venue to be confirmed 	
13.	<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 send meeting details as a calendar request and a separate email. KB added that members are very welcome to ask for additional information or clarification on all papers and reports presented to the board. 	<p><u>KS</u> <u>JC & MA</u></p>