

Title of Meeting:	Inspire Board –Minutes
Location:	Nottinghamshire Archives & *Teams Meeting
Date:	Tues 28th Feb 2023
Time:	4.30 to 6pm
Attendees:	<p>John Cottee – County Council Nominated Director (Chair)</p> <p>Mark Dorrington – Member Elected Director</p> <p>Peter Gaw – Chief Executive Officer, Inspire</p> <p>*Paul Henshaw – County Council Nominated Director</p> <p>Jackie Hewlett-Davies – Member Elected Director</p> <p>*Liz Howell – Co Opted Director (Vice Chair)</p> <p>Margot Madin – Co Opted Director</p> <p>Diana Meale – Member Elected Director</p> <p>Ann Penn – Staff Elected Director</p>
Invited:	<p>Margaret Anderson – Chief Finance Officer, Inspire</p> <p>Kirsty Blyth – Assistant Chief Executive Officer, Inspire</p> <p>*Aidan La Mola – Cultural Services Commissioner, NCC</p> <p>Katharine Say – Executive Officer & Board Support, Inspire</p> <p>*Mark Walker – Interim Service Director, NCC</p>

Agenda No.	Agenda Subject	Action
1.	<p><u>Welcome and Apologies</u></p> <ul style="list-style-type: none"> JC welcomed MW and ALM. Apologies received from: <ul style="list-style-type: none"> Mick Allen – Group Manager Place Commissioning, NCC Leon Dale – Member Elected Director Vicki Dunstall – Co Opted Director 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 30th Nov 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"> 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. In a previous role LH 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. 	
4.	<p><u>CEO Update</u></p> <ul style="list-style-type: none"> PG presented his strategic overview for December 2022 to February 2023 and highlighted key developments. <u>Staff absence</u> - members raised and discussed the increase in staff absence due to stress related issues and asked if Inspire issued a regular staff survey. PG explained that there had been 3 surveys carried out during the last 6 years and KB confirmed that a new 	

	<p>survey is being developed for issue in early summer and will be on the next Staffing & Standards committee agenda. Previous surveys have focused on the transition to Inspire and the pandemic. Wellbeing and stress are very much in Inspire's sights and the new survey will focus on these areas as well.</p> <ul style="list-style-type: none"> • Mobile Service - members questioned the reason for the increase of mobile libraries out of service hours and asked whether the vehicles need replacing. PG explained that they had all been recently replaced recently but had suffered from accidents, waiting for parts from Italy and that the coach builders have gone into liquidation. The service figure is improving but not satisfactory yet. Members also asked about mobile running costs and the cost of fuel affecting Inspire services. KB explained that use of electrical vehicles is not yet an option because of their size and distance they travel and PG added that rising fuel costs were factored into the inflationary business case submitted to Nottinghamshire County Council (NCC) during the budget setting process. • Funding Bids – members asked if there was an opportunity to apply again for Levelling Up and if any feedback had been given for lack of success. PG explained that these had been led by borough and district councils and will work with partners to see what can be done. Shared Prosperity Fund bids are all at different stages and the Inspire Leadership Team will continue to discuss to ensure that Inspire does not miss out on any opportunities. • Recovery – members noted that events, activities, courses and exhibitions have recovered to above pre-covid levels. PG added that Inspire Learning are still finding it hard to fill some courses but libraries feel busy and vibrant. <p>The board noted the progress of the organisation and the range of issues.</p>	
5.	<p><u>Finance Update</u></p> <ul style="list-style-type: none"> • MA presented the management accounts for period 9 April to Dec 2022/23 with a reforecast for the full year, a forecast for reserves for 2022/23 and Balance Sheet as at the end of December 2022. • Actuals until the end of December are looking good largely due to the Multiply project and the Balance Sheet shows a healthy cash position. • Fluctuations in income and expenditure have led to a better predicted forecast deficit of £103k compared with the predicted deficit of £703k from the p6 forecast. • Income has generally been better than expected due to royalties, bank interest, property rental and room hire, event sales and trading income as well as £109k from NCC to support Ukrainian guests. • Costs continue to be tightly controlled with a spending freeze and holds on recruitment. • The period 9 reforecast estimates that Inspire will drawdown £103k on Unrestricted Reserves leaving £1.3M in Unrestricted Reserves at year end. MA to review the £850k target set for Unrestricted Reserves. • Members asked if the level of debtors was usual. MA confirmed that it was and this was standard. Members also asked if the Multiply income would be received in one sum. MA confirmed that it was forecast to be spent by the end of the year and will probably drop into Unrestricted Reserves. <p>The board noted:</p> <ul style="list-style-type: none"> • The period 9 22/23 Management Accounts and Reforecast Position • The Forecast 2022/23 Reserves Position • The Balance Sheet as at 31/12/2023 	<u>MA</u>
6.	<p><u>Budget 2023/2024 & Medium Term Financial Strategy (MTFS)</u></p> <ul style="list-style-type: none"> • PG presented a summary of the proposed 2023/24 budget, impact on reserves and an update on Inspire's Medium Term Financial position. • PG explained that budget managers had gone through every line of their budget and made many difficult decisions. The proposed budget shows a deficit of £417k and includes a proposed 5% pay award and inflationary pressures on utilities. The budget position will be reviewed mid year. 	

	<ul style="list-style-type: none"> PG shared Inspire's current Medium Term Financial plan to provide members with a longer view on finances and sustainability. Based on the forecast, Inspire now expects its Unrestricted Reserves to reduce to £210k by March 2026. Before confirmation of the NCC contract price it was estimated that Inspire's Unrestricted Reserves would run out by November 2024. PG added that Inspire will continue to work with funders and that there is still work to be done to ensure the organisation is sustainable going forward. Members discussed how donations are currently made and whether this should be reviewed. MA confirmed that most donations are made by guests when attending certain events. KB added that there was a donate function on the Inspire website but that the provider of the online service has ceased trading. PG noted that other library mutuals have found the impact of donations very limited. It was agreed to review again once the new debit card payment system has been progressed. <p>The board approved the proposed 2023/2024 budget and noted its impact on reserves and noted the updated MTFS and its impact on reserves.</p>	
7.	<p><u>Eastbourne House Relocation to High Pavement Learning Centre</u></p> <ul style="list-style-type: none"> PG reminded members that in March 2022 the board approved the lease of a floor in the High Pavement building for delivery of some learning courses. Inspire has been working with Ashfield District Council and the Towns Fund for the High Pavement centre to accommodate all of the Eastbourne House (EBH) learning provision. EBH is not fit for purpose especially with regard to access and operationally this will work much better and improves Inspire's capacity for young people and adult learning. The board asked if Inspire is confident with the income figures for the 2024/25 financial year and PG confirmed that they were a reasonable estimate and that High Pavement relocation presents the best option. <p>The board agreed a lease with Ashfield District Council for the space at the High Pavement building to initially run for three years (Sept 2023 – Sept 2026).</p>	
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. <ul style="list-style-type: none"> Restitution Policy All Staff – unchanged from previous version. Shared Parental Leave Policy Joined POST April 2016 – unchanged from previous version. Smoke Free Policy All Staff – minor word change. <p>The board approved the revised policies.</p>	
9.	<p><u>Volunteering</u></p> <ul style="list-style-type: none"> KB gave a summary of Inspire's new volunteering management system and explained that the new proactive approach and appointment of an excellent volunteering officer have been extremely successful. Inspire has been able to expand its offer and add value to the customer journey. KB asked for the board's commitment to Vision for Volunteering and the actions to improve and develop Inspire's approach to volunteering <p>The board noted the content of the report and committed to the Vision for Volunteering.</p>	
10.	<p><u>Review of Risk Management Approach</u></p> <ul style="list-style-type: none"> KB explained that as part of good governance, board members are asked on an annual basis to review the management of risk within Inspire. 	

	<ul style="list-style-type: none"> • Inspire's Risk Framework ensures that risk is managed operationally and at strategic board level. Risks are discussed and reviewed each month by the Inspire Leadership Team, each area is examined three times a year and compiled to create a strategic risk register that is presented at every board meeting. • KB reminded the board that it is part of their role to set risk appetite and tolerance and encouraged members to discuss risk processes, levels of comfort, clarity, involvement and any changes. • DM felt that it is difficult to understand Inspire's appetite for risk and that it would be different if Inspire was a commercial organisation and that some assistance to understand this would be helpful. Lots of factors are outside of the organisation and board control. MM commented that it was important to look at changes on risk register presented at every board meeting. All agreed that Inspire is doing what it should and that members should understand the risks and discuss thoroughly. • KB suggested saving the whole risk register on the Board SharePoint after every monthly leadership team meeting update. <p>The board discussed the framework and questions.</p>	<u>KS</u>
11.	<p><u>Risk Log</u></p> <ul style="list-style-type: none"> • KB clarified that all 8 items on the register have come to the board because they are high impact risks. <p>The board reviewed and discussed the strategic risk register.</p>	
12.	<p><u>Health & Safety Review</u></p> <ul style="list-style-type: none"> • KB presented the annual review for 2022 and the proposed Health & Safety policy for 2023. • Inspire has a contract with NCC for advice and an internal audit facility. • Inspire Leadership Team review the Health & Safety Management System on a quarterly basis and includes incidents, customer complaints and matters arising from team meetings and the Health & Safety and Environment Working Group. A new system aligned to ISO 45001 will be implemented at the end of 2023. • All sites will now have an internal review on a 2 year cycle. Of the 23 audits taken place so far in 2022/23, 22 have achieved substantial levels of assurance and non-conformities are discussed at the Working Group. • Public anti-social behaviour remains the highest type of incident and Inspire act quickly to implement security to support staff. During 2022, there were no RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) reportable incidents. • Members asked how health and safety and risk is recorded for staff. KB confirmed that Inspire has a comprehensive programme held online on Learning Pool for staff and volunteers. Members also discussed the confusion on incident reporting and KB noted that work had been done to clarify this and put the incidents into context and that the Health & Safety Group is made up of NCC staff, KB, buildings team and representatives from the different services across Inspire. • KB advised that there were no major updates this year to the Health & Safety Policy. <p>The board noted the contents of the report and approved the Health & Safety policy.</p>	
10.	<p><u>Committee Reports & Meetings</u></p> <ul style="list-style-type: none"> • Music, Culture & Heritage 14th Dec 2022 • Finance & Audit 7th Feb 2023 <p>The board noted the reports.</p>	
11.	<p><u>AOB</u></p>	

	<ul style="list-style-type: none"> AP enquired about the impact of the Gotham fire. KB advised that the district manager is dealing with insurers and looking at adding a mobile stop and the community will be consulted regarding any future plans. 	
12.	<u>Forthcoming meeting and events</u> <ul style="list-style-type: none"> Meeting on Tues 9th May 2023, 4 to 6pm at Worksop Library/Teams Inspire Volunteer Celebration on Weds 7th June 2023, 2 to 4.30pm at Mansfield Central Library Inspire Awards Evening on Thurs 29th June 2023, 6 to 9pm at Mansfield Central Library Meeting on Weds 20th Sept 2023, 4 to 6pm venue TBC/Teams AGM on Weds 11th Oct 2023, 7 to 8.30pm at Beeston Library/Zoom Meeting on Tues 28th Nov 2023, 4 to 6pm at Newark Buttermarket/Teams 	
13.	<u>Meeting Review</u> <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. MM thanked the Archives team for the tour and another service spotlight will be offered at the next meeting with a library tour. 	