

Title of Meeting:	Inspire Board –Minutes
Location:	Workshop Library & *Teams Meeting
Date:	Tues 9th May 2023
Time:	4 to 5.20pm
Attendees:	<p>*John Cottee – County Council Nominated Director (Chair) Mark Dorrington – Member Elected Director *Vicki Dunstall – Co Opted Director Peter Gaw – Chief Executive Officer, Inspire *Jackie Hewlett-Davies – Member Elected Director *Liz Howell – Co Opted Director (Vice Chair) 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 *Aidan La Mola – Cultural Services Commissioner, NCC Carol Newman – Director of Culture, Inspire Katharine Say – Executive Officer & Board Support, Inspire</p>

Agenda No.	Agenda Subject	Action
1.	<p><u>Service Spotlight National Portfolio Organisation (NPO)</u></p> <ul style="list-style-type: none"> • CN summarised Inspire’s NPO journey since 2018 when libraries were first able to apply to Arts Council England (ACE) for funding and the progress and activities since then. • CN highlighted the ACE requirement for additional board monitoring. The new 3 year investment funding round began in April 2023 and Inspire was successful in its’ uplift request and received an additional £250k, giving a total of approximately £500k per year. • As part of the funding agreement the delivery plan for the next 3 years has been brought to the main board and Music, Culture & Heritage committee. Inspire will continue to build on cultural activities started in 2018 and 75% of the uplift will be activity for children and young people and 25% for adults in Nottinghamshire Levelling Up for Culture Places (Ashfield, Bassetlaw, Mansfield, Newark & Sherwood). • CN explained in detail the four ACE Investment Principles and that quarterly updates will be presented to the main board as well activity and finance reporting to the Music, Culture & Heritage committee. • CN highlighted the Early Years programme and shared a summary video of the visual arts, music, story and drama activities - https://www.inspireculture.org.uk/arts-culture/national-portfolio-organisation-npo/npo-archive/inspiring-early-years/ An Early Year’s specialist has been appointed and their report will be presented to the Music, Cultural & Heritage Committee as well as with other organisations in the sector and on Inspire’s website. • DM asked how Inspire are transforming library users into arts audiences and reaching into the wider community. CN explained the monitoring and targeting methods and plans of engaging with people who either don’t use the library at all or don’t currently attend any cultural events. As well as the aspiration to reach low income families by keeping prices either very low or free. CN noted that there is still a long way to go and it will be challenging in the uplift areas. 	

	<ul style="list-style-type: none"> MD enquired on the increase of NPO library based organisations. CN confirmed that it started with 6 in 2018 and there are now 17. PG and CN are attending a meeting in June of NPO library organisations and JC and PG are attending Chair/CEO NPO sessions. <p>The board noted the contents of the report and approved the approach to monitoring progress of Activity and Investment Principles plans through the Board and Music, Culture and Heritage Committee.</p>	
2.	<p><u>Welcome and Apologies</u></p> <ul style="list-style-type: none"> Apologies received from: <ul style="list-style-type: none"> Kirsty Blyth – Assistant Chief Executive Officer, Inspire Leon Dale – Member Elected Director Paul Henshaw – County Council Nominated Director Margot Madin – Co Opted Director 	
3.	<p><u>Minutes of the last meeting and matters arising</u></p> <ul style="list-style-type: none"> Members agreed that the minutes from 28th Feb 2023 were a true and accurate record and were happy to approve. Matters arising – none. 	
4.	<p><u>Declaration of Conflicts and Interests</u></p> <ul style="list-style-type: none"> 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. 	
5.	<p><u>CEO Update</u></p> <ul style="list-style-type: none"> PG presented his strategic overview for March to April 2023 and highlighted key developments. Inspire’s new room booking system - implemented and live. Village Hubs Projects - are coming to an end and board members will be invited to attend the official library re-openings. Notts Carers Association - will be hosted at Inspire designated health hub library sites. National Achievement Rates Tables – Inspire Adult Learning and Inspire College have done very well. Customer Service Excellence – Inspire has maintained its accreditation. Energy emissions reduction – Inspire achieved a 21% reduction in energy used due to the efforts of staff. Library Service engagement – Inspire exceeded its annual target with number of events recovering to pre Covid levels. Multiply Programme – exceeded target of over 1,500 learners in partnership with Futures and West Notts College. Inspire Learning providing the bulk of numbers. Inspire College – enrolments for 2023/24 are looking positive. Stapleford Library Official reopening - Sat 24th June, reconfiguration of layout, creation of 3 additional learning spaces and toilets. The Mother of Tension – ground-breaking collaborative project between Inspire Youth Arts, Nottinghamshire Archives and Imperial War Museum. National Plan for Music Education – Department for Education (DfE) through ACE are recommissioning music hubs and reducing the overall number of hubs. Still waiting for guidance so that Inspire can decide whether to bid for all of Nottinghamshire. Levelling Up Funding Bids – although not initially successful, borough and district councils are still pursuing. MD asked whether the leadership team were concerned by the staff turnover figure. PG was confident this just reflects people moving on to new opportunities and retirement. JHD asked for the staff absence rate figure to be qualified. PG/KS to follow up with RW. 	<u>PG/KS</u>

	The board noted the progress of the organisation and the range of issues.	
6.	<p><u>Finance Update</u></p> <ul style="list-style-type: none"> MA updated members on an issue that has come to light regarding the staff People's Pension scheme that the initial set up was done incorrectly and so some members have been receiving double tax relief. Inspire has communicated with all involved in the scheme, corrections have been made for current scheme members and MA has contacted people who have left and advised that they need to contact HMRC. Inspire are offering two online Q&A sessions for the 14 affected. MM noted at the Finance & Audit committee meeting that much larger organisations have also been in the same situation. MA presented the management accounts for period 11 with a revised outturn forecast indicating a surplus of £28k in comparison to previous forecasts. This is primarily due to income for Multiply, supporting Nottinghamshire's Ukrainian guests, stringent budget controls, reductions on book spend, recruitment freeze for non-frontline positions and a reduction in energy usage across all sites. A review of the management accounts last week including period 12 accounts estimates an improved surplus figure of approximately £75k due to bank interest, better sales for events and vending machines and some underspends. MA summarised the Medium Term Financial Plan (MTFP) and explained that the original staffing budget for 2023/24 included an estimated 5% pay award based on the recommendation of NCC. The current local government pay offer is for a fixed rate award of £1,925 (same as 2022/23) which amounts to a 7.15% increase. The updated MTFP includes 2 scenarios showing the impact of this additional budget pressure, £281k (£201k for NCC contracted services). <ul style="list-style-type: none"> Scenario A - with no further support from NCC to cover the increased proposed 23/24 pay award Inspire's unrestricted reserves are predicted to be £6k by March 2026 and to run dry by early 26/27. Scenario B - with further support from NCC to cover the uplift in 23/24 pay award, Inspire would start building up unrestricted reserves again within 2026/26. Members discussed the budget pressures and PG advised that this has been logged early with NCC service directors and finance officers and felt confident that they would be able to work together to find a solution for the contracted services but that they also have to consider the financial impact on the income earning services within Inspire. ALM confirmed that it would be a matter of going through normal pressure process and feeding in information to make sure these issues are flagged early. <p>The board noted:</p> <ul style="list-style-type: none"> the update regarding the Finance Team and the People's Pension the Period 11 22/23 Management Accounts and Reforecast Position the Forecast 2022/23 Reserves Position the Medium Term Financial Plan scenarios and their impact on reserve the Balance Sheet as at 28/02/2023 the Cash Flow for March 2023 – March 2024 	
7.	<p><u>Governance Review</u></p> <ul style="list-style-type: none"> PG advised board members that this is part of Inspire's ongoing process linking its approach to the charity governance code and includes a summary of progress made in the last financial year and for further work in 2023/24 around benchmarking, evaluation and equality and diversity. <p>The board approved the governance action plan and noted that progress will be reviewed in May 2024.</p>	
8.	<p><u>Inspire Policies</u></p> <ul style="list-style-type: none"> PG 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 	

	<p>and presented each policy to both the Inspire leadership team and Trade Union representatives where appropriate for comment and approval. There have been no substantial changes to the policies, apart from a review of wording and legislation.</p> <ul style="list-style-type: none"> – Acceptable Computer Use Policy All Staff – updated to meet current Ofsted requirements. – Substance Misuse Policy All Staff – Time Off In Lieu (TOIL) Policy Joined PRE April 2016 – Travel & Expenses Policy Joined POST April 2016 <ul style="list-style-type: none"> • AP had 2 points relating to Acceptable Computer Use Policy. Item 14.1.c Video and Screen Recording referenced the completion of a Summary Data Protection Impact assessment. KS to provide more information about this new amendment. Also, a typo on p47 item 15, Copyright and LicenSing. • DM raised the issue of ensuring policies are extended to agency and commissioned staff detailed in Substance Misuse Policy item 4.3 and questioned how Inspire ensures this is carried out. PG advised that this relates to only a few people and that it should happen as part of an induction but noted to check that this is being covered. <p>The board approved the revised policies.</p>	<p><u>KS</u></p> <p><u>PG</u></p>
9.	<p><u>Risk Log</u></p> <ul style="list-style-type: none"> • PG explained ILT complete a monthly review and update on the compliance tracker and create a strategic summary to bring to the board. • The strategic log has now been amended so the ‘likelihood after the controls’ column has been added as per request of the board. <p>The board reviewed and discussed the strategic risk register.</p>	
10.	<p><u>Committee Reports & Meetings</u></p> <ul style="list-style-type: none"> • Learning & Skills Committee – 20th Feb 2023 • Music, Culture & Heritage Committee – 7th March 2023 • Staffing & Standards Committee – 22nd March 2023 • Finance & Audit Committee – 25th April 2023 • AP noted that LD appeared in the S&S minutes but not the attendee list. KS to amend. • JHD enquired whether there would be a Development & Fundraising committee meeting soon as it would seem to be a good time for one to be re-established. PG advised he is happy to put a meeting in place if keen board members express an interest to be involved in a task and finish group. <p>The board noted the reports.</p>	<p><u>KS</u></p> <p><u>PG</u></p>
11.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • None. 	
12.	<p><u>Forthcoming meeting and events</u></p> <ul style="list-style-type: none"> • Inspire Board Finance Induction – Tues 23rd May, 5 to 6pm via 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 Beeston Library/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.	<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. 	

Noting of approved minutes

Name:	John Cottee
Signature:	
Title:	Chair of Inspire Board
Date:	