

Title of Meeting:	Inspire Board –Minutes
Location:	Nottinghamshire Archives & *Teams Meeting
Date:	Tues 28th November 2023
Time:	4.00 to 5.15pm
Attendees:	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 Margot Madin – Co Opted Director Diana Meale – Member Elected Director Ann Penn – Staff Elected Director
Invited:	*Mick Allen – Group Manager Place Commissioning, NCC Margaret Anderson – Chief Finance Officer, Inspire Kirsty Blyth – Assistant Chief Executive Officer, Inspire *Aidan La Mola – Cultural Services Commissioner, NCC Carol Newman – Director of Culture, Inspire Katharine Say – Executive Officer & Board Support, Inspire

Agenda No.	Agenda Subject	Action
1.	<p><u>Service Spotlight on National Portfolio Organisation (NPO)</u></p> <ul style="list-style-type: none"> • Carol Newman presented a summary of the Arts Council England (ACE) funded NPO programme that delivers cultural events for mostly children and families, young people plus cultural opportunities for adults in the 4 Levelling Up areas of Ashfield, Bassetlaw, Mansfield and Newark & Sherwood. • Highlights included: <ul style="list-style-type: none"> – Little Creatives Book – each library has at least one copy and will also be going out to Looked After Children via Letterbox Club parcels. – Little Creatives Project – 5 new artists have joined the ongoing programme working with early years’ children - Little Creatives Inspire - Culture, Learning, Libraries (inspireculture.org.uk) – Boxed In – non-verbal family theatre performed by a disability led company about not understanding rules and suitable for neurodivergent children and families with English as an additional language. – I am a Writer – writers working with groups of people from target audiences (neurodivergent families, people affected by dementia, older people and general public) to co-create place inspired stories - I Am A Creator: I Am A Writer Inspire - Culture, Learning, Libraries (inspireculture.org.uk) • CN encouraged members to contact KS if they would like to attend any events. • Inspire NPO End of Year 5 2022-2023 video - https://youtu.be/qMiGHcp8PNg • PG noted that the NPO programme is not funded by Nottinghamshire County Council. 	
2.	<p><u>Welcome and Apologies</u></p> <ul style="list-style-type: none"> • Apologies received from: <ul style="list-style-type: none"> – Leon Dale – Member Elected Director – Paul Henshaw – County Council Nominated Director – Mark Walker - Interim Service Director, Place & Communities, NCC 	

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 20th Sept 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. 	
5.	<p><u>CEO Update</u></p> <ul style="list-style-type: none"> • PG presented his strategic overview for October to November 2023 including the performance dashboard for April to October 2023. PG highlighted: <ul style="list-style-type: none"> – <u>Investors in Diversity (IID)</u> – Inspire were awarded the silver standard in November. PG will bring a paper to the board with what this means and plans for the future. This also links well with Arts Council NPO Investment Principles. – <u>Cyber Data & ICT Security Assurance</u> – report presented to Finance & Audit Committee outlining cyber data and ICT security arrangements and measures of protection. Will be presented annually going forward. – <u>Newark Library</u> – work will be starting to improve heating and cooling early in 2024. – <u>Inspire College relocation to Eastbourne House</u> – plans progressing for delivery of college programme from Sept 2024. – <u>Adult Learner & Inspire College</u> – enrolment figures are on target. – <u>Funding Bids</u> – £30k award from DCMS / British Library ‘Library On’ funding to create 4 virtual tours of Beeston, Mansfield Central, West Bridgford and Worksop libraries and give software, equipment skills to update and create more. • PG advised that there are currently 2 vacancies for Co-opted members and 1 vacancy for an elected community board member by Oct 2024. An open and transparent recruitment process will start for the co-opted members based on a recent skills audit and PG encouraged members to use their professional networks to identify any suitable candidates and to support nominations and promote the public election process that will start in Spring 2024 for the community board member position. • DM asked what benefits there were with Inspire’s ICT separation programme. PG explained there were many, including control and management of just one system. MD asked how there were more ICT issues resolved than logged and PG explained that these would have been carried forward. <p>The board noted the progress of the organisation and the range of issues.</p>	<u>PG</u>
6.	<p><u>Finance Update & Pay Award</u></p> <ul style="list-style-type: none"> • MA presented members with Period 6 Management Accounts showing actuals for April to September and a favourable outturn compared with the budget. The reforecast for the full year shows a deficit of £413k compared with the original budgeted deficit of £471k which is a £58k better position than budgeted and in line with what was presented in period 4. Staffing figures within the forecast have been adjusted to reflect the fixed sum pay award which has now been agreed by the Unions and Nottinghamshire County Council (NCC) have confirmed they will cover £201k for NCC contracted staff. Despite the staffing pressure, Inspire is largely in a better position due to bank interest, royalties, pop up banks, some savings within premises costs, courier services and vacancy lag. • The 23/24 reserves forecast shows an estimated £1.1m in unrestricted reserves and £1.7m in restricted reserves at the end of the year. • MA advised that the MTFP has now been updated with the outturn for 23/24 which includes the £1,925 fixed sum pay award and assumes that contract price in 24/25 will include the same. The figures build in the 5% pay award for 24/25 and 25/26. Inspire would be unable to offer the pay award without support from NCC. This results in the worst case scenarios of unrestricted reserves dipping down to just over £0.5m and restricted reserves 	

	<p>to just over £0.5m by the end of 25/26. There will be further work to go through the budget and more income will be added.</p> <ul style="list-style-type: none"> • Inspire has made pay awards since 2016/17 in line with the nationally agreed local government pay award. The 2023/24 local government pay award is a fixed sum of £1,925 to all pay grades and has been accepted by the unions. Inspire’s original budget included only a 5% pay award and NCC have now confirmed that they will cover £201k of budget pressure relating to NCC contracted staff. Inspire has approached the music trade unions and is hoping that they will accept the same percentage increase for music teachers. • MA advised that the Cashflow for Sept 2023 to Dec 2024 show funds dropping from £5.5m to £2m and this will be updated and hopefully improved after 24/25 budgets have been confirmed. • PG noted that the period 6 accounts show the current difficult inflationary pressures, specifically those relating to building costs and advised that budget setting for next year will be hard and there are ongoing discussions with NCC and internally on possible budget savings. School buy-back for the Education Library Service is of particular concern and may require a remodelling of this offer. Budgets and plans will be presented to the board in Feb 2024. There are additional budget pressures to cover for Inspire Learning, Music and Education Library Service where NCC have not funded the pay award. <p>The board noted the contents of the report and approved the 2023/24 pay award.</p>	
7.	<p><u>Environmental Sustainability</u></p> <ul style="list-style-type: none"> • KB presented an update on how Sustainability is one of the organisations’ main themes and also expected by Inspire’s funders particularly Arts Council England and NCC. • The Sustainability action plan is managed by the Inspire Leadership Team (ILT) and the Health, Safety & Environment Working Group made up from representatives across the service. • Inspire is working towards minimising resources and delivering information and a positive message about environmental sustainability through its service and cultural programming. KB provided members with a list of actions that have reduced energy and resources and awareness raising activities such as the Green Libraries project and Wildlife and Conservation courses. • KB confirmed that environmental sustainability will continue to be reviewed and updated by ILT and the working group and will be reported to NCC and an annual report will be presented to the board going forward. • VD suggested that Inspire may find it useful to liaise with Nottingham Trent University as they are particularly passionate on this subject. <p>The board discussed the contents of the report and action plan and approved the updated Sustainability Policy.</p>	
8.	<p><u>Risk Log</u></p> <ul style="list-style-type: none"> • KB explained that everything has stayed the same apart from item 8 – Financial contract price from NCC is reduced, undermining financial model – which has been added back to the risk log. • PG advised that Inspire and NCC are in discussion around inflationary pressures and if the contract sum were reduced what changes Inspire would need to be made in order to deliver the service and the impact this would have on the integrated model and the financial stability of the organisation. There is a risk that if the contract price is reduced and there is a reduction in commissioned services that this could result in the loss of the financial benefits of being an independent mutual society. The risk was removed previously due to COVID funding and NCC’s commitment to support Inspire. 	
9.	<p><u>Committee Reports & Meetings</u></p> <ul style="list-style-type: none"> • Staffing & Standards Committee – 18th Sept 2023 • Learning & Skills Committee – 10th July 2023 	

	The board noted the reports.	
11.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • AP asked when staff would be notified about the pay award. KB confirmed that now that the Board had approved it will be communicated in the staff bulletin on 30th Nov. • PG advised that Inspire will hear in April 2024 if it has been appointed as the Hub Lead Organisations (HLO) for the new Nottingham and Nottinghamshire music hub. A new governance model will be presented at the next main board meeting and members can contact PG with any ideas or suggestions. 	
12.	<p><u>Forthcoming meeting and events</u></p> <ul style="list-style-type: none"> • An Inspired Christmas Concert on Mon 4th Dec 2023, 6.15 to 9pm at Royal Concert Hall Nottingham & online. • Board & Committee member Safeguarding & Prevent Training on Tues 30th Jan 2024 from 4.30 to 5.45pm at Arnold Library. 	
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. • Video conferencing equipment to be working at the next meeting. 	

Noting of approved minutes	
Name:	John Cottee
Signature:	
Title:	Chair of Inspire Board
Date:	