

Inspire Board Meeting Minutes

Pine Meeting Room – West Bridgford Library,

Tues 07/06/16 – 10.30am

Present:

Peter Gaw – Chief Executive Officer, Inspire

Councillor John Knight – Nottinghamshire County Council

Councillor John Cottee - Nottinghamshire County Council

Sarah King – Founder, We are Unstuck

Tim Eatherington – Finance Director, Nottinghamshire County Cricket Club

Kirsty Blyth – Assistant Chief Executive Officer (Development), Inspire

Nick London – Assistant Chief Executive Officer (Support), Inspire

Katharine Say – Chief Executive & Board Support, Inspire

Derek Higton – Service Director (Youth, Families and Culture), Nottinghamshire County Council

Mark Croston – Cultural Services Commissioning Manager, Nottinghamshire County Council

Apologies:

Karl Hilton – Studio Director, Sumo Digital

1. Declaration of conflicts and interests

- None
- Minutes of the meeting 19th April 2016 were approved.
- Resolutions 1 to 7 were signed by Councillor John Knight, Councillor John Cottee and Peter Gaw

3. Shadow Board - Resolution to co-opt 3 members of the board

- Introductions were made around the room and Tim and Sarah gave an overview of their backgrounds and what they will be able to bring to the Society.
- Unanimous agreement to co-opt Tim Eatherington, Karl Hilton and Sarah King to the board.
- Councillor John Knight thanked the new directors for agreeing to join.

RESOLVED BY COUNCILLOR JOHN KNIGHT, COUNCILLOR JOHN COTTEE AND PETER GAW

4. CBS Duties and Code of Practice of Directors – for signing by co-opted directors

- All new board members are required to sign the code.

SIGNED BY TIM EATHERINGTON AND SARAH KING

5. Standing Orders for Boards, Sub Committees and Meetings – resolution for approval

- Peter Gaw explained the necessity of establishing this set of standard terms and principles of board and sub-committee operations and that they are taken from an overview of best practice by other business and charitable organisations.
- Councillor John Knight asked for any questions or comments.

RESOLVED BY COUNCILLOR JOHN KNIGHT, COUNCILLOR JOHN COTTEE, PETER GAW, TIM EATHERINGTON AND SARAH KING

6. CBS Staffing Policies – resolution for approval

- Kirsty Blyth explained that these staffing policies are the second instalment following on from the initial set resolved at the first board meeting. Again, they were largely based on Nottinghamshire County Council policies and ACAS guidelines and have been verbally approved by the Trade Unions (UNISON, GMB, NUT & NASUWT) who will shortly send their official agreement.
- Peter Gaw noted that as before, Kirsty Blyth and her team have worked hard to ensure that these policies were refreshed, modernised and written in a clear and concise manner.

HR Policies:

Access to personal files
Adoption Leave and Special Guardian Provision
Flexible Working
Flexi Time
Maternity Leave
Paternity Leave
Redeployment
Shared Parental Leave

RESOLVED BY COUNCILLOR JOHN KNIGHT, COUNCILLOR JOHN COTTEE, PETER GAW, TIM EATHERINGTON AND SARAH KING

7. CBS Policies– resolution for approval

- Peter Gaw explained that Inspire, as an organisation with over a £16 million turnover, has a responsibility to have a set of regulations to govern the conduct of financial management of the society. These regulations have been taken from an overview of best practice by other third sector organisations.
- Councillor John Knight asked Tim Eatherington for his specific approval.
- Councillor John Cottee noted that he gave his approval but would still need to read the financial regulations in greater detail.

7.a Financial Regulations

7.b Finance & Audit Committee – Terms of Reference

RESOLVED BY COUNCILLOR JOHN KNIGHT, COUNCILLOR JOHN COTTEE, PETER GAW, TIM EATHERINGTON AND SARAH KING

8. Pension Scheme Provider – resolution for approval

- Peter Gaw updated the Board that although Royal London had been approved at the first meeting as the new provider of the society's pension scheme, it has transpired that they are not technically equipped to handle the needs of the Society.
- After careful consideration, the Society has revisited the selection process and have identified People's Pension as the most affordable, flexible and practical pension provider for employees of the Society who were not transferred from Nottinghamshire County Council and do not have ongoing access to the Teacher's Pension Scheme.
- Peter Gaw asked the Board to note that Pensions Trust were rated second in the review process and will be held in reserve should the need arise.

- **RESOLVED BY COUNCILLOR JOHN KNIGHT, COUNCILLOR JOHN COTTEE, PETER GAW, TIM EATHERINGTON AND SARAH KING**

9. Board Meeting Dates (next 12 months) – for discussion

- Peter Gaw proposed:
Tuesday 5th July – 10am – West Bridgford Library
Tuesday 13th September – West Bridgford Library
- Councillor John Knight requested for the next meeting to begin at 10.30am and that not all the meetings take place in West Bridgford.
- Peter Gaw confirmed that once the Board was fully established, the locations and times would take into account the make-up of the full Board.

AGREED BY COUNCILLOR JOHN KNIGHT, COUNCILLOR JOHN COTTEE, PETER GAW, TIM EATHERINGTON AND SARAH KING

2. A.O.B

Peter Gaw gave a short presentation on the following:

- **Board Elections and AGM**

Inspire will very shortly start the Board Election process to nominate and elect the four community Board members and organise the first AGM to be held in early October. This will also be when the Inspire Staff Representative member will be in office.

- Call for nominations: opens– 11th July – closes 8th August (5 weeks)
- Statements/Biogs issued & voting opens – 15th August – Closes 19th Sept (5 weeks)
- Results announced – 26th September
- AGM w/c 10th October

Derek Higton noted the need for checks and balances in particular with the online voting system.

Councillor John Knight also added the need for confidentiality regarding election results until the official announcement is made.

- **Challenges**

Inspires' start-up phase has moved to consolidation and is getting down to business as usual. It has been a challenging experience so far and the Society is continuing to develop its' relationship with Nottinghamshire County Council and is delivering on contract with no issues.

There are a range of financial pressures especially on how to deliver £500,000 worth of savings over the next two years.

Peter also outlined the current work with rating authorities in relation to gaining mandatory NNDR relief for Inspire buildings. Inspire are working with NCC to clarify with those authorities the legal position.

- **Capacity Building**

Current vacancies:

- Senior Finance Officer
- Libraries Service Manager
- Workforce Development Officer
- Communications & Marketing Officer

- **Key Achievements**

Inspire staff are continuing to provide an excellent service across the county. Membership has now grown to 27,000 and the Inspire brand is becoming recognised. Successful partnerships established such as with National Choir, Inspire Music Hub and Instrumental & Music Teaching (IMT). Inspire were at the County Show promoting the service and offering lots of fun family craft activities along with many other events, festivals and performances happening throughout the libraries.

- **Public Relations**

Councillor John Knight enquired about press and PR and that a report should be included as a standard agenda item from now on. Inspire currently have an interim arrangement with NCC and strategic work will properly commence when the new Communications & Marketing Officer is in post.

Councillor John Cottee asked for all councillors to be emailed with updates in order to encourage their participation and support of events and activities.

- **Inspire Board Development Session**

Sarah King suggested a development session during which the full Board could discuss and identify the direction and ambition of the society and how the board members can support this.

Councillor John Knight agreed that this would be most beneficial and should happen after the elections and AGM. Sarah King kindly offered to help design and facilitate the development day. Details to be confirmed.

Close of meeting – 11.20am

Date of next meeting – Tues 5th July 2016