



Title of Meeting:	Inspire Board Meeting Minutes
Location:	Downstairs Meeting Room – Nottinghamshire Archives
Date:	Tues 21/02/17
Time:	1pm to 2.10pm
Attendees:	<p>Peter Gaw – Chief Executive Officer, Inspire John Knight – County Council Nominated Director (Chair) Tim Eatherington – Co Opted Director Liz Howell – Co Opted Director Philip Jones – Member Elected Director Steve Powell – Staff Elected Director Sarah King – Co Opted Director John Hess – Member Elected Director John Cottee – County Council Nominated Director</p>
Invited:	<p>Kirsty Blyth – Assistant Chief Executive Officer (Development), Inspire Nick London – Assistant Chief Executive Officer (Support), Inspire Andrew Kordecki – Senior Financial Officer, Inspire Ian Bond - Community Learning and Skills Service Manager, Inspire Katharine Say – Chief Executive & Board Support, Inspire Derek Higton – Service Director (Youth, Families and Culture), Notts County Council Mark Croston – Cultural Services Commissioning Manager, Notts County Council</p>

Agenda No.	Agenda Subject	Action
1.	<p><u>Welcome and Apologies</u></p> <ul style="list-style-type: none"> Apologies were received from: Richard Gaunt – Member Elected Director Pippa Hennessy – Member Elected Director Peter Ware – Co Opted Director (TBC) 	
2.	<p><u>Minutes of the last meeting, matters arising and signing of resolution log</u></p> <ul style="list-style-type: none"> Minutes of the 7th December 2016 meeting were proposed by John Knight, moved by Tim Eatherington and agreed as a true and accurate account of discussions. Matters arising – none. Resolutions 21 to 24 were signed by, Peter Gaw, Tim Eatherington, Sarah King, Liz Howell, Philip Jones, John Hess and Steve Powell. Due to Richard Gaunt and sending his apologies and John Knight and John Cottee unfortunately missing the signing sheet, the log will be signed by them at the next meeting. 	
3.	<p><u>Declaration of Conflicts and Interests</u></p> <ul style="list-style-type: none"> LH declared that as a BBC employee there is a national partnership agreement between the BBC and SCL and the BBC has an interest in Children In Need. The board noted there is no financial involvement/ conflict 	

4.	<p><u>Shadow Board – Resolution to co-opt 1 member to the Board</u></p> <ul style="list-style-type: none"> • Peter Ware sent his apologies as he is recovering from an operation. Hopefully, he will be able to attend the next meeting and be co-opted onto the Board. 	
5.	<p><u>Budget 2017/2018 Outline for approval</u></p> <ul style="list-style-type: none"> • PG introduced the resolution for the approach to budget setting and budget pressures for 2017/18. At the last meeting the Board resolved to accept Nottinghamshire County Council’s contract price for 2017/18. As this sum includes a £200K reduction, this approach identifies how Inspire will make up the shortfall and budget pressures and sets out the savings and efficiencies required in order to develop and set a balanced budget. • JK asked for any questions or clarifications – none. • Andrew Kordecki presented the Inspire Summary Results for period ending 31 January 2017. Inspire are in surplus by just short of £800K, down on income (£630,335) but a positive variance on staff costs (£647,501) due to savings made, tight controls and delays in recruiting. • TE queried the increased costs on employee pensions. AK responded that this was due to an initial incorrect calculation of National Insurance and Pension costs. These are now calculated accurately and by per person. • Property Costs – not all of the rates have been rebated yet so this figure will improve. Vehicle costs are in line with the budget. • JH asked for clarification regarding what ‘Systems’ entailed under ‘Other Costs.’ AK explained that this includes £418K that showed up in ‘Recharges’ in the original budget and the finance team are working to reallocate these amounts to the relevant cost categories. • LH asked for more detail on ‘Bank & Interest’ and purchase cards. AK explained that all the Barclay cards used to be coded into individual areas but now all purchase card expenditure appears in ‘Bank & Interest.’ Also, as a predictable expenditure how come there is an overspend on cleaning? AK advised that most of these charges came through NCC services and PG added that Inspire has inherited many services and that both AK and Margaret Anderson are currently working on improving this. • TE asked with regard to the timing differences, why are Inspire behind and can Inspire be really sure that everything will be ok in the last few months of the financial year. AK replied that he is more than confident that Inspire will be in the black and the bank balance will be healthy. <p>RESOLVED BY JOHN COTTEE, JOHN KNIGHT, JOHN HESS, PETER GAW, TIM EATHERINGTON, PHILIP JONES, LIZ HOWELL, SARAH KING AND STEVE POWELL</p>	
6.	<p><u>Potential Adult Education Funding Bid (Confidential) – resolution for approval</u></p> <ul style="list-style-type: none"> • Ian Bond presented a report for approval to submit an application to the Skills Funding Agency (SFA) for up to £1.5M from its Adult Education Budget (AEB) 2017/18. • IB highlighted that this is a rare and possibly one off opportunity to secure a direct contract with the SFA. • TE asked if this would replace local funding and would it be only for one year. IB confirmed that Inspire is not in danger of losing its current contract, this would be in addition and would be awarded one year at a time with the potential to extend. 	

	<ul style="list-style-type: none"> LH asked how IB could say that there was no expenditure involved at this point as CLASS would have to start preparing staff and resources in order to be able to deliver the learning provision. IB explained that between now and June the current team would put in plans to increase capacity (where required) to deliver the increased level of learners, some would be absorbed into current workloads and some undertaken by new staff. Funding is then drawn down based on learner numbers. JK noted that it was an exciting scheme for a big problem and asked how many individuals it would benefit and will there be any match funding involved. IB clarified that it should benefit approximately 1,500 people and no match funding was required. <p>RESOLVED BY JOHN COTTEE, JOHN KNIGHT, JOHN HESS, PETER GAW, TIM EATHERINGTON, PHILIP JONES, LIZ HOWELL, SARAH KING AND STEVE POWELL</p>	
6.	<p><u>Board Development</u></p> <ul style="list-style-type: none"> SK gave her apologies for being unable to attend the recent Board Development Day. She explained that she had met with PG for a review of the day and understood that all the Board members were keen for another session. SK asked for everyone's preference for either a one to one conversation with her or to complete a brief SurveyMonkey questionnaire so she could design what the Board does next as a group. Members were happy to complete the SurveyMonkey questionnaire. SK also suggested the possibility of a Board dinner to be arranged at some point. 	SK
7.	<p><u>Forward Planner</u></p> <ul style="list-style-type: none"> PG asked for feedback regarding the meeting and events forward planner. JC asked for each updated version sent through to be dated. 	KS
8.	<p><u>Sub Committee Membership and Chairs</u></p> <ul style="list-style-type: none"> PG explained that each committee will have at least one Inspire staff member and chairs can be assigned once the committees meet. Further details regarding the sub committees are included in the recent paper. LH attended the first Finance & Audit meeting but will step down and work with John Cottee on Staffing & Standards. 	
9.	<p><u>Board Handbook</u></p> <ul style="list-style-type: none"> PG had received a comment from PW which he has responded to. KS asked for Board member contact details to be sent for inclusion. A completed booklet will then be printed and sent to all. 	KS
10.	<p><u>Risk Log</u></p> <ul style="list-style-type: none"> PG advised that this version of the Inspire Risk and Issues Log has the Red, Amber, Green (RAG) Status column added in line with LH's suggestion. LH queried that both Risk Likelihood and Impact of Risk were 'High' for Systems & Data. NL explained that is due to the migration away from the current NCC provision over to a new network and that there is a high likelihood that this won't be ready by 1 April. DH advised that NCC will be flexible regarding the deadline and that the real risk is around the 'Impact'. LH advised that therefore the 'Impact' should be 'Medium'. PG confirmed this will be amended accordingly. 	PG

	<ul style="list-style-type: none"> PG explained that under 'Financial', both 'Risk Likelihood' and 'Impact of Risk' were 'High' for the 'Reduced Income from Schools due whilst Inspire assesses the model on transferring Instrumental Music Teaching to full cost recovery. Property & Infrastructure – Inspire is currently agreeing lease terms with NCC and will not sign for 3 properties with defects as these are not Inspire's liability. Contractual Performance – this has a 'Red' status due to the decision to move direct delivery for Adult Learning and the challenge to increase learner numbers. SK commented that it would seem to be that the RAG Status is being used to focus/drive behaviour and that possibly an adjustment to the RAG may be more helpful as the Red/High/High sends alarm bells that urgent actions is required. 	
11.	<p><u>CEO Update</u></p> <ul style="list-style-type: none"> PG gave a short presentation on Fundraising, Activities & PR highlights Funding – JK asked for feedback from the Great Places bid to Heritage Lottery Fund & ACE to be presented at the next meeting regarding why Inspire's application was unsuccessful. JH asked who wrote the bids. PG explained that the 'Fundraising' remit sits with KB and will be an area for the Business Development Committee to contribute towards. Inspire will be reviewing this area in the next management review. 	PG
12.	<p><u>AOB</u></p> <ul style="list-style-type: none"> None. 	