



Title of Meeting:	Inspire Board Meeting Minutes
Location:	Eastbourne House, Sutton-in-Ashfield
Date:	Tues 27/06/17
Time:	6pm – 8.15pm
Attendees:	<p>Peter Gaw – Chief Executive Officer, Inspire (Chair items 1-5)</p> <p>John Cottee – County Council Nominated Director (Chair item 6+)</p> <p>Glynn Gilfoyle - County Council Nominated Director</p> <p>Richard Gaunt - Member Elected Director</p> <p>Liz Howell – Co Opted Director</p> <p>Philip Jones – Member Elected Director</p> <p>Steve Powell – Staff Elected Director</p> <p>Peter Ware - Co Opted Director</p> <p>Sarah King – Co Opted Director</p> <p>John Hess – Member Elected Director</p>
Invited:	<p>Kirsty Blyth – Assistant Chief Executive Officer (Development), Inspire</p> <p>Nick London – Assistant Chief Executive Officer (Support), Inspire</p> <p>Andrew Kordecki – Senior Financial Officer, Inspire</p> <p>Ian Bond - Community Learning and Skills Service Manager, Inspire</p> <p>Katharine Say – Chief Executive & Board Support, Inspire</p> <p>Derek Higton – Service Director (Youth, Families and Culture), Notts County Council</p> <p>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: Pippa Hennessy – Member Elected Director Tim Eatherington – Co Opted Director 	
2.	<p><u>Matters arising and signing of resolution log</u></p> <ul style="list-style-type: none"> Minutes of the 21st February 2017 meeting were raised. Update to item 6 Potential Adult Education Funding Bid – the outcome of the award has been delayed and an announcement should be made before the start of the next academic year. Board Development will be discussed during the meeting. The Risk Log has been revised and is being used. It would be helpful to have the previous minutes at the start of each set of papers for easy reference. Resolutions 21 to 24 still need to be signed by John Cottee and John Knight. Resolutions 25 to 26 still need to be signed by John Cottee, John Knight, Tim Eatherington and Steve Powell at the next board meeting. 	<u>KS</u>
3.	<p><u>Declaration of Conflicts and Interests</u></p> <ul style="list-style-type: none"> None declared. 	
4.	<p><u>Resolution to co-opt NCC Nominated & Co-Opted Directors to the Board</u></p> <ul style="list-style-type: none"> The Board briefly introduced themselves and Cllr Glynn Gilfoyle was welcomed as the new Nottinghamshire County Council Nominated Director. 	

	<ul style="list-style-type: none"> Unanimous agreement to co-opt Glynn Gilfoyle (GG) and Peter Ware (PW) to the board. Both new directors signed the Duties and Code of Practice of Directors document. <p>RESOLVED BY JOHN COTTEE, JOHN HESS, PETER GAW, RICHARD GAUNT, PHILIP JONES, LIZ HOWELL, SARAH KING AND STEVE POWELL</p>	
5.	<p><u>Board Membership</u></p> <ul style="list-style-type: none"> Peter Gaw (PG) referred the Board to Cllr John Knight's recently circulated resignation email (26/06/17) and opened a discussion to nominate and elect a new chairman. GG and PW nominated John Cottee, LH seconded. Unanimous agreement from the Board. JC was pleased to take on the position of chair and thanked the Board for their confidence. He also noted that currently the Board does not have a vice chair and asked members to consider whether one should be appointed particularly as this would support him and his current heavy work load as chair of NCC Communities & Place Committee. It was agreed to discuss this further at the next meeting. <p>RESOLVED BY JOHN COTTEE, JOHN HESS, PETER GAW, RICHARD GAUNT, PHILIP JONES, LIZ HOWELL, SARAH KING, PETER WARE, GLYNN GILFOYLE AND STEVE POWELL</p>	
6.	<p><u>Spotlight on Inspire Learning Services</u></p> <ul style="list-style-type: none"> Ian Bond presented a spotlight on Inspiring Learning Services covering: <ul style="list-style-type: none"> An overview of Inspire Learning 16 to 18 Study Programmes and Traineeships 19+ Community & Family Learning Apprenticeships and 19+ Advanced Learning Loans Opportunities for 2017/18 and Beyond The question was asked what percentage of 16 to 18 year olds are 'Not in Education, Employment or Training' (NEET). DH confirmed that this is currently 1.5% for NCC. IB responded that Inspire's study programme provision is currently at 73% which will hopefully increase to 75%. Inspire rates well in comparison to other learning providers. The Board enquired how learners are presented to the service. IB explained that they come from families who are already known to NCC, individuals who have been unsuccessful with other course providers, word of mouth, referrals from public and themselves. JC noted that it was very rewarding to see and hear about these learners at the recent Inspire Awards evenings where individuals and groups were recognised for their achievements during the last year. IB also highlighted the Building Better Opportunities project which is running from Jan 2017 to Oct 2019. The project pays for dedicated staff to work with 140 young and old long term unemployed across Bassetlaw and Newark and Sherwood and includes support such as paying for a new interview suit, travel expenses etc. Inspire Learning is also a key delivery partner for the Miner2Major project led by NCC. This works as a 'Street Corner' University where learners don't have to do accredited courses but can progress to accreditation and access education through their library. 	

	<ul style="list-style-type: none"> JC thanked IB for the informative update and commended Inspire Learning for doing a great job. 	
7.	<p><u>Redundancy & Redeployment Policies – resolution for approval</u></p> <ul style="list-style-type: none"> KB explained that a previous version of the Redeployment Policy was approved by the Board but that it was necessary to make some amendments. The Redundancy and Redeployment Policy has been approved by the Inspire/NCC and Trade Union task groups and Staffing & Standards Committee and is ready for approval by the Board. <p>RESOLVED BY JOHN COTTEE, JOHN HESS, PETER GAW, RICHARD GAUNT, PHILIP JONES, LIZ HOWELL, SARAH KING, PETER WARE, GLYNN GILFOYLE AND STEVE POWELL</p>	
8.	<p><u>Sub-Committee Reports & Minutes</u></p> <ul style="list-style-type: none"> <u>Finance & Audit</u> The threshold financial regulations will be amended and brought back to the board. JC raised item 5 from the minutes regarding potential orders over £25,000 requiring three written quotes. He asked what happens when there aren't three providers around to receive written quotes from. PG confirmed that the decision would be at the discretion of the CEO. PW commented that the rules of procurement need to be updated. Revised Financial Regulations (due for review in Jan 2018) would be brought forward for Board approval at the October 2017 meeting. No other comments raised regarding Learning & Skills, Staffing & Standards or Business Development Committees. 	
9.	<p><u>Funding Application – review of unsuccessful Great Place Scheme Bid</u></p> <ul style="list-style-type: none"> At the last Board meeting it was requested that feedback be presented on reasons for the unsuccessful funding application to the Heritage Lottery Fund and Arts Council's Great Place Scheme grant pot. KB presented a paper and summarised that the factors involved were little partnership work already in place in Bassetlaw, tight timescales and the scheme was oversubscribed with reported high levels of competition. However, on a very positive note Inspire has been chosen to join ACE's National Portfolio from April 2018 and will receive funding of £249,999 each year for a four year period. PG gave credit to KB and Carol Newman for their contribution in the successful bid along with a team of very skilled colleagues. This was the first year that ACE opened the funding up to libraries and Inspire was 1 of only 6 libraries to be successful (3 of whom were also arms-length mutual library based organisations). 	
10.	<p><u>Board Development Survey - Feedback</u></p> <ul style="list-style-type: none"> SK presented key insights and recommendations of the recent Board Survey. There were 9 responses. Board members have not yet had a chance to understand the whole of Inspire. They are mostly clear on Inspire's vision but not quite as sure on how to get there, how they can contribute or what the strategy is. However, confidence is building and both the Board and Inspire are still young. Lack of knowledge about the organisation – Inspire Key Facts 2017 and Spotlight on Inspire Learning– have come about as a start to develop members understanding of the whole organisation. 	

	<ul style="list-style-type: none"> Key Questions – to be asked about each area and help build a complete picture of Inspire. SK asked the Board to share their reflections on the findings of the survey and any other questions or areas of Inspire that they want to learn more about, by 31st July. Development areas – understanding Inspire’s objectives and business areas. SK, PG & KB to meet and discuss a development plan/approach. SK felt that it would be beneficial for the Board to do something creative together rather than only receive updates. 	<p>ALL</p> <p>SK, PG, KB</p>
11.	<p><u>Business Plan 2017 - 21</u></p> <ul style="list-style-type: none"> PG explained that the 4-year strategic plan is based on the ACE business plan structure and will take Inspire through to the end of its’ initial contract with NCC. At the end of March 2017, the Inspire Leadership Team and some Board members met and the plan is now 75% complete. The intention is for Board approval at the next meeting in October. PG asked for comments and feedback. PW commented that there wasn’t enough content regarding Inspire’s aspirations and that its’ aims and priorities were a bit skeletal and lacking a positive set of actions. AK agreed that it was very operational and requires the Board’s help to provide the strategy. JC commented that the NPO funding will be part of the strategy. PG agreed that the organisation needs a development strategy to bid for new contracts and commissions. Inspire are working with Mutual Ventures to gain funding from a lottery programme called Big Potential. If successful, this would provide for external work to position Inspire to respond to future opportunities. JH noted that although strategic plans are a map for the board and ILT there needs to be a manifesto for the community that is clear, understandable and accountable as we will be measured against it. PG agreed that a brief, digestible, ‘glossy’ version of the business plan should be produced and shared with stakeholders. SK offered to contact a graphic visualiser colleague to investigate how the business plan could be produced in a way that engaged everyone and ensured they retained the most important information. GG found the plan informative about Inspire’s achievements so far and developing staff but not as much about the service and asked if there is a model written by another organisation that could be modified. PG confirmed that Inspire has looked at what similar organisations have done. All feedback and comments to be emailed to PG by 31st July. 	<p>SK</p> <p>ALL</p>
12.	<p><u>Contract Opportunity</u></p> <ul style="list-style-type: none"> PG spoke briefly about Inspire’s confidential early discussion with a Local Authority about delivering their museum service. At this point, Inspire are still considering whether or not this would be a positive addition or not. The Board noted their role in developing a network to share Inspire’s reputation and success stories and the importance of promoting new partnerships and ways of delivering culture, learning and libraries. It would be beneficial to have a communications and marketing presentation at the next board meeting or possibly a workshop regarding how the Board can contribute. 	<p>PG/SE</p>
13.	<u>Risk Log/Health & Safety</u>	

	<ul style="list-style-type: none"> As per LH's suggestion from a previous board meeting the Risk Log is now RAG rated. Any Health and Safety issues will now be integrated into the Risk Log as well. The CEO is legally responsible for Health & Safety and Inspire buy-in advice and recommendations from NCC. NL explained that Inspire are half way through the accreditation process to meet the OHAS standard contractually required by NCC and that these objectives, once identified, need to be included in the business plan. In light of the recent Grenfell fire, JH enquired whether all the Inspire properties were fire safe. DH confirmed that NCC Property Services (informed by National guidelines) are assessing all of its' buildings. 	
14.	<p><u>CEO Update</u></p> <p><u>Finance Report</u></p> <ul style="list-style-type: none"> The audit process is ongoing, there are still some more changes to come but the auditors will sign off in July when they have the final numbers. An independent management report will be produced. AK highlighted a £311,000 surplus against an original budget figure of £77,000 which is great achievement and largely due to the great cost control and areas of growth managed by the early Inspire leadership team. Staff costs have been managed well by cost cutting and good use of casual staff. The agency costs refer to the salaries of AK and Sharon Elliott (Comms & Marketing Manager) before they became permanent Inspire staff members. Property costs have been well controlled. Accruals are high for Utilities as Inspire is still waiting on contracts that are tied up with NCC. Vehicle costs are in line. Equipment costs reflect an overinvestment in more books than planned. PG explained that AK and Margaret Anderson (Assistant Senior Finance Officer) have been working on new, more manageable chartered accounts providing a better breakdown of income and individual costs. Inspire will be shortly employing a VAT expert to see if any further improvements can be made. <p><u>CEO Update</u></p> <ul style="list-style-type: none"> PG highlighted examples of great work from modest grants (Big Draw, Myriorama, Dementia Friendly Screenings) and noted that more people are involved in arts and learning now than if the service was still part of NCC – the digital archive was created and delivered in 14 weeks. LH asked if video/images all of the recent events, successes and participants could be used to create another Inspire 'Showreel'. PG gave a brief description of the Inspire Awards evening at Worksop library in June where the best of examples of learning, creativity, innovation, service and excellence were celebrated. 	
15.	<p><u>AOB</u></p> <ul style="list-style-type: none"> None. 	
	Date of next meeting – 5pm, Weds 11th Oct at West Bridgford Library followed by AGM	