



Title of Meeting:	Inspire Board Meeting Minutes
Location:	Pine Meeting Room, West Bridgford Library
Date:	Weds 11/10/17
Time:	5pm – 6.20pm
Attendees:	<p>John Cottee – County Council Nominated Director (Chair) Tim Eatherington – Co Opted Director Peter Gaw – Chief Executive Officer, Inspire Glynn Gilfoyle - County Council Nominated Director John Hess – Member Elected Director Liz Howell – Co Opted Director Philip Jones - Member Elected Director Sarah King – Co Opted Director Steve Powell – Staff Elected Director Peter Ware – Co Opted</p>
Invited:	<p>Kirsty Blyth – Assistant Chief Executive Officer (Development), Inspire Mark Croston – Cultural Services Commissioning Manager, Notts County Council Derek Higon – Service Director (Youth, Families and Culture), Notts County Council Andrew Kordecki – Senior Financial Officer, Inspire Nick London – Assistant Chief Executive Officer (Support), Inspire Katharine Say – Chief Executive & Board Support, Inspire</p>

Agenda No.	Agenda Subject	Action
1.	<p><u>Apologies</u></p> <ul style="list-style-type: none"> Apologies were received from: Richard Gaunt – Member Elected Director 	
2.	<p><u>Minutes of the last meeting and matters arising</u></p> <ul style="list-style-type: none"> The chair welcomed everyone and John Hess proposed that the minutes from the board meeting held on 27th June 2017 were a true and accurate record. Seconded by Sarah King. All members in agreement and minutes approved. Matters arising: <ul style="list-style-type: none"> item 11 Development Areas - will be covered in agenda. Item 12 Contract Opportunity – Peter Gaw met with a Local Authority regarding delivering their museum service but will come back to the board with a recommendation whether to progress this opportunity. The communications and marketing spotlight presentation by Sharon Elliott is scheduled for next board meeting on 28th Nov. 	
3.	<p><u>Declaration of Conflicts and Interests</u></p> <ul style="list-style-type: none"> Liz Howell reiterated her involvement with BBC Weather Watchers which, as part of the BBC’s Make it Digital campaign, has been in partnership with libraries across the UK. 	

	<ul style="list-style-type: none"> • Peter Ware declared he is a partner in Browne Jacobson that provides legal services to Inspire and that another partner of the firm had been commissioned to investigate Inspire’s pension liability. 	
4.	<p><u>Annual Review and Forward Plan 2022</u></p> <ul style="list-style-type: none"> • Peter Gaw presented the business plan as a living working document and had taken in all the feedback and comments from the Board. The Inspire Annual Review (IAR) brings together all the highlights of last year with the Inspire Forward Plan 2017 – 2022. The plan looks beyond the end of the Nottinghamshire County Council (NCC) and National Portfolio Organisation (NPO) contracts. • PG noted that in the Medium Term Financial Plan (p19) the projection is based around current budget and challenges which will be worked on again and presented back to the Board at the next meeting on 28th Nov and in the new year. • Sarah King commented that the Forward Plan gave a helpful springboard to launch how the Board can work in the future. As Chair of the Learning & Skills Sub-Committee she has been involved in discussion around engagement statistics for men and BME groups which had raised the issues of inclusivity and diversity for all of Inspire. • The Board noted the annual review 2016/2017 and approved the Forward Plan 2020. <p>RESOLVED BY JOHN COTTEE, TIM EATHERINGTON, JOHN HESS, PETER GAW, PHILIP JONES, LIZ HOWELL, SARAH KING, PETER WARE, GLYNN GILFOYLE AND STEVE POWELL</p>	
5.	<p><u>Audited Accounts</u></p> <ul style="list-style-type: none"> • Andrew Kordecki asked for the Board to note the challenges of the first year of financial management and agree the approach to present a draft set of accounts to the AGM and the delegation of final accounts approval to the Finance and Audit Committee on 19th Oct. • In response to Liz Howell’s query regarding the pension deficit AK explained that when Inspire was created in April 2016, staff and their Local Government Pension Scheme (LGPS) were TUPE’d over from NCC. At the point of transfer the liability was £7,000,000. A firm of actuaries were commissioned to value the liability of the LGPS and after using a methodology prescribed by Financial Reporting Standard (FRS 102) on 31st March 2017 they found the pension scheme liability had increased to £15,893,000. Inspire understood the pension scheme was fully funded by NCC but this is not the case and NCC cannot guarantee the liability. • Derek Higton explained that this is a common problem for other similar organisations and that they are also struggling to show this on their Balance Sheets. There would only be a serious issue if all the pension risk crystallised at the same time. Inspire can mitigate the impact of the pension deficit by working with credit companies such as Experian and other local organisations have successfully challenged the concerns of any potential funders. • Tim Eatherington (Chair of Finance and Audit Sub-Committee) explained that a pension partner of BJs had been commissioned to investigate the situation and had reported back that there was nothing unusual about the transfer of the pension liability and whilst they understood the situation that Inspire is in the rules still applied. PW to provide a brief summary of the report. 	PW

	<ul style="list-style-type: none"> • AK assured the Board that Inspire has a very good cash surplus of £640,000 but that the pension liability issue gives Inspire a presentational problem when applying for potential funding. • Glyn Gilfoyle requested that the Finance and Audit Sub-Committee presented a paper, written in plain English, outlining and explaining the pension situation so as to have a clear and formal record. • DH confirmed that NCC would be prepared to put forward a statement of explanation to support future funding bids. • JC asked the Board to note the challenges of the first year of financial management and to delegate powers to the Finance and Audit Sub-Committee at the meeting on 19th Oct to approve the final audited accounts in advance of submission to the FCA. • JC proposed. GG seconded. All agreed. <p>RESOLVED BY JOHN COTTEE, TIM EATHERINGTON, JOHN HESS, PETER GAW, PHILIP JONES, LIZ HOWELL, SARAH KING, PETER WARE, GLYNN GILFOYLE AND STEVE POWELL</p>	TE
6.	<p><u>Board Membership Update</u></p> <ul style="list-style-type: none"> • PG informed the Board that Steve Powell had been re-elected as the Inspire Board Staff Representative. • There are 4 community member elected positions on the Board but as Pippa Hennessy has been unable to take up her post, there is now a need to start the election process for her replacement. This will start in late Autumn. • The members discussed the vice chair role and proposed for it to be a term of 1 year. • LH requested that the Board consider carefully where to promote and encourage nominees to come forward for the community member position in order to make the Inspire Board more representative of the community it serves. • JC asked for the members to welcome Steve Powell to the board, to approve the commencement of the election of the fourth community board member and for the position of Vice Chair of the Board to be created and a vote undertaken at the 28th Nov meeting. • JC proposed. LH seconded. All agreed. <p>RESOLVED BY JOHN COTTEE, TIM EATHERINGTON, JOHN HESS, PETER GAW, PHILIP JONES, LIZ HOWELL, SARAH KING, PETER WARE, GLYNN GILFOYLE AND STEVE POWELL</p>	
7.	<p><u>Music – Teachers’ Pay Award 2017/18</u></p> <ul style="list-style-type: none"> • Kirsty Blyth introduced a paper proposing to award a 1% pay increase to NASSPAC staff (music teachers). • KB responded to GG’s question that in terms of the budget this amounts to £20,000. • John Hess asked if there is a recruitment and retention issue in Nottinghamshire for music teachers. Fortunately, Inspire does not have a problem with recruitment as it offers better pay, terms and conditions than organisations in the surrounding areas. • PW referred to the minutes from the Music, Culture and Heritage Sub-Committee and asked how work is progressing to balance the budget. KB explained that Inspire is currently working with the Finance team on a number of measures which will close the gap rather than having to implement any radical 	

	<p>change. Working with the trade unions and staff, consultations will start in November/December with the aim to implement the new model in September 2018.</p> <ul style="list-style-type: none"> Schools across Nottinghamshire are charged the same for music services. SK noted that it would be fantastic for more affluent areas of the county to 'Give and Share' with the less well-off areas and she would be keen to explore and be involved in creative solutions arounds such challenging situations. Priority has been on balancing the budget and giving fair terms and conditions. JC proposed that Inspire Music Teachers are awarded a 1% increase in pay. TE seconded. All agreed. <p>RESOLVED BY JOHN COTTEE, TIM EATHERINGTON, JOHN HESS, PETER GAW, 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"> Music, Culture and Heritage <ul style="list-style-type: none"> JH noted that it is a priority to keep progressing with the new model to address the issue that currently Inspire Music is operating at a loss of over £100,000. Learning and Skills <ul style="list-style-type: none"> SK shared with the Board members the valuable participation and wonderful confidence of the Learning and Skills Sub-Committee Learner Representative – Kiya Edmunds and highly recommended the inclusion of users where appropriate. Finance and Audit <ul style="list-style-type: none"> A report on the VAT investigations and findings will be presented at the next meeting. 	
9.	<p><u>Board Development</u></p> <ul style="list-style-type: none"> The next Board Development day is Sat 3rd Feb. Venue details to be confirmed. Key input will be on advocacy and supporting the Forward Plan and working together to find a solution to one of the challenges facing Inspire. 	
10.	<p><u>Risk Log/Health and Safety</u></p> <ul style="list-style-type: none"> All members agreed that the Pension Liability should be added to the Risk Log and will give potential funders the evidence that the risk is well managed. 	PG
11.	<p><u>CEO Update</u></p> <ul style="list-style-type: none"> PG referred to the Income and Expenditure Statement and advised that the outturn for the full year is currently expected to be worse than budget by £353,000 (a deficit of £252,000). This is partly as a result of staffing cost pressures and cleaning costs. PG asked the Board to note that the Inspire Leadership Team are taking mitigating actions and a more positive position will be reported on at the next Board meeting in November. 	
12.	<p><u>A.O.B</u></p> <ul style="list-style-type: none"> JH asked for the Board's view on the Nottingham City bid for European Capital of Culture. Both Inspire and NCC would be happy to be involved. 	
	<p>Date of next meeting – 1pm, Tues 28th Nov at Stapleford Library</p>	