



<b>Title of Meeting:</b>	<b>Inspire Board Meeting Minutes</b>
<b>Location:</b>	<b>Meeting Room, Stapleford Library</b>
<b>Date:</b>	<b>Tues 28/11/17</b>
<b>Time:</b>	<b>1.05pm – 3pm</b>
<b>Attendees:</b>	<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            Liz Howell – Co Opted Director            Philip Jones - Member Elected Director</p>
<b>Invited:</b>	<p>Kirsty Blyth – Assistant Chief Executive Officer (Development), Inspire            Derek Higton – Service Director – Communities and Place, Notts County Council            Andrew Kordecki – Senior Financial Officer, Inspire            Nick London – Assistant Chief Executive Officer (Support), Inspire            Katharine Say – Chief Executive &amp; Board Support, Inspire</p>

<b>Agenda No.</b>	<b>Agenda Subject</b>	<b>Action</b>
1.	<p><b><u>Apologies</u></b></p> <ul style="list-style-type: none"> <li>Apologies were received from:               <ul style="list-style-type: none"> <li>Mark Croston – Cultural Services Commissioning Manager, Notts County Council</li> <li>Richard Gaunt – Member Elected Director</li> <li>John Hess – Member Elected Director</li> <li>Sarah King – Co Opted Director</li> <li>Carol Newman – Library &amp; Arts Development Services Manager</li> <li>Steve Powell – Staff Elected Director</li> <li>Peter Ware – Co Opted Director</li> </ul> </li> </ul>	
2.	<p><b><u>Minutes of the last meeting and matters arising</u></b></p> <ul style="list-style-type: none"> <li>The chair welcomed everyone.</li> <li>All members in agreement and minutes approved.</li> <li>Matters arising:               <ul style="list-style-type: none"> <li>Peter Ware to provide a summary of the Browne Jacobson report on the Pension Scheme Liability.</li> </ul> </li> </ul>	<b><u>PW</u></b>
3.	<p><b><u>Declaration of Conflicts and Interests</u></b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	
4.	<p><b><u>Marketing &amp; Communications Spotlight</u></b></p> <ul style="list-style-type: none"> <li>Sharon Elliott (Communications &amp; Marketing Manager) gave a presentation on progress and current activity within the communications and marketing team.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The importance of optimising Google Search was discussed and SE advised that Inspire had applied for a grant of \$10K Google in-kind AdWords.</li> <li>• SE highlighted the challenges so far: <ul style="list-style-type: none"> <li>– Inspire’s wide variety of services</li> <li>– high demand on staff resources – has impacted on strategic focus</li> <li>– low budget – Social Media is particularly focussed on paid services</li> <li>– Observing NCC protocols</li> <li>– New ways of working as a National Portfolio Organisation (NPO)</li> <li>– Setting structures and processes in place for the future</li> </ul> </li> </ul> <p>And ways in which board members can help:</p> <ul style="list-style-type: none"> <li>– Advocacy</li> <li>– Influence</li> <li>– Expertise/resource</li> <li>– Passion</li> <li>– Social Media</li> </ul> <ul style="list-style-type: none"> <li>• SE to share an extended list of partners to widen social engagement.</li> <li>• Both Facebook and Twitter are working well and going through a process of stronger branding so that users can differentiate between the several Inspire channels but see that they are all part of the same organisation. Facebook is the better option for paid promotions, a lot of teachers use social media and the youth market are not using Twitter. Instagram would be a useful addition but the focus is currently on refining and improving the current social media channels before adding any more.</li> </ul>	<p><b><u>KS to forward a copy of the presentation</u></b></p> <p><b><u>SE</u></b></p>
5.	<p><b><u>Finance – Contract Price 2018/19 and Medium Term Financial Strategy</u></b></p> <ul style="list-style-type: none"> <li>• Peter Gaw presented a report that outlined the contract sum for the provision of services funded by Nottinghamshire County Council (NCC) for the financial year 2018/19 under the services contract, agreed in February 2016. Each year a contract sum needs to be agreed by the end of December.</li> <li>• The contract price for 2018/19 is £9,276,672. A business case to realise savings in 2018/19 of £143K was agreed before the Inspire contract began.</li> <li>• PG and Andrew Kordecki will present a budget profile and updated Medium Term Financial projection to the board at the meeting on 13<sup>th</sup> Feb 2018.</li> <li>• The board agreed the contract sum and noted the MTFS.</li> </ul> <p><b>RESOLVED BY JOHN COTTEE, TIM EATHERINGTON, PETER GAW, PHILIP JONES, LIZ HOWELL AND GLYNN GILFOYLE</b></p>	
6.	<p><b><u>The General Data Protection Regulation (GDPR) &amp; The Data Protection Bill</u></b></p> <ul style="list-style-type: none"> <li>• PG presented a paper written by Ruth Imeson – Heritage Services Manager &amp; Inspire Data Protection Lead. The report outlines the introduction of the GDPR duties and the actions planned by the Inspire Data Protection Lead in order to be GDPR compliant by the 25<sup>th</sup> May 2018 deadline.</li> <li>• The board noted the report, actions and deadline.</li> </ul>	
7.	<p><b><u>National Portfolio Organisation Business Plan</u></b></p> <ul style="list-style-type: none"> <li>• PG presented a paper written by Carol Newman - Library &amp; Arts Development Services Manager.</li> </ul>	

	<ul style="list-style-type: none"> <li>• In 2017 Inspire applied for National Portfolio Core Funding and were one of only 6 libraries to receive funding for £249,999 for a four-year period beginning in April 2018.</li> <li>• The conditional offer from the Arts Council England is subject to the provision of a one year business plan with a brief statement about plans for years two to four.</li> <li>• The final version of the NPO Business plan will be presented at the next Music, Culture &amp; Heritage Sub-Committee meeting on 5<sup>th</sup> Feb 2018.</li> <li>• The board approved the business plan to support NPO activity and delegate authority to the CEO to make minor amendments in line with advice from the Arts Council England (ACE) before final submission.</li> </ul> <p><b>RESOLVED BY JOHN COTTEE, TIM EATHERINGTON, PETER GAW, PHILIP JONES, LIZ HOWELL AND GLYNN GILFOYLE</b></p>	
8.	<p><b><u>Inspire Music Service Options for Change</u></b></p> <ul style="list-style-type: none"> <li>• The Music Teaching service was inherited from NCC when Inspire went live in April 2016 and it has taken a year to unpick the financial history of this very complicated service. At the end of 2016/17 it became clear that the service in its current form is unsustainable and was in deficit by around £100K excluding contribution to support costs. Kirsty Blyth - Assistant Chief Executive Officer (Development), and Lucy Reid – Music Services Manager have done a great deal of analysis and financial modelling in order to provide options to take to the Trade Unions and teachers for consultation.</li> <li>• KB gave a detailed presentation of the paper explaining; <ul style="list-style-type: none"> <li>– the reason for the deficit</li> <li>– reduction of operating costs</li> <li>– the national picture</li> </ul> <p>And then went through the advantages, disadvantages and risk of the following options:</p> <ul style="list-style-type: none"> <li>– Option 1 – Self Employment</li> <li>– Option 2 – Contractual Changes to Teachers’ employment arrangements</li> <li>– Option 3 – Changes to amounts billed to schools</li> <li>– Option 4 – Changes to the amount billed to the Music Education Hub</li> <li>– Option 5 – Changing pay rates for NASSPAC staff</li> </ul> </li> <li>• PG advised that both staff and the Trade Unions had been briefed and that a meeting would be taking place on 5<sup>th</sup> Dec with the TU liaison group and the consultation period would run until mid January. There is a time schedule to consider for teachers’ notice periods so that the new model can be implemented from Sept 2018.</li> <li>• The board asked whether Inspire had factored in the risk of a strike. KB replied that they had not.</li> <li>• Derek Higton commented that if IMT service was still within NCC then they would be looking at a similar combination of pragmatic and affordable measures and that a large scale set of redundancies is not ideal. If the Self Employment option happens then the council would be liable for redundancy costs but NCC are not in a position to fund the service in the future nor is it a statutory requirement.</li> <li>• There followed a discussion regarding the sustainability of the Inspire Music Service and how most other music hubs’ teachers are self-employed. KB clarified that currently there are around 80 Inspire music staff working in around 70% of</li> </ul>	

	<p>Notts schools (nearly all part time so the Full Time Equivalent (FTE) is approximately 40). Staff turnover is low in Nottinghamshire because pay and terms and conditions are good in comparison to other counties. Inspire charges schools £36.30 p/h whereas Derbyshire has a self-employed model, where schools arrange lessons directly with teachers, and where for an example a strings teacher charges only £27.00 p/h.</p> <ul style="list-style-type: none"> <li>• The board raised the possibility of a contract buy-out as staff may be more amenable knowing that they are at risk of redundancy anyway.</li> <li>• It was agreed that there is further work to be done on the financial modelling and that discussions with the Trade Unions and music teachers about the recommended options should continue.</li> <li>• The results of the consultation will be presented to the Music, Culture &amp; Heritage Sub-Committee on 5 Feb 2018 for approval and also circulated to the main board.</li> <li>• KB to check timeline and meeting dates of Music, Culture &amp; Heritage Sub-Committee.</li> </ul> <p><b>RESOLVED BY JOHN COTTEE, TIM EATHERINGTON, PETER GAW, PHILIP JONES, LIZ HOWELL AND GLYNN GILFOYLE</b></p>	<b>KB</b>
9.	<p><b><u>Sub-Committee Reports &amp; Minutes</u></b></p> <ul style="list-style-type: none"> <li>• Tim Eatherington, chair of the Finance &amp; Audit Sub-Committee assured the board that the issues raised at the last meeting were all looked at in depth.</li> <li>• Andrew Kordecki, Senior Finance Officer confirmed that the accounts were filed on time and approved and signed off by the FSA.</li> </ul>	
10.	<p><b><u>Vic Chair position</u></b></p> <ul style="list-style-type: none"> <li>• Postponed until the next meeting on 13<sup>th</sup> Feb 2018.</li> </ul>	
11.	<p><b><u>Risk Log</u></b></p> <ul style="list-style-type: none"> <li>• PG presented the current risk log.</li> <li>• KS to review format.</li> </ul>	<b>KS</b>
12.	<p><b><u>Health &amp; Safety</u></b></p> <ul style="list-style-type: none"> <li>• This will be reported on in more detail from the next meeting.</li> </ul>	
13.	<p><b><u>CEO Update</u></b></p> <ul style="list-style-type: none"> <li>• PG gave an update on the following: <ul style="list-style-type: none"> <li>- Community Board Elections – efforts were made to reach audiences across Nottinghamshire for nominations and votes. Suggestions were made to include the Community &amp; Voluntary Sector Team at NCC and Business in the Community Network.</li> <li>- Income &amp; Expenditure Statement – the forecast for the full year shows a negative variance of budget of £136K – a £35K forecast loss on the year - which is being tackled through mitigating actions. AK explained that all cost centre managers made some prudent forecasts and Inspire are still waiting for utility bills to be sent. The deficit of £390K in Employee Costs (p3) is partly due to the omission in the budget of enhanced pay for library staff for evening and weekend work. TE asked if there is a reason for the staffing costs to have gone adrift in the last few months. PG explained that this was made up of a number of issues including recruitment delays and living wage increases. Liz Howell asked if the</li> </ul> </li> </ul>	

	<p>£120K from non-budgeted enhanced pay should be identified as a risk or not.</p> <ul style="list-style-type: none"> <li>- The second Inspire Learning Short Course Guide has been launched - <a href="https://www.inspireculture.org.uk/skills-learning/new-spring-2018-short-course-guide/">https://www.inspireculture.org.uk/skills-learning/new-spring-2018-short-course-guide/</a></li> <li>- Inspire Learning was awarded a 'Good' rating. The chair asked for thanks and congratulations to be passed on to Ian Bond and the Inspire Learning team.</li> </ul>	<b>KS</b>
14.	<p><b><u>A.O.B</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>	
15.	<b>Date of next meeting – 5pm, Tues 13<sup>th</sup> Feb at Nottinghamshire Archives</b>	