



Title of Meeting:	Inspire Board Meeting Minutes
Location:	Meeting Room, Nottinghamshire Archives
Date:	Tues 13/02/18
Time:	5pm – 6.50pm
Attendees:	<p>John Cottee – County Council Nominated Director (Chair) Mark Croston – Cultural Services Commissioning Manager, Notts County Council Peter Gaw – Chief Executive Officer, Inspire Glynn Gilfoyle - County Council Nominated Director Claire Henson – Member Elected Director John Hess – Member Elected Director Sarah King – Co Opted Director Steve Powell – Staff Elected Director</p>
Invited:	<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 & Board Support, Inspire Richard Warr – Workforce Development Manager, Inspire</p>

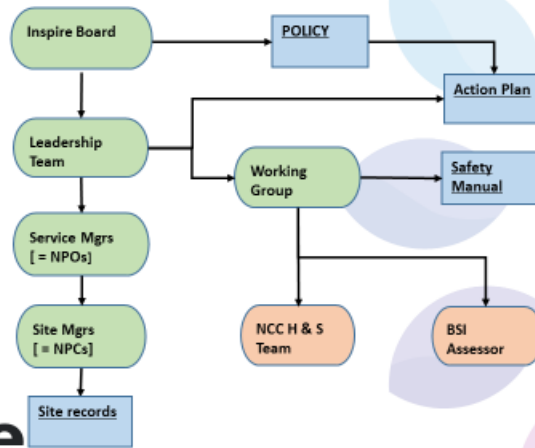
Agenda No.	Agenda Subject	Action
1.	<p><u>Apologies</u></p> <ul style="list-style-type: none"> Apologies were received from: <ul style="list-style-type: none"> Tim Eatherington – Co Opted Director Philip Jones - Member Elected Director Richard Gaunt – Member Elected Director Liz Howell – Co Opted Director Peter Ware – Co Opted Director 	
2.	<p><u>Minutes of the last meeting and matters arising</u></p> <ul style="list-style-type: none"> The chair welcomed everyone. All members in agreement and minutes approved. Matters arising: <ul style="list-style-type: none"> Peter Gaw confirmed that the NPO Business Plan had been submitted and accepted by ACE. Inspire Music Services Options for Change will be covered in the meeting. 	
3.	<p><u>Declaration of Conflicts and Interests</u></p> <ul style="list-style-type: none"> Liz Howell is involved with BBC Weather Watchers which, as part of the BBC's Make it Digital campaign, has been in partnership with libraries across the UK. Peter Ware works for Browne Jacobson and provides legal services to Inspire. 	
4.	<p><u>Resolution to Co-opt One Director to the Board</u></p> <ul style="list-style-type: none"> John Cottee welcomed Claire Henson as the fourth Member Elected Director. 	

	<ul style="list-style-type: none"> • Unanimous agreement to co-opt Claire Henson to the board. CH to sign the Duties and Code of Practice of Directors document and return at the next meeting. <p>RESOLVED BY JOHN COTTEE, PETER GAW, GLYN GILFOYLE, JOHN HESS, SARAH KING AND STEVE POWELL</p>	
5.	<p><u>Workforce Development Spotlight</u></p> <ul style="list-style-type: none"> • Richard Warr – Workforce Development Manager gave an overview of his role and objectives including: <ul style="list-style-type: none"> – The Big List – identifying and implementing the systems in order to provide learning and development. – Safeguarding – how this is managed from an organisational perspective so there is a single, central record of all DBS holders and a standardised single process of monitoring and reporting incidents. – Apprenticeships – Inspire is unlike other organisations as it an Apprenticeship provider. Inspire is currently looking at which Apprenticeships will be most advantageous going forward. – An Inspire E-Book – a future project to develop a multi-media platform and friendly resource for potential and current Inspire employees. A vibrant and fresh way to communicate with new and existing staff. • Inspire Learning & Knowledge Hub – Launched in January 2018 this is now an effective and reliable knowledge bank at everyone’s fingertips. The Learning Hub has all the resources for staff support and development as well as all Inspire policies, procedures, manuals and other reference materials. The hub hosts e-learning programmes plus has an Events Manager that employees can book workshops and training and an employee directory. • Sarah King commented it was a great example of effective employee branding and will be interesting to read the response to it in next year’s Staff Survey. She also noted the importance that the employee experience of the organisation is in line with that of Inspire members. • RW highlighted the current development of an ‘Ask Inspire Leadership Team (ILT)’ section created in response to feedback from the Staff Survey. This will provide a quick and responsive communication channel with the Inspire employee community. • RW was congratulated on the progress he has made and the successful role out of the Learning & Knowledge Hub – a benchmark for other similar organisations. 	
6.	<p><u>Finance Period 10 2017/18 and Medium Term Financial Outlook</u></p> <ul style="list-style-type: none"> • Andrew Kordecki presented the accounts for period ending 31st Jan 2018 and highlighted that the numbers on p1 of the Income & Expenditure Statement do not reflect £410K of IMT income which will show in next period. The overall forecast for the full year continues to show an improving position, resulting in a predicted £21K surplus. • Peter Gaw gave his presentation on the financial pressures and measures (savings) to Inspire. The society has a 5 year contract with Nottinghamshire County Council to provide services across the county. <ul style="list-style-type: none"> – The contract price for 2017/18 was reduced by £200K – The contract price for 2018/19 will be reduced by a further £143K – NCC’s budget plan for 2019/20 is to reduce the sum by another £100K 	

	<ul style="list-style-type: none"> • In addition to the programmed savings there are several budget pressures to be accommodated: <ul style="list-style-type: none"> – Pay Awards/Living Wage Foundation/Inflationary Pressures/Reduced Income • And saving measure identified: <ul style="list-style-type: none"> – Efficiency Savings/Staff changes linked to leadership team and building development and management/Reduction in cleaning costs/Increased room hire income/Increased reprographic and conservation income/banking and treasury management/increased paid for adult learning income • Inspire are currently scoping an organisational development design review to identify both the staffing needs for the organisation and to reduce staffing costs in line with the medium term financial strategy. PG wanted the Board to be fully up to date on the financial challenges and to note that ILT are doing everything they can to ensure there is a balanced budget. PG advised that Inspire is working with 3 other organisations in the partnership to share ideas. All recruitment goes through ILT and then internally advertised and only externally advertised if no suitable candidates are found. Appointments are often offered on a temporary contract only. Much of the recruitment has been for Inspire Learning which is currently expanding. John Cottee added that NCC is very aware of the effects of the reduction in their contract price. • The Board all agreed to note the financial challenges and approve the approach to resolving the medium term financial position. <p>RESOLVED BY JOHN COTTEE, PETER GAW, GLYN GILFOYLE, JOHN HESS, SARAH KING AND STEVE POWELL</p>	
7.	<p><u>Inspire Learning – Major to Minor (M2M) Project Information Report</u></p> <ul style="list-style-type: none"> • PG presented the Major to Minor Landscape partnership project to provide training and cultural activities. Stage 2 application funding will be submitted to the Heritage Lottery Fund (HLF) this February and will hopefully secure Inspire the following funding: <ul style="list-style-type: none"> – £630K of HLF funding for learning activities – £144K of HLF funding for broader cultural activities such as Fun Palaces, Big Draw and Poetry Festival – £428K of cash match (to come from Inspire Learning ESFA funding) • The Board noted Inspire’s involvement with the M2M bid and PG will advise of the outcome at the next meeting. 	<u>PG</u>
8.	<p><u>Inspire Music Service Options for Change</u></p> <ul style="list-style-type: none"> • Kirsty Blyth briefly summarised how the Inspire Music Teaching Service does not currently generate enough income to meet its operating costs. The service was in deficit by around £100K during 2016/17 and this figure excludes the costs for two Business Support Administrators. A paper was taken to the Board on 28th November 2017, outlining the options for change which were agreed to be put to the staff and unions for consultation. These included: <ul style="list-style-type: none"> – Contractual changes to teachers’ employment arrangements – Changing the pricing structure for schools to termly billing – Re-costing of whole class teaching and increasing the amount of money received from the Music Hub to cover this 	

	<ul style="list-style-type: none"> • KB advised that after a 7 week period including individual and group consultation sessions and an email address for comments, 47 members of staff attended meetings across 8 sessions with a further 13 having telephone consultation meetings. • The comments and data from the consultations was gathered and analysed. The main issues of contention were: <ul style="list-style-type: none"> – Travel payment – Loss of breaks – Specific concerns around PPA arrangements – Impact on service development with the reduction of 39 to 35 weeks of teaching – Concerns from service managers regarding the impact on recruitment of new staff on Inspire terms and conditions • Inspire also took legal advice around the next stage of the process. If most staff agree to the changes to terms and conditions then Inspire can proceed so the solicitor advised holding a group session outlining the revised proposals and asking the staff for their likely acceptance or not. A revised proposal was put to staff on Weds 31st Jan and Fri 2nd Feb and included: <ul style="list-style-type: none"> – Paid PPA for ensembles – 10 minutes paid set up time for each paid whole class lesson – Travel to be paid at £9 per hour (fairer model for all and less of an administrative burden) – Inspire music teachers to be moved to top of the scale (Hay Band A) • Trade Unions have been consulted with throughout the whole process and accepting of Inspire’s ‘least worst option.’ • KB gave thanks and credit to Lucy Reid and the IMT Co-ordinators. The Board gave its thanks to KB for her leadership and thoroughness in finding a sustainable model acceptable to staff and Trade Unions. Derek Higton noted that this had been an exemplary piece of work and credit to all involved and much appreciation from NCC for its successful outcome. • The members of the Music, Culture and Heritage Sub-Committee unanimously supported the revised proposals. JC asked for a show of hands from the Board of those in support of the revised proposals. Agreed by all. <p>RESOLVED BY JOHN COTTEE, PETER GAW, GLYN GILFOYLE, JOHN HESS, SARAH KING AND STEVE POWELL</p>	
9.	<p><u>Staff Survey Results Report 2017</u></p> <ul style="list-style-type: none"> • KB presented a paper on the results of Inspire’s first Staff Survey. There was a great deal of staff engagement during the run up to Inspire’s creation so it was a good measure to gauge its progress during the last 2 years of operation. • 48% of staff (including casual staff) responded. The Staffing and Standards Sub-Committee looked in detail at its findings and a special ILT session met to discuss an action plan. Key lessons taken were: <ul style="list-style-type: none"> – The need to understand the budget set-up of Inspire and the rationale of how services operate as they do – Improving internal communications – Improving transparency – Ensuring ILT are visible and accessible within the organisation 	

	<ul style="list-style-type: none"> – The need to ensure Annual Reviews take place for every member of staff. • An action plan has been created and the survey will be repeated in the autumn. John Hess enquired whether 360 appraisals were used. KB responded they are not used for staff but maybe considered for the leadership team. There followed a discussion about the role and visibility of ILT and of the Board. PG agreed that staff and volunteers do take note and are very appreciative when managers and members visit Inspire venues. • SP commented that the survey was positively received by staff. 	
10.	<p><u>Sub-Committee Reports & Minutes</u></p> <ul style="list-style-type: none"> • Learning & Skills – SK noted the ‘Good’ OFSTED result achieved by Inspire Learning. At the next meeting the sub-committee will be meeting to work on a curriculum review. • Staffing & Standards – PG reported that the sub-committee had the opportunity for an in-depth review of the Staffing Survey and Gender Pay Gap. KB reassured the board that Inspire rewards equal pay for equally rated work and posts are evaluated objectively by an external job evaluation service. 	
11.	<p><u>Vic Chair position</u></p> <ul style="list-style-type: none"> • Postponed until the next meeting on 15th May 2018. 	
12.	<p><u>Risk Log</u></p> <ul style="list-style-type: none"> • PG advised there is an ongoing Risk Compliance Review and that a revised Risk Log will be presented at the next meeting. 	
13.	<p><u>Health & Safety</u></p> <ul style="list-style-type: none"> • Nick London gave a Health & Safety briefing and assured that all was in hand (see appendix). 	
14.	<p><u>CEO Update</u></p> <ul style="list-style-type: none"> • PG gave an update on the following: <ul style="list-style-type: none"> - Activities since last meeting - Bookstart - Board Development – fundraising next steps 	
15.	<p><u>A.O.B</u></p> <ul style="list-style-type: none"> • None. 	
16.	<p>Date of next meeting – 4pm, Tues 15th May at Worksop Library</p>	



Health and Safety Key Roles

- BOARD: aware of and satisfied with Inspire Mgt's compliance with H & S standards
- Leadership Team: Quarterly review of H & S mgt 'system'
- NCC: Contractual requirement to attain the standard BSI 18001 (= 'OHSAS')
- H&S Team: Professional advice & support from NCC team

