



Title of Meeting:	Inspire Board Meeting Minutes
Location:	Workshop Library
Date:	Tues 15/05/18
Time:	4pm – 6.15pm
Attendees:	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 Steve Powell – Staff Elected Director Peter Ware – Co Opted Director
Invited:	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

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"> Mark Croston – Cultural Services Commissioning Manager, Notts County Council Richard Gaunt – Member Elected Director Claire Henson – Member Elected Director Philip Jones - Member Elected Director Sarah King – Co Opted Director 	
2.	<p><u>Minutes of the last meeting and matters arising</u></p> <ul style="list-style-type: none"> All members agreed that the minutes from 13th Feb 2018 were a true and accurate record and were happy to approve. Matters arising – none. 	
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>Finance – 2018/2019 Budget and MTFs</u></p> <ul style="list-style-type: none"> Peter Gaw presented a paper for the board to note the provisional out turn position – 2017/18 and approve the medium term financial strategy (MTFS) including the pay award option for 2018/19 and 2019/2020. At the last board meeting in February Inspire were predicting a small overspend. Due to tight budget controls and a reduction in discretionary spending from Oct 2017 Inspire has successfully achieved a positive surplus of £83K. 	

	<ul style="list-style-type: none"> • The board discussed the budget pressures and measures for 2018/19 including the reduction in Nottinghamshire County Council’s Contract Price, savings, efficiencies, income generation and the operating forecast deficit of £47K (which will require using Inspire reserves). • The board also discussed in depth the application of the 2018 – 2020 Pay Award. There is no contractual obligation for Inspire to implement the award. • The board also noted the impact of conducting the Organisational Design Review on staff during the same period. • Tim Eatherington expressed concern with regard to Inspire’s budget pressures and the organisations’ ability to make any pay award. • Peter Ware noted that if Inspire does something different from the council position then it could put Inspire in a difficult position. • Andrew Kordecki noted that the £83K surplus for 2017/2018 only represents the cash position and will be a different figure in the statutory accounts because of the pension liability, and accounting adjustments such as depreciation when Inspire presents its statutory accounts. • The board noted the following: <ul style="list-style-type: none"> - the challenges facing Inspire in ensuring its ongoing financial sustainability - the 2017/2018 out turn position of £83K - the budget for 2018/19 and use of reserves approved - approval of option 2 – to make the full pay award for 2018/19 and review the position for 2019/20 at a later stage - a further report to be presented to the Finance & Audit committee and at the next board meeting updating on progress to enable the board to make a decision about 2019/2020 pay award. • RESOLVED BY JOHN COTTEE, TIM EATHERINGTON, PETER GAW, GLYN GILFOYLE, JOHN HESS, LIZ HOWELL, STEVE POWELL AND PETER WARE 	
5.	<p><u>Organisational Design Review - ODR</u></p> <ul style="list-style-type: none"> • PG presented a paper for the board’s approval of the approach of the ODR. He explained that its scope was much larger and in depth than just a staffing review and essential if Inspire is going to carry on being relevant to its communities. • The board highlighted the necessity of an engaged and motivated workforce throughout the ODR implementation period. Transparency and fairness will be vital. PG advised that Inspire staff have been treated honestly and fairly for a long time and that both staff and Trade Unions are aware and realistic about the budget pressures facing Inspire. The Trade Unions have been briefed about the ODR. • Steve Powell advised that staff members who have contacted him are more anxious about the ODR than the pay award. His concern is for the lowest paid library staff and building officers in relation to the award. • JC highlighted that it would be beneficial for PG to update some of the senior NCC leadership team on the success of Inspire so far and of its future challenges and sustainability of a service that delivers culture, learning and library services. • LH added that it was a useful exercise to consider what the cost is of not doing all the things that Inspire offers. • JH commented on the short time frame of the ODR but also that this will be a step change for Inspire and it will be important that nothing is off limits. 	<p><u>JC/PG</u></p>

	<ul style="list-style-type: none"> • The board asked for a ODR progress report at every meeting as well as to the Staffing and Standards Committee. • Glynn Gilfoyle suggested an email to NCC council members to tell them that the ODR is taking place would be prudent. • The board also asked about the costs involved in carrying out the ODR. PG advised that external advice and reviews has been obtained pro bono and that an Inspire workplan team has been created. • After board approval there will be a formal process to inform all staff. Implementation and bedding in of the review will begin in Dec 2018/Jan 2019. • The board agreed the approach to the organisational design review. <p>RESOLVED BY JOHN COTTEE, TIM EATHERINGTON, PETER GAW, GLYN GILFOYLE, JOHN HESS, LIZ HOWELL, STEVE POWELL AND PETER WARE</p>	<u>PG</u>
6.	<p><u>OPTIMO Partnership</u></p> <ul style="list-style-type: none"> • PG gave an overview of the informal partnership with the other OPTIMO members (Libraries Unlimited, Explore York and Suffolk Libraries). The paper and feasibility study assesses the establishment of a Limited Liability Partnership (LLP) and seeks the board’s agreement to continue looking at the possibility of a formal partnership. • The board noted the benefits of a partnership but also the risk of a joint venture and whether Inspire has the capacity for such work especially when they have ODR to focus on. • The board noted that <ul style="list-style-type: none"> - Inspire will continue to work within an informal partnership - The option remains to establish an LLP if required at a future point - The Chief Executive will report progress to the board and Development Committee 	
7.	<p><u>GDPR Privacy Policy and Updates</u></p> <ul style="list-style-type: none"> • PG presented a set of papers outlining Inspire’s updated Information and data policies and a new Privacy Policy. Ruth Imeson (Data Protection Lead for Inspire) has used ICA to make extensive and robust improvements to the policies. • PW gave helpful feedback, and it was agreed that PW would liaise with Ruth Imeson to make amendments before being re-circulated to the board (and the board making any further comments). • Inspire staff have access to an e-learning briefing video, senior staff have to complete formal e-learning training and each service within Inspire has been assessed. • The board approved: <ul style="list-style-type: none"> - the privacy notice - the updated data protection and information policies on the proviso that changes suggested by PW are made. • Revised policies will be sent to members. <p>RESOLVED BY JOHN COTTEE, TIM EATHERINGTON, PETER GAW, GLYN GILFOYLE, JOHN HESS, LIZ HOWELL, STEVE POWELL AND PETER WARE</p>	<u>KB with</u> <u>RI</u> <u>ALL</u> <u>KB</u>
8.	<p><u>Development Sub-Committee Terms of Reference (TOR’S)</u></p>	

	<ul style="list-style-type: none"> Following discussion at the last board meeting in February it was agreed to establish the Development Sub-Committee and the terms of reference. The board approved the formation of the new committee and of the TORs. <p>RESOLVED BY JOHN COTTEE, TIM EATHERINGTON, PETER GAW, GLYN GILFOYLE, JOHN HESS, LIZ HOWELL, STEVE POWELL AND PETER WARE</p>	
9.	<p><u>Dying to Work Charter</u></p> <ul style="list-style-type: none"> Kirsty Blyth presented a paper on the Dying to Work and the TUC initiative to encourage companies to sign up to a charter that commits the organisation to compassionate treatment of workers who are facing a terminal illness. KB advised that essentially Inspire policies are already compliant and offers individuals in this situation compassionate treatment but that adopting the charter would codify this approach. The board recommended that Inspire adopts the Dying to Work charter. <p>RESOLVED BY JOHN COTTEE, TIM EATHERINGTON, PETER GAW, GLYN GILFOYLE, JOHN HESS, LIZ HOWELL, STEVE POWELL AND PETER WARE</p>	
10.	<p><u>Customer Service Excellence Outcome</u></p> <ul style="list-style-type: none"> KB was pleased to report that Inspire had been successful in achieving the standards needed to maintain the accreditation both of Customer Service Excellence and Matrix awards. Inspire was given positive feedback from both re-assessments and noted that the organisation is now realising the benefits from being Inspire. JC visited Mansfield Central Library and congratulated them on winning the Family Arts best welcome award. 	
11.	<p><u>NPO Creative Case for Diversity Planning and Monitoring</u></p> <ul style="list-style-type: none"> PG presented a paper written by Carol Newman (Library & Arts Development Services Manager) on the board's support for the Creative Case for Diversity through actions stated in the Inspire National Portfolio Organisation (NPO) business plan. The report outlines Inspire's commitment to equality actions, making sure that the organisation is accessible for all, manages data and develops audiences and how we work with artists and content. The board enthusiastically approved the equality action plans and noted that progress reports will be presented at future meetings. 	
12.	<p><u>Sub-Committee Minutes</u></p> <ul style="list-style-type: none"> Learning & Skills – focused on curriculum review. IB will present a report shortly. Finance & Audit – focused on approval of new financial management system. Should be successfully installed during summer and in place by September. Flexibility to introduce things gradually as the contract with NCC doesn't expire until March 2019. 	
13.	<p><u>Vice Chair Position</u></p> <ul style="list-style-type: none"> PG reminded members that a few meetings ago the board agreed to have a Vice chair position in order to provide support for the chair. Sarah King nominated Liz Howell by email. JC commented that he would appreciate support if unable to attend a meeting and for some of the events and presentations. 	

	<ul style="list-style-type: none"> Proposed by Glynn Gilfoyle. Seconded by Peter Ware As vice chair LH will now chair the Development Committee so another chair for the Staffing and Standards Committee needs to be found. 	
14.	<p><u>Risk Log</u></p> <ul style="list-style-type: none"> KB presented a revised Risk Log which includes a different scoring mechanism taken from best practice. The new Risk Log includes: <ul style="list-style-type: none"> - Issues - Governance Risks - Operational Risks - Financial Risks - External Risks KB highlighted and explained each area that was highlighted red in the retained risk section. 	
15.	<p><u>Health & Safety</u></p> <ul style="list-style-type: none"> PG advised that Inspire will be renewing its contract with NCC Health and Safety team and that Nick London will retire at the end of June. KB will then lead on H&S. 	
16.	<p><u>CEO Update</u></p> <ul style="list-style-type: none"> Due to time, PG will forward his presentation to members. 	<u>PG</u>
15.	<p><u>A.O.B</u></p> <p>Presentation to Nick London (Assistant CEO Support) – John Cottee thanked him for his 33 years’ service to Nottinghamshire Libraries and in the establishment of Inspire.</p>	
16.	Date of next meeting – 3pm, Tues 16th Oct at Nottinghamshire Archives	