



Title of Meeting:	Inspire Board Meeting Minutes
Location:	Nottinghamshire Archives
Date:	Tues 16/10/18
Time:	3pm – 5pm
Attendees:	John Cottee – County Council Nominated Director (Chair) Tim Eatherington – Co Opted Director Liz Edwards – Staff Elected Director Peter Gaw – Chief Executive Officer, Inspire Claire Henson – Member Elected Director John Hess – Member Elected Director Liz Howell – Co Opted Director Philip Jones - Member Elected Director
Invited:	Kirsty Blyth – Assistant Chief Executive Officer (Development), Inspire Mark Croston – Cultural Services Commissioning Manager, Notts County Council Derek Higton – Service Director – Communities and Place, Notts County Council Andrew Kordecki – Senior Financial Officer, 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"> - Richard Gaunt – Member Elected Director - Glynn Gilfoyle - County Council Nominated Director - Sarah King – Co Opted Director - Peter Ware – Co Opted Director • JC congratulated Liz Edward on her election and welcomed her to the Board. 	
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 15th May 2018 were a true and accurate record. Seconded by TE and JH and approved by all. • 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>Organisational Development Review</u></p> <ul style="list-style-type: none"> • PG provided the board with a progress report on the staffing review phases 1, 2 and 3 and presented the new competency framework elements. • The ODR has been an extensive piece of work involving external consultative work, workshops and feedback sessions with staff and has identified lots of challenges and themes. • A review of front line staff, building officers and facilities will be happening in the new year. Process will be: 	

	<ul style="list-style-type: none"> - Inspire Leadership Team met with trade unions on 25th Sept and informed them of phase 2 and 3 proposals. - Staff briefing sessions will be held on 17th & 19th Oct. - This will be the start of the formal 30 day consultation period ending on 20th Nov during which staff and trade unions will have the opportunity to provide feedback. Formal invitation for expressions of interest in voluntary redundancy will also be issued. - An amended proposal based on consultation will be issued on 23rd Nov. - Phase 4 will be made available in 4th early 2019. - A further report will be taken to Staffing & Standard Committee as required. <ul style="list-style-type: none"> • The committee asked whether the staffing review meant that Inspire would deliver the same service for less money or would it be offering less. PG confirmed that Inspire would meet its contractual agreement but that some of the outputs will probably change. • The committee stressed the importance for clear lines of communication with staff during the process. PG confirmed that staff will see all the new structures and job descriptions. An agreement is in place with Nottinghamshire County Council that voluntary redundancy costs will be funded by Inspire if the organisation's surplus is more than £120K otherwise NCC will cover the expense. • The new Competency Framework was presented for board comment. <p>APPROVAL OF PROPOSED CHANGES TO STAFFING STRUCTURES AND ROLES BY JOHN COTTEE, TIM EATHERINGTON, LIZ EDWARDS, PETER GAW, CLAIRE HENSON, JOHN HESS, LIZ HOWELL & PHILIP JONES</p>	
5.	<p><u>Finance Update</u></p> <ul style="list-style-type: none"> • Andrew Kordecki presented the financial position at period 6. • Inspire budgeted for a deficit of £47K however, due to good cost control, reduction in costs within Instrumental Music service and staff reductions being implemented earlier than planned it is likely that Inspire will have generated a small surplus. • Forecasting beyond period 2 has been suspended whilst installing the new finance system (SAGE 200). This is now live and will be used to produce budget reports and forecasting for period 8 onwards. • Future risks: <ul style="list-style-type: none"> - Teachers' Pay Award 2018 - if Inspire are not eligible for the central government grant to cover the remaining 2.5% of pay increase then future of music service at risk once again. Inspire in negotiations with the trade unions for a 1% increase in pay, subject to outcome of the DfE clarification of position. - Teachers' Pension Scheme - possibility that employers' Teachers' Pension Contributions could increase by up to 7.2% which would also threaten the viability of the service. • An updated analysis, proposed budget outline and recommendation for future pay awards will be presented at the next Finance & Audit Committee meeting on 29th Nov and at the main board meeting on 26th Feb 2019. • TE and the committee discussed the lack of forecasting due to the implementation of the new system and queried if there were any seasonal costs that would cause spikes. PG assured the Board that he had every confidence in 	

	<p>colleagues controlling costs, making savings and taking ownership for their cost centre. AK added that he was confident that SAGE is has a good track record, is the right system for Inspire and with the pan intelligence tool will deliver timely reporting for all of Inspire’s 70 cost centres.</p> <p>NOTING OF FINANCIAL REPORT, FUTURE CHALLENGES AND APPROVAL OF APPROACH TO TEACHERS PAY AWARD BY JOHN COTTEE, TIM EATHERINGTON, LIZ EDWARDS, PETER GAW, CLAIRE HENSON, JOHN HESS, LIZ HOWELL & PHILIP JONES</p>	
6.	<p><u>National Portfolio Organisation Business Plan Approval</u></p> <ul style="list-style-type: none"> PG presented a report written by Carol Newman (Library & Arts Development Services Manager) introducing the NPO business plan and what it will mean for Inspire for the next 4 years. It is a condition of the NPO grant funding that the board approves the business plan. The programme has started extremely well. There will be some further tweaks to the business plan before submitting in Jan 2019. CN met with Sue Williamson (ACE – Director of Libraries) at a recent visit to an Inspire NPO event and received very positive feedback. <p>APPROVAL OF THE NPO BUSINESS PLAN, WITH DELEGATED AUTHORITY FOR THE CEO TO MAKE MINOR AMENDMENTS AND FOR FINAL VERSION OF THE PLAN TO BE PRESENTED AT THE NEXT MUSIC, CULTURE & HERITAGE COMMITTEE MEETING BY JOHN COTTEE, TIM EATHERINGTON, LIZ EDWARDS, PETER GAW, CLAIRE HENSON, JOHN HESS, LIZ HOWELL & PHILIP JONES</p>	
7.	<p><u>Board Governance Update</u></p> <ul style="list-style-type: none"> KB introduced the new Charity Governance Code to the board. It is an entirely voluntary action to commit to the Code but Inspire believes it would provide the tools to make sure the organisation is following best practice. PG, KB & KS carried out a review of Inspire’s practice against the Code and have devised an action plan to be implemented over the forthcoming year. <p>APPROVAL OF THE ACTIONS AND TO REVIEW INSPIRE’S GOVERNANCE ON AN ANNUAL BASIS BY JOHN COTTEE, TIM EATHERINGTON, LIZ EDWARDS, PETER GAW, CLAIRE HENSON, JOHN HESS, LIZ HOWELL & PHILIP JONES</p>	
8.	<p><u>Brexit Checklist</u></p> <ul style="list-style-type: none"> An item requested by SK to be added to the board agenda. One implication to affect Inspire will be the reduction of international ceramicists and visitors to the Earth & Fire Ceramic Fair – 19% of the exhibitors are from Europe and 14% of attendees are from overseas. Unknown yet how Brexit will affect funding for Inspire Learning. Ian Bond (Inspire Learning Manager) and PG have met with D2N2. Nothing else on the check list is of concern at the moment. 	
9.	<p><u>Sub Committee Reports & Minutes</u></p> <ul style="list-style-type: none"> Learning & Skills Sub-Committee Finance & Audit Sub-Committee – Fin Regs still need to be updated. Staffing & Standards Sub-Committee 	
10.	<p><u>Risk Log</u></p> <ul style="list-style-type: none"> KB summarised the current Risk Log Issues and highlighted the most serious risks. 	

	<ul style="list-style-type: none"> ESFA Intended Clawback of Funding – Inspire Learning has always delivered non-accredited ESFA-funded community adult learning. However, ESFA have written to inform Inspire that £505K of funding was for accredited learning. DH agreed to meet again to with ESFA to reach a compromise and manage any financial implications. If there is a clawback to be reconciled then how best to limit the impact on Inspire Learning. 	
11.	<p><u>Health & Safety</u></p> <ul style="list-style-type: none"> No report to make. No issues. 	
12.	<p><u>Confirmation of forthcoming meetings and events</u></p> <ul style="list-style-type: none"> Noted by the board. 	
13.	<p><u>CEO Update</u></p> <ul style="list-style-type: none"> PG gave a brief summary on recent news and events: <ul style="list-style-type: none"> Inspire Awards 2017/18 was a great success. Inspire AGM 2018 went very well and Ben Norris wrote a fantastic plenary poem which has been made into a video and will be on the Inspire website very soon. Ask Inspire – the new customer information service is up and running. Heritage Hack at Beeston Library brought people together from across the community. Poetry Festival 2018 another successful year with highest ever attendance figures. Able Orchestra brought out an EP of their own music. IYA launched an exciting and affordable new theatre programme. 3rd Fun Palace at Worksop library with over 3,100 people through the door. National Libraries Week ran from 8th to 13th Oct with a focus on ways in which our libraries can help people with their mental health and wellbeing. Two brand new mobile libraries were added to the Inspire fleet and given a press launch of their own at County Hall on 15th October. 	
15.	<p><u>A.O.B</u></p> <ul style="list-style-type: none"> None. 	
16.	<p>Date of next meeting – 4.30pm, Tues 26th Feb 2019 at West Bridgford Library</p>	