




<b>Title of Meeting:</b>	<b>Inspire Board –Minutes</b>
<b>Location:</b>	<b>Inspire HQ &amp; *Teams Meeting</b>
<b>Date:</b>	<b>Tues 14<sup>th</sup> May 2024</b>
<b>Time:</b>	<b>4.05 to 5.40pm</b>
<b>Attendees:</b>	John Cottee – County Council Nominated Director (Chair) Leon Dale – Member Elected Director Mark Dorrington – Member Elected Director *Vicki Dunstall – Co Opted Director Peter Gaw – Chief Executive Officer, Inspire Jackie Hewlett-Davies – Member Elected Director Margot Madin – Co Opted Director Ann Penn – Staff Elected Director
<b>Invited:</b>	*Pauline Allan – Councillor, NCC Mick Allen – Group Manager Place Commissioning, NCC Margaret Anderson – Chief Finance Officer, Inspire Kirsty Blyth – Assistant Chief Executive Officer, Inspire Andrew Day – Quality & Contract Compliance Manager, Inspire Katharine Say – Executive Officer & Board Support, Inspire

<b>Agenda No.</b>	<b>Agenda Subject</b>	<b>Action</b>
1.	<p><b><u>Service Spotlight on CSE &amp; matrix</u></b></p> <ul style="list-style-type: none"> <li>• Presentation by Kirsty Blyth and Andrew Day on Inspire’s recent reaccreditation of the Customer Service Excellence (CSE) standard and MATRIX Standard (see appendix 1).</li> <li>• CSE standard is a government standard and this year Inspire had a full inspection involving self assessment against each criterion, a 3 days inspection and interviews with staff, customers and partners. KB reported that Inspire successfully passed and received ‘compliance plus’ in 7 areas where the organisation exceeded the standard.</li> <li>• The matrix Standard is the Department for Education’s (DfE) standard for quality assuring the delivery of high quality information, advice and guidance (IAG) across Inspire. This was also a full inspection carried out over 4 days with submission of evidence and interviews with staff, customers and partners. AD reported that Inspire successfully passed with 6 elements that are working very well.</li> <li>• Action plans for both standards will be presented to the senior management team and continuous improvement meetings will be held annually.</li> <li>• PG thanked KB, AD, Steve Baker and staff as this is a great credit to the organisation and benchmark. Mick Allen noted that it was great to hear and that the service is looking after its staff, customers and delivering good outcomes.</li> </ul>	
2.	<p><b><u>Welcome and Apologies</u></b></p> <ul style="list-style-type: none"> <li>• JC welcomed Cllr Pauline Allan standing in for Cllr Paul Henshaw and board members and guests introduced themselves.</li> <li>• Apologies received from: <ul style="list-style-type: none"> <li>– Paul Henshaw – County Council Nominated Director</li> <li>– Aidan La Mola – Cultural Services Commissioner, NCC</li> <li>– Diana Meale – Member Elected Director</li> <li>– Mark Walker – Observer - Interim Service Director, Place &amp; Communities, NCC</li> </ul> </li> </ul>	
3.	<p><b><u>Minutes of the last meeting and matters arising</u></b></p> <ul style="list-style-type: none"> <li>• Members agreed that the minutes from 27<sup>th</sup> Feb 2024 were a true and accurate record and were happy to approve.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Matters arising – none.</li> </ul>	
4.	<p><b><u>Declaration of Conflicts and Interests</u></b></p> <ul style="list-style-type: none"> <li>• LD is Project Place Manager for Mansfield District Council.</li> </ul>	
5.	<p><b><u>CEO Update</u></b></p> <ul style="list-style-type: none"> <li>• PG presented his report and highlighted some of the many events, activities, results and developments.</li> <li>• <u>Inclusive</u> – Access Inspire Virtual Tours, digital tours of 4 larger libraries due to be launched online in July. KB will demonstrate at the next board meeting.</li> <li>• <u>Quality Assured</u> – Little Creatives Early Years programme shortlisted in Childrens Promise category for Libraries Connected Awards. PG noted that he had recently met with Arts Council England (ACE) and Inspire’s Early Years National Portfolio Organisation (NPO) work is seen of national quality.</li> <li>• <u>Sustainable</u> – a wide range of staff have undertaken Carbon Literacy training. Mick Allen had received very positive feedback from the sessions and that staff were very engaged.</li> <li>• <u>Finances</u> – currently Inspire receives funding for community adult learning and accredited learning via Nottinghamshire County Council (NCC). However, responsibility for the Adult Education Budget will be devolved from NCC to the new East Midlands Combined County Authority (EMCCA). This will be an opportunity to work with the new authority but there is also some risk as future contracting arrangements are still unknown and there is a danger that community learning is lost in the mix amongst hard skills at higher levels. PG and colleagues have already carried out advocacy work and more detailed conversations are starting now. PG is optimistic that there will opportunities to do more and has met the new EMCCA mayor who is aware of Inspire. Consensus appears to be that the first year of the new authority will likely be one of continuity.</li> <li>• <u>Eastbourne House Relocation</u> - progressing well and lease will be signed by end of May. Members will be invited to visit during the summer.</li> <li>• <u>Library Service Engagement</u> – target of 3.7M contacts has been exceeded by reaching <b>5.6M</b> contacts. Library visits are <b>up by 12.6%</b> on previous year and memberships are <b>up by 16%</b>.</li> <li>• <u>Adult Reading Scheme</u> – BCC Morning Live feature at Mansfield Central Library showing the work of Inspire volunteers and readers – from 40:18 sec: <a href="https://bbc.in/3Q1mkJw">https://bbc.in/3Q1mkJw</a></li> <li>• <u>Time to Connect</u> – M2M project with Notts being the first to feature - <a href="https://www.inspireculture.org.uk">Time to Connect Nottinghamshire   Inspire - Culture, Learning, Libraries (inspireculture.org.uk)</a></li> <li>• <u>Funding Bids</u> – Education Library Service (ELS) awarded ACE Project Grant for InspiREAD Book Awards.</li> <li>• <u>Board Recruitment</u> – 2 x vacancies for Co opted Director, recruitment process open until end of May. 1 x vacancy for Community Elected Director, elections open on 10<sup>th</sup> June.</li> <li>• <u>Board Development Day</u> – Sat 30<sup>th</sup> Nov, 10am to 2pm at Arnold Library.</li> <li>• MM asked what the £98k Captivate grant was for? PG confirmed it was funding to continue the programme and for projects with schools.</li> <li>• LD and PG to liaise further on a coordinated approach regarding Digital Spaces project as it includes Mansfield.</li> <li>• MD enquired about the progress of the capital work at Newark library and the recent vandalism. PG confirmed that the plan is to reopen on schedule.</li> </ul> <p><b>The board noted the progress of the organisation and the range of issues.</b></p>	<p><b><u>KB</u></b></p> <p><b><u>PG/LD</u></b></p>
6.	<p><b><u>Finance Update</u></b></p> <ul style="list-style-type: none"> <li>• MA presented the management accounts for period 11 accounts. Period 12 is being finalised and waiting for the auditors final report.</li> <li>• The reforecast for the full year shows a deficit of <b>£31k</b> compared with the original budgeted <b>£471k</b> deficit, a £440k better position than budgeted and £200k better than the previous forecast. This has been largely result of either non-recurring situations such as the courier service not being in operation during the year or one off reductions, vacancies frozen and held, cut backs on training and comms and benefitting from better than expected bank</li> </ul>	

	<p>interest and room hire. However, Inspire continue to see pressure on premises costs and inflationary increases on repairs.</p> <ul style="list-style-type: none"> <li>• <u>2023/24 Forecast Reserves</u> – period 11 forecast estimates a draw down on unrestricted reserves of £31k and £76k draw down on restricted funds leaving an estimated £1.5M in unrestricted reserves and £2.4M in restricted reserves by the end of the year.</li> <li>• <u>Medium Term Financial Plan (MTFP)</u> - updated with period 11 outturn and based on figures taken from the proposed 24/25 budget already presented to the board and incorporating assumptions around contract price, future pay awards, inflationary pressures, future Learning projects and savings linked to staffing and pension contributions of new employees.</li> <li>• MA summarised that generally, the MTFP shows an improved position but there is more work to done. PG noted that the organisation is in a much better position than 9 months ago.</li> <li>• MD queried if there was any expenditure yet against Archives New Burdens fund. PG advised that there is a plan for National Conservation but nothing scheduled for New Burdens and will follow up with Ruth Imeson and update members at the next meeting.</li> <li>• MM expressed concern over how Inspire reported the large amount of funds held by Inspire Learning. PG confirmed that this is a restricted reserve and includes lagged funding for Inspire College and the high figure is due to the difference between reporting for the academic and financial year.</li> </ul> <p><b>The board noted the contents of the report.</b></p>	<b>PG</b>
7.	<p><b><u>Governance Review</u></b></p> <ul style="list-style-type: none"> <li>• KB presented the annual report and outlined Inspire’s progress on last year’s action plan and actions for 2024/25.</li> <li>• Inspire’s governance actions are mapped against the Charity Governance Code which sets out principles and recommended good practice and designed to support continuous improvement.</li> <li>• Members reviewed the progress made, actions carried forward and plans for 24/25 and noted that there will be a wider board member evaluation at the development session in November and if diversity training is required and that membership engagement will be delayed because CRM procurement has been delayed.</li> </ul> <p><b>The board approved the action plan and will review in May 2025.</b></p>	
8.	<p><b><u>Music Hub &amp; Inspire Governance Implications</u></b></p> <ul style="list-style-type: none"> <li>• Inspire has been awarded by ACE the role of Hub Lead Organisation (HLO) for Nottingham and Nottinghamshire Music Hubs and will come into being from September 2024. As the HLO, Inspire will support and service the new music hub board.</li> <li>• HLO Governance – PG advised that a new hub board will be created based on ACE’s requirements but that it was very important to get the balance of members right. There will be a place for 1 Inspire board member to join the new hub board. Recruitment of board members and an independent chair for the new music hub will be undertaken in advance of the first new hub payment claim in January 2025.</li> <li>• The creation of the new music hub means that the Music, Culture &amp; Heritage Committee becomes the Culture &amp; Hertiage Committee and requires new governance and Terms of Reference (TOR) from Autumn 2024.</li> <li>• Board members requested that minutes from the new music hub meetings are included the papers presented at the main Inspire Board meetings.</li> <li>• VD asked for more information regarding the inclusion of fundraising in the remit of the Heritage &amp; Culture Committee. This will be discussed and developed at the board development session in November.</li> <li>• MD asked for further information regarding the committee’s oversight of the Cultural Education Partnership . PG confirmed this was branded as CAPTIVATE and its aims are to</li> </ul>	

	<p>develop arts and culture in educational settings and promote to other sectors in places where it is most needed.</p> <ul style="list-style-type: none"> <li>• PG to add arts/culture to the list of membership stakeholders.</li> <li>• PG to make adjustments to the Culture &amp; Heritage TOR and share with members before the next board meeting in September.</li> </ul> <p><b>The board discussed and noted the make up and constitution of the new music hub partnership board and will review the amended Culture &amp; Heritage TOR before the next main board meeting.</b></p>	<b><u>PG</u></b> <b><u>PG</u></b>
11.	<p><b><u>Risk Log</u></b></p> <ul style="list-style-type: none"> <li>• KB presented the report, noting that there was no change for items 1 to 8 and a new item had been added. The ending of Inspire Learning project funding in March 2025 is a moderate risk and Inspire are continuing to explore other avenues of additional funding and there will be a staffing review in Autumn 2024.</li> </ul>	
12.	<p><b><u>Committee Reports &amp; Minutes</u></b></p> <ul style="list-style-type: none"> <li>• Learning &amp; Skills on 20/02/2024 – noted.</li> <li>• Music, Culture &amp; Heritage on 04/03/24 – noted.</li> <li>• Finance &amp; Audit on 23/04/2024 – noted.</li> </ul>	
13.	<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• PG advised that Inspire are still waiting for more information from the Department for Education regarding the Teachers Pension Scheme before any further decisions and actions can be taken.</li> <li>• Mick Allen highlighted that Stapleford Library &amp; Learning Centre will be having an open house events over the summer. Further details to follow.</li> </ul>	
14.	<p><b><u>Forthcoming meeting and events</u></b></p> <ul style="list-style-type: none"> <li>• Main board – Tues 17<sup>th</sup> Sept 2024, 4 to 6pm, Beeston Library &amp; Teams</li> <li>• Inspire 2024 AGM – Weds 9<sup>th</sup> Oct 2024, TBC &amp; online</li> <li>• Main board – Tues 19<sup>th</sup> Nov 2024, 4 to 6pm, Nottinghamshire Archives &amp; Teams</li> <li>• Development Session – Sat 30<sup>th</sup> Nov 2024, 10am to 2pm, Arnold Library</li> </ul>	
15.	<p><b><u>Meeting Review</u></b></p> <ul style="list-style-type: none"> <li>• Opportunity for chair/vice chair to discuss all aspects of the board meeting – timeliness, communication, quality of papers and opportunity for discussion and debate.</li> <li>• Members requested for page numbers to added to future agendas.</li> </ul>	<b><u>KS</u></b>

<b>Noting of approved minutes</b>	
<b>Name:</b>	<b>John Cottee</b>
<b>Signature:</b>	
<b>Title:</b>	<b>Chair of Inspire Board</b>
<b>Date:</b>	<b>28/05/2024</b>