

UK Shared Business Services Ltd BOARD MEETING

Date: Thursday 1 February 2018

Location: Room CS3, Polaris House, Swindon

Timings: 0930 **Closed session**
 0950 **Board meeting**
 1300 **Close**

Attending:

Board Members:		UK SBS Executive:	
Tim Knighton (Chairman)	TK	John Arnott (Corporate Services Executive)	JA
Joanna Brigham (Chief Executive)	JB	Caroline Jenkins (Company Secretary)	CJ
Chris Pope	CP	Jacqui White (Business Change Executive)	JW
Nolan Smith	NS	Andrew Lewis (Chief Operating Officer)	AL
Doug Watkins	DW	Mike Rendall (Chief Technology Officer)	MR
Neil Phimister	NP	Crispin Dawe (Head of Finance)	CD
Tom Taylor	TT		

UK SBS BOARD CLOSED SESSION			
A	0930 20 mins	Closed Session <ul style="list-style-type: none"> Independent NED recruitment CEO recruitment 	Tim Knighton Verbal
UK SBS BOARD MEETING			
1	0950 10 mins	Welcome <ul style="list-style-type: none"> Approval of the Minutes Approval of any redactions required for publication Consideration of Actions and Matters Arising Declarations of conflicts of interest 	Tim Knighton SBS 001-18 SBS 002-18 All
2	1000 10 mins	UK SBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions 	Jo Brigham SBS 004-18

3	1010 45 mins	Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions) <ul style="list-style-type: none"> a) Finance Update b) Non-Financial Performance c) Risk 	Crispin Dawe SBS 005-18 Relevant Exec SBS 006-18 John Arnott and Relevant Exec SBS 007-18
4	1055 30 mins	CO Shared Services Strategy	Jo Brigham SBS 008-18
5	1125 30 mins	Business Plan 2018 - 2021	Jo Brigham SBS 009-18
6	1155 20 mins	Portfolio Update UKRI Day One Activities / Progress	Andrew Lewis Verbal
7	1215 20 mins	Cyber Security Update	Mike Rendall Verbal
8	1235 15 mins	Governance <ul style="list-style-type: none"> • Proposed updates to the Shareholders' Agreement • AGM arrangements 	Caroline Jenkins SBS 010-18 SBS 011-18
9	1250 5 mins	Next Board Meeting Board meeting on 28 March 2018 at 9.30am Proposed substantive items: <ul style="list-style-type: none"> • Annual Governance Statement • Employee engagement and longer term people development • Going Concern 	Tim Knighton
10	1255 5 mins	Any Other Business	Tim Knighton