

UK Shared Business Services Ltd BOARD MEETING

Date: Tuesday 21 July 2020

Location: Via videoconference

Timings: 0930 – 1230 Board Meeting
1230 – 1245 Board to meet as REMCOM
1245 – 1300 Closed Session

Attending:

Board Members:		UK SBS Executive:	
Tim Knighton (Chairman)	TK	Andrew Lewis (Chief Operating Officer)	AL
Richard Semple (Chief Executive)	RS	Mike Rendall (Chief Technology Officer)	MR
Neil Phimister	NP	Caroline Jenkins (Company Secretary)	CJ
Graham McAlister	GM	Jacqui White (Business Change Executive)	JW
Alice Hurrell	AH	Crispin Dawe (Finance Director)	CD
Ruth Elliot	RE	John Arnott (Strategy Director)	JA
Emma Ferguson-Gould	EF-G	Observer / Sponsor	
		Nathan Moores, Shared Services Deputy Director, BEIS	NM
		Hilary Lower, NAO, for item 6	HL

OPERATIONAL			
1	0930 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 030-20 SBS 031-20 All
2	0940 10 mins	UK SBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions 	Richard Semple SBS 033-20
3	0950 10 mins	Audit Committee Update	Neil Phimister Verbal
4	1000 30 mins	Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions) Finance Update Non-Financial Performance Risk	Relevant Exec SBS 034-20

5	1030 10 mins	Board Performance Evaluation Approach	Caroline Jenkins SBS 035-20
STRATEGIC			
6	1040 30 mins	Annual Report and Accounts <ul style="list-style-type: none"> • To Approve • To Authorise the Chief Executive to sign the letter of representation and the Annual Report and Accounts on behalf of the Board 	Neil Phimister / Crispin Dawe SBS 036-20
BREAK – 10 MINUTES AT 11.10			
7	1120 20 mins	Business Plan For approval	Tim Knighton / John Arnott SBS 037-20
8	1140 15 mins	Future Shared Service Programmes	Richard Semple SBS 038-20
9	1155 15 mins	Strategic Workforce Plan	John Arnott SBS 039-20
10	1210 10 mins	Trade Remedies Authority (TRA)	John Arnott SBS 040-20
ANY OTHER BUSINESS			
11	1220 5 mins	Next Board Meeting Board meeting to be held on 29 September 2020 at 9.30am Proposed substantive items: <ul style="list-style-type: none"> • FSS Programme • Board Performance Evaluation 	Tim Knighton
12	1225 5 mins	Any Other Business	Tim Knighton
BOARD TO MEET AS REMCOM			
	1230 15 mins	Annual Pay Award Proposals	John Arnott REM 001-20
Closed Session			
A	1245 15 mins	Closed Session	Tim Knighton