

UK Shared Business Services Ltd BOARD MEETING

Date: Thursday 23 March 2017

Location: Room CS12, Polaris House, Swindon

Timings: 0930 Closed session
1000 Board meeting
1230 Close

Attending:

Board Members:		UK SBS Executive:	
Tim Knighton (Chair)	TK	Tim Jones (Finance Director)	TJ
Carol Bernstein	CB	John Arnott (Corporate Services Director)	JA
Joanna Brigham	JB	Caroline Jenkins (Company Secretary)	CJ
Emma Floyd	EF	Gavin Foxall, (CPO)	GF
Nolan Smith	NS	Phil Edgell, IT Security Team (for item 6)	PE
Hilary Reynolds	HR	Chris Kruk, IT Security Team (for item 6)	CK
Chris Pope	CP		
Anne Dixon	AD		

UK SBS BOARD CLOSED SESSION			
A	0930	Closed Session • TBC	
UK SBS BOARD MEETING			
1	1000 10 mins	Welcome • 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 012-17 SBS 013-17 All
2	1010 10 mins	BEIS Update	Chris Pope & Emma Floyd Verbal
3	1020 10 mins	UK SBS Executive Director Report • By Exception	Jo Brigham SBS 015-17
4	1030 5 mins	Audit Committee Update	Nolan Smith SBS 016-17

5	1035 45 mins	Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions) a) Finance incl. going concern b) Non-Financial Performance c) Risk Incl. Risk Management Strategy for approval	Tim Jones SBS 017-17 SBS 018-17 Relevant Exec SBS 019-17 John Arnott SBS 020-17 SBS 021-17
6	1120 20 mins	Cyber Security	John Arnott SBS 022-17
7	1140 30 mins	Procurement Governance	Jo Brigham SBS 023-17
8	1210 15 mins	Governance Annual Governance Statement	Caroline Jenkins SBS 024-17
9	1225 5 mins	Next Board Meeting Board meeting on 25 th May 2017 in Swindon. Proposed substantive items: <ul style="list-style-type: none"> • Final Annual Governance Statement • Annual Pay Review 	Tim Knighton
10	1230 5 mins	Any Other Business	Tim Knighton
	1235	CLOSE	

Total: 2.5 hours