

# UK Shared Business Services Ltd BOARD MEETING

**Date:** Tuesday 24<sup>th</sup> January 2017

**Location:** Room CS12 / 13, Polaris House, Swindon

**Timings:** 1330      **Closed session**  
                  1400      **Board meeting**  
                  1645      **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		
Hilary Reynolds	HR		
Chris Pope	CP		
Anne Dixon (dialling in)	AD		

**Apologies:**

Roger Taylor	RT
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UK SBS BOARD CLOSED SESSION			
<b>A</b>	<b>1330</b>	<b>Closed Session</b> <ul style="list-style-type: none"> <li>PAM and Procurement Governance</li> </ul>	
UK SBS BOARD MEETING			
<b>1</b>	<b>1400</b> 10 mins	<b>Welcome</b> <ul style="list-style-type: none"> <li>Approval of the Minutes</li> <li>Approval of any redactions required for publication</li> <li>Consideration of Actions and Matters Arising</li> <li>Declarations of conflicts of interest</li> </ul>	<b>Tim Knighton</b> SBS 001-17 SBS 002-17  <b>All</b>
<b>2</b>	<b>1410</b> 10 mins	<b>BEIS Update</b>	<b>Chris Pope &amp; Emma Floyd</b> Verbal
<b>3</b>	<b>1420</b> 10 mins	<b>UK SBS Executive Director Report</b> <ul style="list-style-type: none"> <li>By Exception</li> </ul>	<b>Jo Brigham</b> SBS 004-17

<b>4</b>	<b>1430</b> 40 mins	<b>Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions)</b>  a) Finance  b) Non-Financial Performance  c) Risk	<b>Tim Jones</b> SBS 005-17 <b>Relevant Exec</b> SBS 006-17 <b>John Arnott</b> SBS 007-17
<b>5</b>	<b>1510</b> 30 mins	<b>Update On Systems and Service Transfers incl. Communications</b>	<b>Joanna Brigham</b> SBS 008-17
<b>6</b>	<b>1540</b> 30 mins	<b>UK SBS 2017/18 Business Planning</b>	<b>Joanna Brigham</b> SBS 009-17
<b>7</b>	<b>1610</b> 10 mins	<b>UK SBS Accommodation Leases</b>	<b>John Arnott</b> SBS 010-17
<b>8</b>	<b>1620</b> 15 mins	<b>Governance</b> Constitutional document review	<b>Caroline Jenkins</b> SBS 011-17
<b>9</b>	<b>1635</b> 5 mins	<b>Next Board Meeting</b>  Board meeting on 23 <sup>rd</sup> March 2017 in Swindon. Proposed substantive items: <ul style="list-style-type: none"> <li>• UK SBS Business Planning 2017/18</li> <li>• Annual Governance Statement</li> </ul>	<b>Tim Knighton</b>
<b>10</b>	<b>1640</b> 5 mins	<b>Any Other Business</b>	<b>Tim Knighton</b>
	<b>1645</b>	<b>CLOSE</b>	

**Total: 2.25 hours**