

UK Shared Business Services Ltd BOARD MEETING

Date: Thursday 24 May 2018

Location: Room CS2, Polaris House, Swindon

Timings:	0930	Cyber Security Demo
	0950	Board to meet as RemCom
	1000	Closed session
	1015	Board meeting
	1300	Close

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
Ruth Elliot	RE	Caroline Jenkins (Company Secretary)	CJ
Nolan Smith	NS	Jacqui White (Business Change Executive)	JW
Neil Phimister	NP	Crispin Dawe (Finance Director)	CD
Tom Taylor – dialling in	TT		
Graham McAlister	GM		

Apologies:

Doug Watkins	DW

UK SBS BOARD TO MEET AS THE REMUNERATION COMMITTEE

	0950 10 mins	<ul style="list-style-type: none"> Annual Pay Award Proposals 	Jacqui White REM 001-18
UK SBS BOARD MEETING			
A	1000 15 mins	Closed Session <ul style="list-style-type: none"> TBC 	Tim Knighton
1	1015 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 031-18 SBS 032-18 All
2	1025 10 mins	UK SBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions 	Richard Semple SBS 034-18

3	1035 10 mins	Audit Committee Update	Nolan Smith Verbal
4	1045 30 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 <ul style="list-style-type: none"> - P12 Management Accounts Pack - P01 Management Accounts Pack - Budgets for the Financial Year 2018/19 b) Non-Financial Performance c) Risk 	Crispin Dawe SBS 035-18 SBS 036-18 SBS 037-18 Relevant Exec SBS 038-18 Relevant Exec SBS 039-18
5	1115 15 mins	Update on Former-DECC Onboarding	Andrew Lewis SBS 040-18
6	1130 10 mins	Oracle Licensing Negotiations	Jacqui White SBS 041-18
7	1140 10 mins	GDPR Update	Crispin Dawe SBS 042-18
8	1150 5 mins	Annual Security Return to BEIS	Crispin Dawe SBS 043-18
9	1155 15 mins	Governance <ul style="list-style-type: none"> a) UKRI Property Transfer Scheme b) Audit Committee Appointment c) Modern Slavery Statement d) Annual Governance Statement 	Caroline Jenkins SBS 044-18 SBS 045-18 SBS 046-18 SBS 047-18
10	1210 5 mins	Next Board Meeting Board meeting on 24 July 2018 at 9.30am Proposed substantive items: <ul style="list-style-type: none"> • Annual Report and Accounts 	Tim Knighton
11	1215 5 mins	Any Other Business	Tim Knighton