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:

<table>
<thead>
<tr>
<th>Board Members:</th>
<th>UK SBS Executive:</th>
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<tbody>
<tr>
<td>Tim Knighton (Chairman)</td>
<td>TK Andrew Lewis (Chief Operating Officer) AL</td>
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<tr>
<td>Richard Semple (Chief Executive)</td>
<td>RS Mike Rendall (Chief Technology Officer) MR</td>
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<tr>
<td>Ruth Elliot</td>
<td>RE Caroline Jenkins (Company Secretary) CJ</td>
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<tr>
<td>Nolan Smith</td>
<td>NS Jacqui White (Business Change Executive) JW</td>
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<tr>
<td>Neil Phimister</td>
<td>NP Crispin Dawe (Finance Director) CD</td>
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<tr>
<td>Tom Taylor – dialling in</td>
<td>TT</td>
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<tr>
<td>Graham McAlister</td>
<td>GM</td>
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Apologies:

Doug Watkins  DW

UK SBS BOARD TO MEET AS THE REMUNERATION COMMITTEE

0950 10 mins
• Annual Pay Award Proposals  Jacqui White REM 001-18

UK SBS BOARD MEETING

A 1000 15 mins Closed Session  Tim Knighton  TBC

1 1015 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 031-18

2 1025 10 mins UK SBS Chief Executive Report  Richard Semple SBS 034-18
• Highlights / Exceptions
<table>
<thead>
<tr>
<th>Time</th>
<th>Duration</th>
<th>Item Description</th>
<th>Presenter</th>
<th>Notes</th>
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<tbody>
<tr>
<td>3</td>
<td>1035</td>
<td>Audit Committee Update</td>
<td>Nolan Smith</td>
<td>Verbal</td>
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| 4    | 1045     | Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions)  
  a) Finance Update  
  - 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     | Update on Former-DECC Onboarding                                                | Andrew Lewis | SBS 040-18 |
| 6    | 1130     | Oracle Licensing Negotiations                                                   | Jacqui White | SBS 041-18 |
| 7    | 1140     | GDPR Update                                                                     | Crispin Dawe | SBS 042-18 |
| 8    | 1150     | Annual Security Return to BEIS                                                   | Crispin Dawe | SBS 043-18 |
| 9    | 1155     | Governance  
  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     | Next Board Meeting  
  Board meeting on 24 July 2018 at 9.30am  
  Proposed substantive items:  
  - Annual Report and Accounts | Tim Knighton | |
| 11   | 1215     | Any Other Business                                                              | Tim Knighton | |