

# UK Shared Business Services Ltd BOARD MEETING

Date: Tuesday 25<sup>th</sup> July 2017

Location: Room CS5, Polaris House, Swindon

Timings: 1330      Closed session  
          1340      Board meeting  
          1630      Close

**Attending:**

Board Members:		UK SBS Executive:	
Tim Knighton (Chair)	TK	John Arnott (Corporate Services Director)	JA
Carol Bernstein	CB	Tim Jones (Finance Director)	TJ
Joanna Brigham (Chief Executive)	JB	Caroline Jenkins (Company Secretary)	CJ
Nolan Smith	NS		
Hilary Reynolds	HR		

**Apologies:**

Chris Pope	CP
Anne Dixon	AD
Gavin Foxall	GF

UK SBS BOARD CLOSED SESSION			
<b>A</b>	<b>1330</b> 10 mins	<b>Closed Session</b> <ul style="list-style-type: none"> <li>TBC</li> </ul>	
UK SBS BOARD MEETING			
<b>1</b>	<b>1340</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 040-17  SBS 041-17 <b>All</b>
<b>2</b>	<b>1350</b> 10 mins	<b>UK SBS Chief Executive Report</b> <ul style="list-style-type: none"> <li>Highlights / Exceptions</li> </ul>	<b>Jo Brigham</b> SBS 043-17

<b>3</b>	<b>1400</b> 15 mins	<b>Audit Committee Update</b>  <b>Annual Report and Accounts</b> <ul style="list-style-type: none"> <li>To Approve</li> <li>To Authorise the Chief Executive to sign the letter of representation and the Annual Report and Accounts on behalf of the Board</li> </ul>	<b>Nolan Smith</b> Verbal  <b>Nolan Smith / Tim Jones</b> SBS 044-17
<b>4</b>	<b>1415</b> 45 mins	<b>Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions)</b> <ol style="list-style-type: none"> <li>Finance Update</li> <li>Procurement Performance and Risk</li> <li>Non-Financial Performance</li> <li>Risk</li> </ol>	<b>Tim Jones</b> SBS 045-17 <b>For Information</b> SBS 046-17 <b>Relevant Exec</b> SBS 047-17 <b>John Arnott</b> SBS 048-17
<b>5</b>	<b>1500</b> 60 mins	<b>BEIS Update, Business Planning and Roadmap</b>	<b>Jo Brigham</b> SBS 049-17
<b>6</b>	<b>1600</b> 10 mins	<b>Oracle Licensing</b>	<b>Tim Jones</b> SBS 050-17
<b>7</b>	<b>1610</b> 10 mins	<b>Governance</b> <ol style="list-style-type: none"> <li>Away Day</li> <li>Approach to Director, Board and Audit Committee evaluation</li> </ol>	<b>Caroline Jenkins</b> SBS 051-17 SBS 052-17
<b>8</b>	<b>1620</b> 5 mins	<b>Next Board Meeting</b> Board away day on 12 <sup>th</sup> September at Polaris House  Board meeting on 28 <sup>th</sup> September 2017 in Swindon. Proposed substantive items: <ul style="list-style-type: none"> <li>Follow up from the Away Day</li> <li>Input to BEIS Mid-year financial review</li> <li>Constitutional changes (dependent on decisions)</li> <li>Annual Governance Review</li> <li>Business Plan – final review</li> </ul>	<b>Tim Knighton</b>
<b>9</b>	<b>1625</b> 5 mins	<b>Any Other Business</b>	<b>Tim Knighton</b>

**Total: 2.5 hours**