

UK Shared Business Services Ltd BOARD MEETING

Date: Thursday 25 May 2017

Location: Room CS5, Polaris House, Swindon

Timings:	0940	Board to meet as RemCom
	0950	Closed session
	1020	Board meeting
	1250	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 Bringham	JB	Caroline Jenkins (Company Secretary)	CJ
Nolan Smith	NS	Gavin Foxall, (CPO)	GF
Hilary Reynolds	HR	Fiona Cowles, Senior HR Business Partner (for REMCOM only)	FC
Chris Pope	CP		

Apologies:

Anne Dixon	AD
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BOARD TO MEET AS THE REMUNERATION COMMITTEE			
	0940 10 mins	REMCOM <ul style="list-style-type: none"> Annual Pay Award Proposals 	Fiona Cowles REM 001-17
UK SBS BOARD CLOSED SESSION			
A	0950 30 mins	Closed Session <ul style="list-style-type: none"> Executive Structure 	Jo Bringham SBS 028-17
UK SBS BOARD MEETING			
1	1020 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 025-17 SBS 026-17 All
2	1030 10 mins	BEIS Update	Chris Pope Verbal

3	1040 10 mins	UK SBS Executive Director Report <ul style="list-style-type: none"> By Exception 	Jo Brigham SBS 029-17
4	1050 10 mins	Audit Committee Update Incl. Annual Audit Committee Report to Board	Nolan Smith SBS 030-17
5	1100 60 mins	Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions) <ol style="list-style-type: none"> Finance and 2017/18 budgets Procurement Performance and Risk Non-Financial Performance Risk 	Tim Jones SBS 031-17 Chris Pope SBS 032-17 Relevant Exec SBS 033-17 John Arnott SBS 034-17
6	1200 5 mins	Annual Security Report to BEIS	John Arnott SBS 035-17
7	1205 10 mins	General Data Protection Regulations Update	John Arnott SBS 036-17
8	1215 10 mins	Board Membership	Jo Brigham and Caroline Jenkins SBS 037-17
9	1225 15 mins	Governance <ol style="list-style-type: none"> Final draft Annual Governance Statement Modern Slavery Statement 	Caroline Jenkins SBS 038-17 SBS 039-17
10	1240 5 mins	Next Board Meeting Board meeting on 25 th July 2017 in Swindon. Proposed substantive items: <ul style="list-style-type: none"> Annual Report and Accounts Constitutional changes (dependent on BEIS Shared Service Strategy decisions) Board objectives 	Tim Knighton
11	1245 5 mins	Any Other Business	Tim Knighton
	1250	CLOSE	