

# UK Shared Business Services Ltd BOARD MEETING

**Date:** Thursday 26 July 2018

**Location:** Room CS2, Polaris House, Swindon

**Timings:** 0930      **Closed session**  
                  1000      **Board meeting**  
                  1300      **Close**

**Attending:**

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

<b>UK SBS BOARD MEETING</b>			
<b>A</b>	<b>0930</b> 30 mins	<b>Closed Session</b> • TBC	<b>Tim Knighton</b>
<b>1</b>	<b>1000</b> 10 mins	<b>Welcome</b> • Approval of the Minutes • Approval of any redactions required for publication • Consideration of Actions and Matters Arising • Declarations of conflicts of interest	<b>Tim Knighton</b> SBS 048-18  SBS 049-18 <b>All</b>
<b>2</b>	<b>1010</b> 10 mins	<b>UK SBS Chief Executive Report</b> • Highlights / Exceptions	<b>Richard Semple</b> SBS 051-18
<b>3</b>	<b>1020</b> 5 mins	<b>Audit Committee Update</b>	<b>Nolan Smith</b> Verbal

<b>4</b>	<b>1025</b> 30 mins	<b>Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions)</b> <ul style="list-style-type: none"> <li>a) Finance Update</li> <li>b) Non-Financial Performance &amp; Risk</li> </ul>	<b>Crispin Dawe</b> SBS 052-18 <b>Relevant Exec</b> SBS 053-18
<b>5</b>	<b>1055</b> 15 mins	<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 / Crispin Dawe</b> SBS 054-18
<b>6</b>	<b>1110</b> 30 mins	<b>UK SBS Strategy</b>	<b>Richard Semple</b> SBS 055-18
<b>7</b>	<b>1140</b> 10 mins	<b>Update on Former-DECC Onboarding</b>	<b>Andrew Lewis</b> SBS 056-18
<b>8</b>	<b>1150</b> 10 mins	<b>Business Design Authority Update</b>	<b>Andrew Lewis</b> SBS 057-18
<b>9</b>	<b>1200</b> 10 mins	<b>Governance</b> Approach to Director, Board and Audit Committee evaluation	<b>Caroline Jenkins</b> SBS 058-18
<b>10</b>	<b>1210</b> 5 mins	<b>Next Board Meeting</b> Board meeting on 27 September 2018 at 9.30am Proposed substantive items: <ul style="list-style-type: none"> <li>• F-DECC On-boarding</li> <li>• BEIS mid-year financial review</li> <li>• Annual Governance Review</li> <li>• UK SBS Strategy incl. values</li> </ul>	<b>Tim Knighton</b>
<b>11</b>	<b>1215</b> 5 mins	<b>Any Other Business</b>	<b>Tim Knighton</b>