

UK Shared Business Services Ltd BOARD MEETING

Date: Thursday 27 May 2021

Location: Via videoconference

Timings: 0930 – 1230 Board Meeting
1230 – 1240 Board to meet as NomCom
1240 – 1250 Closed Session

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
Neil Phimister	NP	Caroline Jenkins (Company Secretary)	CJ
Graham McAlister	GM	Jacqui White (Business Change Executive)	JW
Alice Hurrell	AH	Crispin Dawe (Finance Director)	CD
Nick Sammons	NS	Donna Colley (Head of Corporate HR, for item 10 only)	DC
Ruth Elliot	RE	Steve Jellings (Programme Manager, for item 10 only)	SJ
		Observer / Sponsor	
		Mark Bussey, Programme Director, SHARP, UKRI	MB

Apologies

John Arnott (Strategy Director)	JA
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OPERATIONAL			
1	0930 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 020-21 SBS 021-21 All
2	0940 15 mins	UK SBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions 	Richard Semple SBS 023-21
3	0955 10 mins	Audit Committee Update	Neil Phimister Verbal

4	1010 45 mins	Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions) Finance Update Non-Financial Performance Risk	Relevant Exec SBS 024-21 (via PowerBI)
5	1055 10 mins	Modern Slavery Statement	Caroline Jenkins SBS 025-21
6	1105 10 mins	UK SBS Budget 2021/22	Crispin Dawe SBS 026-21
BREAK – 10 MINUTES AT 1115			
STRATEGIC			
7	1125 10 mins	Feedback from Owners' Meeting	Tim Knighton Verbal
8	1135 10 mins	Business Planning Update	Richard Semple SBS 027-21
9	1145 20 mins	Future Shared Service Programmes: <ul style="list-style-type: none"> • Matrix Portfolio • SHARP 	Jacqui White SBS 027-21 Combined with Item 8
10	1205 15 mins	Transformation Update	Richard Semple SBS 028-21
ANY OTHER BUSINESS			
11	1220 5 mins	Next Board Meeting Board meeting to be held on 29 July 2021 at 9.30am Proposed substantive items: <ul style="list-style-type: none"> • Future Shared Services Programmes • Annual Report and Accounts • Performance Evaluation Approach 	Tim Knighton
12	1225 5 mins	Any Other Business	Tim Knighton
BOARD TO MEET AS NOMINATIONS COMMITTEE			
A	1230 10 mins	Chair Appointment To agree the resolution for Shareholders including start date	Tim Knighton
CLOSED SESSION OF THE BOARD			
A	1240 10 mins	Closed Session	Tim Knighton