

UK Shared Business Services Ltd BOARD MEETING

Date: Thursday 27 September 2018

Location: Room C33, Conference Centre, 1 Victoria Street, London

Timings: 09.30 – 10.15 Board Performance Session run by PwC
10.15 – 10.25 Board to meet as REMCOM
10.25 – 10.40 Closed session of the Board
10.40 – 13.00 Board meeting
13.00 – 13.30 Networking lunch
13.30 – 14.15 Board Development Session run by PwC

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
Ruth Elliot	RE	Caroline Jenkins (Company Secretary)	CJ
Nolan Smith	NS	Jacqui White (Business Change Executive)	JW
Neil Phimister	NP	Crispin Dawe (Finance Director)	CD
Tom Taylor	TT		
Graham McAlister	GM		
Alice Hurrell (to be appointed at the Board meeting)	AH		

UK SBS BOARD TO MEET AS REMCOM			
1	1015 10 mins	<ul style="list-style-type: none"> Pay Mandate 	Fiona Cowles REM
UK SBS BOARD MEETING			
A	1025 15 mins	Closed Session <ul style="list-style-type: none"> TBC 	Tim Knighton
1	1040 10 mins	Welcome <ul style="list-style-type: none"> Board Director Appointment (Alice Hurrell) 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 059-18 SBS 060-18 All SBS 061-18

2	1050 10 mins	UK SBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions 	Richard Semple SBS 063-18
3	1100 5 mins	Audit Committee Update	Nolan Smith Verbal
4	1105 30 mins	Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions) <p>Finance Update</p> <p>Non-Financial Performance</p> <p>Risk</p>	Relevant Exec SBS 064-18
5	1135 45 mins	UK SBS Strategy incl. Values	Richard Semple SBS 065-18
6	1220 10 mins	Update on Former-DECC Onboarding	Andrew Lewis SBS 066-18
7	1230 20 mins	Governance Annual Governance Review	Caroline Jenkins SBS 067-18
8	1250 5 mins	Next Board Meeting Board meeting on 29 November 2018 at 9.30am Proposed substantive items: <ul style="list-style-type: none"> F-DECC On-boarding 	Tim Knighton
9	1255 5 mins	Any Other Business	Tim Knighton