

# UK Shared Business Services Ltd BOARD MEETING

**Date:** Thursday 28 January 2021

**Location:** Via videoconference

**Timings:** 0930 – 1200 Board Meeting  
1200 – 1220 Board to meet as REMCOM  
1220 – 1230 Closed Session

**Attending:**

Board Members:		UK SBS Executive:	
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>
Neil Phimister	<b>NP</b>	Caroline Jenkins (Company Secretary)	<b>CJ</b>
Graham McAlister	<b>GM</b>	Jacqui White (Business Change Executive)	<b>JW</b>
Alice Hurrell	<b>AH</b>	Crispin Dawe (Finance Director)	<b>CD</b>
Emma Ferguson-Gould	<b>EF-G</b>	John Arnott (Strategy Director)	<b>JA</b>
Ruth Elliot	<b>RE</b>	<b>Observer / Sponsor</b>	
		Nathan Moores, Shared Services Deputy Director, BEIS	<b>NM</b>

OPERATIONAL			
<b>1</b>	<b>0930</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 060-20 SBS 061-20 <b>All</b>
<b>2</b>	<b>0940</b> 15 mins	<b>UK SBS Chief Executive Report</b> <ul style="list-style-type: none"> <li>Highlights / Exceptions</li> </ul>	<b>Richard Semple</b> SBS 002-21
<b>3</b>	<b>0955</b> 45 mins	<b>Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions)</b>  Finance Update Non-Financial Performance Risk	<b>Relevant Exec</b> SBS 003-21 (via Power BI)

<b>STRATEGIC</b>			
<b>4</b>	<b>1040</b> 30 mins	<b>Board 'Away Day' Summary, Direction for Business Planning and UK SBS Transformation</b>	<b>Tim Knighton and John Arnott</b> SBS 004-21
<b>BREAK – 10 MINUTES AT 1110</b>			
<b>5</b>	<b>1120</b> 30 mins	<b>Future Shared Service Programmes</b> Updates on the two programmes, including legacy contract extensions	<b>Jacqui White</b> SBS 005-21
<b>ANY OTHER BUSINESS</b>			
<b>6</b>	<b>1150</b> 5 mins	<b>Next Board Meeting</b> Board meeting to be held on 30 March 2021 at 9.30am Proposed substantive items: <ul style="list-style-type: none"> <li>• Future Shared Services Programmes</li> <li>• GSS Strategy</li> <li>• Business Planning</li> <li>• Annual Governance Statement</li> <li>• Going Concern</li> </ul>	<b>Tim Knighton</b>
<b>7</b>	<b>1155</b> 5 mins	<b>Any Other Business</b>	<b>Tim Knighton</b>
<b>BOARD TO MEET AS REMCOM</b>			
<b>1</b>	<b>1200</b> 20 mins	<b>Future Pay Strategy and Diversity Data</b>	<b>John Arnott</b> SBS REM 001-21
<b>CLOSED SESSION OF THE BOARD</b>			
<b>A</b>	<b>1220</b> 10 mins	<b>Closed Session</b>	<b>Tim Knighton</b>