

UK Shared Business Services Ltd BOARD MEETING

Date: Wednesday 28 March 2018

Location: Room CS2, Polaris House, Swindon

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

Attending:

Board Members:		UK SBS Executive:	
Tim Knighton (Chairman)	TK	Richard Semple (Incoming CEO)	RS
Joanna Bringham (Chief Executive)	JB	John Arnott (Corporate Services Executive)	JA
Chris Pope	CP	Caroline Jenkins (Company Secretary)	CJ
Nolan Smith	NS	Jacqui White (Business Change Executive)	JW
Doug Watkins	DW	Crispin Dawe (Finance Director)	CD
Neil Phimister	NP		
Tom Taylor	TT		

Apologies:

Andrew Lewis (Chief Operating Officer)	AL
Mike Rendall (Chief Technology Officer)	MR

UK SBS BOARD CLOSED SESSION			
A	0930 30 mins	Closed Session <ul style="list-style-type: none"> Exec Structure 	Tim Knighton SBS 012-18
UK SBS BOARD MEETING			
1	1000 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 013-18 SBS 014-18 All
2	1010 10 mins	UK SBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions 	Jo Bringham SBS 016-18
3	1020 10 mins	Audit Committee Update	Nolan Smith SBS 017-18

4	1030 30 mins	<p>Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions)</p> <ul style="list-style-type: none"> a) Finance Update <ul style="list-style-type: none"> • Going Concern • 2018/19 budgets b) Non-Financial Performance c) Risk incl. Risk Management Strategy for approval 	<p>Crispin Dawe SBS 018-18 SBS 019-18 SBS 020-18</p> <p>Relevant Exec SBS 021-18</p> <p>John Arnott and Relevant Exec SBS 022-18</p>
5	1100 25 mins	Former-DECC Onboarding	Jo Brigham SBS 023-18
6	1125 20 mins	Service Provision to the Department for International Trade	Jo Brigham SBS 024-18
7	1145 10 mins	Oracle Licensing Negotiations	Jacqui White SBS 025-18
8	1155 10 mins	GDPR Update	Crispin Dawe SBS 026-18
9	1205 20 mins	BEIS and UKRI Workshop - 24 April 2018	Jo Brigham SBS 027-18
10	1225 25 mins	<p>Governance</p> <ul style="list-style-type: none"> • Draft Annual Governance Statement • Constitutional Documents • Corporate Scheme of Delegation 	<p>Caroline Jenkins SBS 028-18 SBS 029-18 SBS 030-18</p>
11	1250 5 mins	<p>Next Board Meeting Board meeting on 24 May 2018 at 9.30am Proposed substantive items:</p> <ul style="list-style-type: none"> • Annual Pay Review and Longer Term People Plans • Follow up from 24 April Workshop and planning for owner meeting to be held in June / July • Final Annual Governance Statement • Cyber Security Demo (to be held before the meeting starts) • Modern Slavery Statement 	Tim Knighton
12	1255 5 mins	Any Other Business	Tim Knighton