

UK Shared Business Services Ltd BOARD MEETING

Date: Thursday 29 July 2021

Location: CS5 & 6, Polaris House, Swindon

**Timings: 0930 – 1145 Board Meeting
1150 – 1200 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	John Arnott (Strategy Director)	JA
Ruth Elliot	RE	Observer / Sponsor	
John Clarke	JC	Mark Bussey, Programme Director, SHARP, UKRI	MB
		Debbie Boothman, BEIS	DB

OPERATIONAL			
1	0930 5 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 028-21 SBS 029-21 All
2	0935 5 mins	Appointment of Non-Executive Director To appoint Victoria McMyn	Tim Knighton SBS 031-21
3	0940 15 mins	UK SBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions 	Richard Semple SBS 032-21
4	0955 10 mins	Audit Committee Update	Neil Phimister Verbal
5	1005 30 mins	Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions) Non-Financial Performance Risk Finance Update	Relevant Exec SBS 033-21 (via PowerBI)

6	1035 10 mins	UK SBS Budget 2021/22	Crispin Dawe SBS 034-21
7	1045 5 mins	Board Performance Evaluation	Caroline Jenkins SBS 035-21
BREAK – 10 MINUTES AT 1050			
STRATEGIC			
8	1100 5 mins	Going Concern Status	Crispin Dawe SBS 036-21
9	1105 15 mins	Annual Report and Financial Statements <ul style="list-style-type: none"> • To Approve • To Authorise the Chief Executive to sign the letter of representation and the Annual Report and Accounts on behalf of the Board 	Neil Phimister / Crispin Dawe SBS 037-21
10	1120 15 mins	Future Shared Service Programmes: <ul style="list-style-type: none"> • Matrix Portfolio • SHARP • Contingency Planning 	Jacqui White SBS 038-21
11	1135 10 mins	UK SBS Transformation <ul style="list-style-type: none"> • Organisation Design • Workforce Plan • Behavioural Change 	John Arnott SBS 039-21
ANY OTHER BUSINESS			
12	1145 5 mins	Next Board Meeting Board meeting to be held on 30 September 2021 at 9.30am Proposed substantive items: <ul style="list-style-type: none"> • Future Shared Services Programmes • Diversity & Inclusion Strategy • Corporate Social Responsibility Update • Annual Governance Review 	Tim Knighton
13	1150	Any Other Business	Tim Knighton
CLOSED SESSION OF THE BOARD			
A	1150 10 mins	Closed Session	Tim Knighton