

UK Shared Business Services Ltd BOARD MEETING

Date: Thursday 29 November 2018

Location: Room CS2, Polaris House, Swindon

Timings: 0930 – 1000 Closed session
1000 – 1235 Board meeting

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 |
| Neil Phimister | NP | Jacqui White (Business Change Executive) | JW |
| Graham McAlister | GM | Crispin Dawe (Finance Director) | CD |
| Alice Hurrell | AH | Guest: | |
| | | Nathan Moores (for Item 5) | NM |

| Apologies | | | |
|------------|-----------|--|--|
| Tom Taylor | TT | | |

| UK SBS BOARD MEETING | | | |
|----------------------|------------------------|--|---|
| A | 0930 30 mins | Closed Session <ul style="list-style-type: none"> TBC | Tim Knighton |
| 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 068-18 SBS 069-18 All |
| 2 | 1010 10 mins | UK SBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions | Richard Semple SBS 071-18 |
| 3 | 1020 5 mins | Audit Committee Update | Neil Phimister SBS 072-18 |

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|-----------|------------------------|---|---|
| 4 | 1025 30 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 073-18 |
| 5 | 1055 30 mins | New Solution | Richard Semple / Nathan Moores Verbal |
| 6 | 1125 30 mins | UK SBS Site Strategy | Richard Semple SBS 074-18 |
| 7 | 1155 20 mins | UK SBS Efficiency Narrative | Crispin Dawe SBS 075-18 |
| 8 | 1215 10 mins | Update on Former-DECC Onboarding | Andrew Lewis SBS 076-18 |
| 9 | 1225 30 mins | ISO 27001 | Mike Rendall SBS 077-18 |
| 10 | 1255 5 mins | Next Board Meeting Board meeting on 31 January 2019 at 9.30am Proposed substantive items: <ul style="list-style-type: none"> • Business Planning • Draft Annual Governance Statement | Tim Knighton |
| 11 | 1300 5 mins | Any Other Business | Tim Knighton |