

# UK Shared Business Services Ltd BOARD MEETING

**Date: Tuesday 29 September 2020**

**Location: Via videoconference**

**Timings: 0930 – 1220 Board Meeting  
1220 – 1245 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> |
| Ruth Elliot                      | <b>RE</b>   | John Arnott (Strategy Director)                      | <b>JA</b> |
| Emma Ferguson-Gould              | <b>EF-G</b> | <b>Observer / Sponsor</b>                            |           |
|                                  |             | Nathan Moores, Shared Services Deputy Director, BEIS | <b>NM</b> |
|                                  |             | Wayne Owen, BEIS Departmental Security               | <b>WO</b> |

| OPERATIONAL |                        |  |  |
|-------------|------------------------|--|--|
| <b>1</b>    | <b>0930</b><br>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> <li>Board Member Appointment</li> </ul> | <b>Tim Knighton</b><br>SBS 041-20<br>SBS 042-20<br><b>All</b><br><br><b>Tim Knighton</b><br>SBS 044-20 |
| <b>2</b>    | <b>0940</b><br>15 mins | <b>UK SBS Chief Executive Report</b> <ul style="list-style-type: none"> <li>Highlights / Exceptions</li> </ul>   | <b>Richard Semple</b><br>SBS 045-20  |
| <b>3</b>    | <b>0955</b><br>10 mins | <b>Audit Committee Update</b>  | <b>Neil Phimister</b><br>Verbal  |
| <b>4</b>    | <b>1005</b><br>30 mins | <b>Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions)</b><br><br>Finance Update<br>Non-Financial Performance<br>Risk  | <b>Relevant Exec</b><br>SBS 046-20   |

|                                    |                        |   |   |
|------------------------------------|------------------------|---|---|
| <b>5</b>                           | <b>1035</b><br>20 mins | <b>Annual Governance Review</b> <ul style="list-style-type: none"> <li>• Policies</li> <li>• Committee Appointments</li> <li>• ToR</li> <li>• Registers</li> </ul>  | <b>Caroline Jenkins</b><br>SBS 047-20             |
| <b>BREAK – 10 MINUTES AT 10.55</b> |                        |   |   |
| <b>STRATEGIC</b>                   |                        |   |   |
| <b>6</b>                           | <b>1105</b><br>30 mins | <b>Autumn Activities</b><br>Planning and mitigations  | <b>John Arnott</b><br>SBS 048-20                  |
| <b>7</b>                           | <b>1135</b><br>40 mins | <b>Future Shared Service Programmes</b><br>Updates on the two programmes<br>Scenario planning exercise  | <b>Jacqui White</b><br>SBS 049-20a<br>SBS 049-20b |
| <b>ANY OTHER BUSINESS</b>          |                        |   |   |
| <b>8</b>                           | <b>1210</b><br>5 mins  | <b>Next Board Meeting</b><br>Board meeting to be held on 30 November 2020 at 9.30am<br>Proposed substantive items: <ul style="list-style-type: none"> <li>• Future Shared Services Programmes</li> <li>• Information / Cyber Security Update</li> </ul> | <b>Tim Knighton</b>                               |
| <b>9</b>                           | <b>1215</b><br>5 mins  | <b>Any Other Business</b>   | <b>Tim Knighton</b>                               |
| <b>A</b>                           | <b>1220</b><br>25 mins | <b>Closed Session</b> <ul style="list-style-type: none"> <li>• Board Performance Review – Evaluation Results</li> </ul>   | <b>Tim Knighton</b>                               |