

UK Shared Business Services Ltd BOARD MEETING

Date: Thursday 30 March 2021

Location: Via videoconference

**Timings: 0930 – 1245 Board Meeting
1245 – 1255 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
Ruth Elliot	RE	Crispin Dawe (Finance Director)	CD
Emma Ferguson-Gould	EF-G	John Arnott (Strategy Director)	JA
		Observer / Sponsor	
		Nathan Moores, Shared Services Deputy Director, BEIS	NM
		Mark Bussey, Programme Director, SHARP, UKRI	MB
		Nick Sammons, Director of Commercial and Operations, BEIS	NS
Apologies:			
Alice Hurrell			

OPERATIONAL			
1	0930 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 Appointment of Non-Executive Director	Tim Knighton SBS 006-21 SBS 007-21 All Tim Knighton SBS 009-21
2	0940 15 mins	UK SBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions Risk Management Policy 	Richard Semple SBS 010-21
3	0955 10 mins	Audit Committee Update Including the Annual Audit Committee Report to Board	Neil Phimister SBS 011-21

4	1005 35 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 012-21 (via PowerBI)
5	1040 15 mins	Cyber Security Update	Richard Semple SBS 013-21
6	1055 10 mins	Draft Annual Governance Statement	Caroline Jenkins SBS 014-21
7	1105 10 mins	Going Concern	Crispin Dawe SBS 015-21
BREAK – 10 MINUTES AT 1115			
8	1125 10 mins	UK SBS Budget Submission 2021/22	Crispin Dawe SBS 016-21
STRATEGIC			
9	1135 20 mins	Business Planning	John Arnott SBS 017-21
10	1155 20 mins	UK SBS Transformation Plan	John Arnott SBS 018-21
11	1215 20 mins	Future Shared Service Programmes Updates on the two programmes	Jacqui White SBS 019-21
ANY OTHER BUSINESS			
12	1235 5 mins	Next Board Meeting Board meeting to be held on 27 May 2021 at 9.30am Proposed substantive items: <ul style="list-style-type: none"> • Future Shared Services Programmes • GSS Strategy • Business Planning 	Tim Knighton
13	1240 5 mins	Any Other Business	Tim Knighton
CLOSED SESSION OF THE BOARD			
A	1245 10 mins	Closed Session	Tim Knighton