

UK Shared Business Services Ltd BOARD MEETING

Date: Monday 30 November 2020

Location: Via videoconference

Timings: 0930 – 1210 Board Meeting
1210 – 1230 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
Ruth Elliot	RE	John Arnott (Strategy Director)	JA
Emma Ferguson-Gould	EF-G		
Observer / Sponsor			
Nathan Moores, Shared Services Deputy Director, BEIS	NM	Phil Edgell, Accreditor (for item 6)	PE
Wayne Owen, BEIS Departmental Security Team	WO	Helena Clennell, PwC (for item 7)	HC
Paul Jellings, Head of Performance Analysis (for item 4)	PJ	Julia Hastings, PwC (for item 7)	JH

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 	Tim Knighton SBS 050-20 SBS 051-20 All
2	0940 15 mins	UK SBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions 	Richard Semple SBS 053-20
3	0955 5 mins	Audit Committee Update	Neil Phimister Verbal

4	1000 30 mins	Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions) Finance Update Non-Financial Performance Risk Demonstration of the new performance report	Relevant Exec SBS 054-20
5	1030 5 mins	Operating Budgets	Crispin Dawe SBS 055-20
6	1035 15 mins	Information / Cyber Update	Richard Semple / Phil Edgell SBS 056-20
BREAK – 10 MINUTES AT 10.50			
STRATEGIC			
7	1100 30 mins	Strategic Workforce Plan Incl. attendance from PwC	John Arnott SBS 057-20
8	1130 30 mins	Future Shared Service Programmes Updates on the two programmes Programme Resourcing	Jacqui White SBS 058-20 SBS 059-20
ANY OTHER BUSINESS			
9	1200 5 mins	Next Board Meeting Board meeting to be held on 28 January 2021 at 9.30am Proposed substantive items: <ul style="list-style-type: none"> • Future Shared Services Programmes • Pay proposals and diversity 	Tim Knighton
10	1205 5 mins	Any Other Business	Tim Knighton
CLOSED SESSION OF THE BOARD			
A	1210 20 mins	Closed Session	Tim Knighton