

UK Shared Business Services Ltd BOARD MEETING

Date: Thursday 31 January 2019

Location: Room CS3, 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
Tom Taylor	TT	Crispin Dawe (Finance Director)	CD
Graham McAlister	GM		
Alice Hurrell	AH		

UK SBS BOARD MEETING			
A	0930 30 mins	Closed Session • TBC	Tim Knighton
1	1000 10 mins	Welcome • 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 001-19 SBS 002-19 All
2	1010 10 mins	UK SBS Chief Executive Report • Highlights / Exceptions	Richard Semple SBS 004-19
3	1020 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 005-19
4	1050 40 mins	New Solution / Draft OBC	Jacqui White SBS 006-19

5	1130 20 mins	UK SBS Business Planning Including KPI refresh	Richard Semple SBS 007-19
6	1150 20 mins	EU Exit Planning	Andrew Lewis SBS 008-19
7	1210 20 mins	DIT Service Provision	Richard Semple SBS 009-19
8	1230 20 mins	UKRI Transformation Plans	Andrew Lewis SBS 010-19
9	1250 5 mins	Next Board Meeting Board meeting to be held on 25 March 2019 at 9.30am at BEIS, London. Proposed substantive items: <ul style="list-style-type: none"> • Business Plan • Final Annual Governance Statement • People and Engagement • New Solution Update 	Tim Knighton
10	1255 5 mins	Any Other Business	Tim Knighton