

# UK Shared Business Services Ltd BOARD MEETING

**Date: Wednesday 6 December 2017**

**Location: Room CS3, Polaris House, Swindon**

**Timings: 0930      Closed session**  
**0950      Board meeting**  
**1300      Close**

**Attending:**

<b>Board Members:</b>		<b>UK SBS Executive:</b>	
Tim Knighton (Chairman)	<b>TK</b>	John Arnott (Corporate Services Director)	<b>JA</b>
Joanna Brigham (Chief Executive)	<b>JB</b>	Caroline Jenkins (Company Secretary)	<b>CJ</b>
Chris Pope	<b>CP</b>	Jacqui White (Business Change Executive)	<b>JW</b>
Nolan Smith	<b>NS</b>	Andrew Lewis (Chief Operating Officer)	<b>AL</b>
Doug Watkins	<b>DW</b>	Mike Rendall (Chief Technology Officer)	<b>MR</b>
Neil Phimister	<b>NP</b>	Crispin Dawe (Head of Finance)	<b>CD</b>
Tom Taylor	<b>TT</b>		

<b>UK SBS BOARD CLOSED SESSION</b>			
<b>A</b>	<b>0930</b> 20 mins	<b>Closed Session</b> <ul style="list-style-type: none"> <li>Independent Board Member recruitment</li> <li>CEO recruitment update</li> </ul>	<b>Tim Knighton</b> SBS 056-17 Verbal
<b>UK SBS BOARD MEETING</b>			
<b>1</b>	<b>0950</b> 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> </ul>	<b>Tim Knighton</b> SBS 053-17  SBS 054-17 <b>All</b>
<b>2</b>	<b>1000</b> 10 mins	<b>UK SBS Chief Executive Report</b> <ul style="list-style-type: none"> <li>Highlights / Exceptions</li> </ul>	<b>Jo Brigham</b> SBS 059-17

<b>3</b>	<b>1010</b> 45 mins	<b>Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions)</b> <ul style="list-style-type: none"> <li>a) Finance Update</li> <li>b) Non-Financial Performance</li> <li>c) Risk incl. Risk Appetite</li> </ul>	<b>Crispin Dawe</b> SBS 060-17 <b>Relevant Exec</b> SBS 061-17 <b>John Arnott and</b> <b>Relevant Exec</b> SBS 062-17 SBS 063-17
<b>4</b>	<b>1055</b> 30 mins	<b>UK SBS Strategy and Direction</b>	<b>Jo Brigham</b> SBS 064-17
<b>5</b>	<b>1125</b> 20 mins	<b>Oracle Licensing</b>	<b>Jacqui White</b> SBS 065-17
<b>6</b>	<b>1145</b> 15 mins	<b>General Data Protection Regulations (GDPR) Update</b>	<b>John Arnott</b> SBS 066-17
<b>7</b>	<b>1200</b> 30 mins	<b>Annual Governance Review</b> <ul style="list-style-type: none"> <li>• Board and Audit Committee Terms of Reference</li> <li>• Committee Membership</li> <li>• Corporate Policies</li> <li>• Register of Interests</li> </ul>	<b>Caroline Jenkins</b> SBS 067-17
<b>8</b>	<b>1230</b> 5 mins	<b>Next Board Meeting</b> Board meeting on 1 February 2018 at 9.30am Proposed substantive items: <ul style="list-style-type: none"> <li>• AGM arrangements</li> <li>• AGS plan</li> </ul>	<b>Tim Knighton</b>
<b>9</b>	<b>1235</b> 5 mins	<b>Any Other Business</b>	<b>Tim Knighton</b>

**Total: 3 hours**