

UK Shared Business Services Ltd

Minutes of the 79th UK SBS Board Meeting held at Polaris House, Swindon on Thursday 24 May 2018 commencing at 10.35am.

Attending:

Board Members:		UK SBS Executives:	
Tim Knighton (Chairman)	TK	Mike Rendall, Chief Technology Officer	MR
Richard Semple	RS	Caroline Jenkins, Company Secretary	CJ
Nolan Smith	NS	Andrew Lewis, Chief Operating Officer	AL
Neil Phimister	NP	Jacqui White, Business Change Executive	JW
Tom Taylor (dialled in)	TT	Crispin Dawe, Finance Director	CD
Graham McAlister	GM		
Ruth Elliot	RE		

Apologies:

Doug Watkins	DW
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A. CLOSED SESSION

A1. There was a closed session of the Board with the Company Secretary in attendance.

1. WELCOME (SBS 031-18, 032-18)

1.1 The Chairman opened the Board meeting at 10.35am and welcomed all in attendance, particularly Ruth Elliot and Graham McAlister as newly appointed Board members and Richard Semple, UK SBS Chief Executive.

1.2 Apologies from DW were noted.

1.3 The minutes of the meeting held on 28 March 2018 were agreed as a correct record.

1.4 TT declared two interests in respect to items on the agenda:

- TT was responsible for the agreement of budgets within BEIS, and therefore UK SBS' budget.
- TT was responsible for providing assurance to the BEIS Accounting Officer.

There were no further declarations of conflicts of interest in relation to items on the agenda.

1.5 The Board received the action log.

2. CHIEF EXECUTIVE REPORT (SBS 034-18)

2.1 The Chief Executive's report was received by the Board.

2.2 RS highlighted the key areas of discussion to be covered at the upcoming Executive Team away day in June.

- 2.3 Discussions took place on the processes and timelines for funding allocation confirmation from BEIS, particularly in relation to programmes and project spend. It was recognised that the UK SBS sponsor within BEIS had responsibility for securing some UK SBS budget; there was a need for UK SBS to clarify with the sponsor the outstanding funding requirements.
- 2.4 In answer to a question, AL and MR outlined a number of areas in which process automation could be achieved within the current system. A workshop had been scheduled to undertake a gap analysis of current UK SBS processes against the GPN processes to identify any areas for immediate / quick improvement and plan for longer term changes.

3. AUDIT COMMITTEE UPDATE

- 3.1 NS provided a verbal update on the key discussions that took place at the Audit Committee meeting on 17 May 2018.

4. FINANCE (SBS 035-18, 036-18 and 037-18)

- 4.1 The Board received the P12 and P01 management account packs, noting that a number of programmes and projects were proceeding at risk; BEIS and UKRI had been informed of the position.
- 4.2 The budget allocation letter had been received from BEIS. The budget allocation by service area was noted by the Board.

4b. NON-FINANCIAL PERFORMANCE (SBS 038-18)

- 4.3 The Board received the performance report and the following points were noted:
- Procurement turnover had stabilised; the report included annualised figures.
 - The extended hour's team within HR service delivery had been funded within BAU budgets, allowing maximum utilisation of facilities and desk space.
 - Discussions took place regarding overpayments caused by a system build error in relation to long term sickness absence within one client organisation. A fix to rectify the issue would be released in July.
 - The internal allocation of budgets to be reviewed to ensure an appropriate balance between BAU and change programmes.

4c. RISK (SBS 039-18)

- 4.4 The Board received the risk register and received verbal updates where appropriate. The following points were noted:
- The on-boarding of former DECC was progressing well, with both the BEIS and UK SBS teams committed to delivery of the October 2018 deadline.
 - Ways of developing a closer working relationship between UK SBS and BEIS, particularly with BEIS HR, were being investigated to assist with the data migration and to highlight the risks of any potential delays.
 - The service delivery teams would be testing the facilities at RAL ahead of wider engagement and further testing to include remote access.
 - The negotiations with Oracle were progressing.

Actions:

- **A report to be submitted to Audit Committee to understand where the risk balance sits with regards to achieving ISO27001 accreditation, with an appropriate level of risk, monitoring and associated KPIs to be agreed.**
- **The Cyber Security presentation to be circulated to the Board for information.**

5. UPDATE ON FORMER DECC ONBOARDING (SBS 040-18)

5.1 This item was considered under item 4c.

6. ORACLE LICENSING NEGOTIATIONS (SBS 041-18)

6.1 This item was considered under item 4c.

7. GDPR UPDATE (SBS 042-18)

7.1 The GDPR project would continue after 25 May 2018 (GDPR implementation date), with progress to be continually monitored against the objectives of the project.

7.2 The key areas of non-compliance and clear timelines for implementation of the outstanding actions to be considered by the Audit Committee at their July meeting.

8. ANNUAL SECURITY RETURN TO BEIS (SBS 043-18)

8.1 The Board noted the annual security return submitted to BEIS.

Actions:

- **A copy of the security return to be sent to GM.**

9. GOVERNANCE (SBS 044-18 – 047-18)

9.1 The Board acknowledged that certified copy of the UKRI property transfer scheme had been produced to the Company and, further to the provisions of the 2017 Act, accepted this as evidence that the shares had been transferred on the basis of the transfer scheme. The Board also acknowledged that the transfer scheme, under the provisions of the Act, constitutes (or otherwise overrides the need for) an instrument of transfer under the Articles. The Board approved the transfers effected under the transfer schemes and resolve that the Company Secretary updates the Company Books.

9.2 The Board appointed Graham McAlister to the Audit Committee for a two year term.

9.3 The Board approved the UK SBS 2017/18 Modern Slavery Statement.

9.4 The Board considered and agreed v0.7 of the Annual Governance Statement, subject to the inclusion of one additional matter.

10. NEXT BOARD MEETING

10.1 The items to be considered at the next Board on 26 July 2018 were noted as:

- Update on F-DECC transition

- Update on the work / progress of the BDA
- Annual Report and Accounts

11. ANY OTHER BUSINESS

11.1 There were no further items.

Board closed at 12.05pm

Next meeting: 26 July 2018