

UK Shared Business Services Ltd

Minutes of the 74th UK SBS Board Meeting held at Polaris House, Swindon on Thursday 25th May 2017 commencing at 11.00am.

Attending:

Board Members:		UK SBS Executives:	
Tim Knighton (Chair)	TK	Tim Jones, Finance Director	TJ
Carol Bernstein	CB	John Arnott, Corporate Services Director	JA
Joanna Brigham	JB	Caroline Jenkins, Company Secretary	CJ
Hilary Reynolds	HR	Gavin Foxall, CPO	GF
Chris Pope	CP		
Nolan Smith	NS		

Apologies:

Anne Dixon	AD
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A. CLOSED SESSION

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

1. WELCOME (SBS 025-17, 026-17)

1.1 The Chair opened the Board meeting at 11.00am and welcomed all in attendance.

1.2 The minutes of the meeting held on 23 March 2017 were agreed.

1.3 There were no declarations of conflicts of interest relating to any matter on the agenda.

1.4 The Board considered the action log and noted the completed actions. TK provided a verbal update on action 73.3 which was subsequently closed.

2. BEIS UPDATE

2.1 CP provided a verbal update and the following points were noted:

- The department was currently observing purdah ahead of the general election on 8 June 2017.
- The shared services OBC was being developed, due for consideration at the BEIS Executive Committee meeting in June.
- CP had been appointed as the BEIS interim director for digital data and technology.

3. EXECUTIVE DIRECTOR REPORT (SBS 029-17)

3.1 The Executive Director's report and addendum was received by the Board.

3.2 Substantial discussions took place on the risks and implications of delays to decision making, particularly with regard to owners' potential miss-alignment on an agreed shared service strategy beyond 2019/20. The Board agreed that the risk and strategy

sat outwith UK SBS. It was noted that messaging to employees was key to ensure ongoing engagement.

4. AUDIT COMMITTEE UPDATE (SBS 030-17)

4.1 The Board received the Annual Audit Committee report to Board.

5a. FINANCE (SBS 031-17)

5.1 The full year management account pack was received by the Board. The NAO interim audit had concluded with the final audit scheduled for later in the year. A balanced BAU budget for 2017/18 had been agreed and the UK SBS allocation letter had been received from BEIS. The general capital allocation had also been agreed, ahead of anticipated timescales. The Board would undertake a Q1 review at the July meeting.

5.2 Non-BAU programme funding had been agreed in principle.

5.3 Discussions took place on government accounting practices and the total depreciation values in 2016/17.

5b. PROCUREMENT RISK AND PERFORMANCE (SBS 032-17)

5.4 The Board noted that Procurement contracts would be signed by and in the name of the client (rather than UK SBS) as contracting authority from 1 June 2017. Although this would reduce the risk to the Company, the Board were still accountable for advice provided to clients and the compliance of its procurement processes. GF noted that robust processes were in place should there be a challenge.

5.5 In answer to a question, GF outlined how customer and client satisfaction was measured. There were 22 open procurement risks noted, covering both UK SBS and clients. Internal audits were becoming better aligned with clients' to cover end-to-end processes. There were some transactional issues to resolve ahead of Day One implementation; GF was engaging with the procurement work stream lead.

5c. PERFORMANCE AND CLIENT ISSUES (SBS 033-17)

5.6 The Board received the performance report.

5d. RISK (SBS 034-17)

5.7 The Board considered the corporate risk register, noting that the information security risk remained live in light of the recent UK-wide cyber-attack. Discussions took place on the risk profile to the Company and the mitigating actions / identification of gaps; the Audit Committee would undertake a deep dive of the ISS departmental risk register as part of a planned review process which should cover these areas of risk.

6. ANNUAL SECURITY REPORT TO BEIS (SBS 035-17)

6.1 The Board received the report, noting that the BEIS accreditor was comfortable with the return and confirmed that UK SBS was not a point of concern to BEIS.

7. GENERAL DATA PROTECTION REGULATIONS UPDATE (SBS 036-17)

- 7.1 JA informed the Board that a project had been initiated jointly with the Research Councils and BEIS to consider the potential implications of GDPR. Further clarity on the work required to implement GDPR was expected from the Information Commissioners Office in due course.

8. BOARD MEMBERSHIP (SBS 037-17)

- 8.1 The Board received the report but, noting they were conflicted, agreed that Board membership was for the owners / sponsor to consider and agree; the report set out principles for consideration. Board membership should be considered in parallel with shareholding and overall governance arrangements.

9. GOVERNANCE (SBS 038-17, SBS 039-17)

- 9.1 The Board approved v0.9 of the AGS for submission to BEIS on 26 May 2017, to be signed by JB on behalf of the Board.
- 9.2 The Board agreed the 2016/17 Modern Slavery and Human Trafficking Statement for publication on the UK SBS website.

10. NEXT BOARD MEETING

- 10.1 The items to be considered at the next Board on 25 July 2017 were noted.

11. ANY OTHER BUSINESS

- 11.1 Communication Strategy post BEIS Executive Committee – JB and CP to devise a communication strategy for messaging following the conclusion of the BEIS Executive Committee on 26 June 2017.

Board closed at 12.45pm

Next meeting: 25 July 2017