

UK Shared Business Services Ltd BOARD MEETING

Date: Thursday 30 January 2025

Location: CS5, Polaris House, Swindon

**Timings: 0930 - 1250 Board Meeting
1250 - 1305 Closed session of the Board**

Attending:

Board Members:		UK SBS Executive:	
John Clarke, Chair	JC	Claire Hargreaves, Chief Finance Officer	CH
Richard Semple, Chief Executive	RS	David Walder, Chief Digital and Information Officer	DW
Graham McAlister	GM	Liz Creedy, Chief Operating Officer	LC
Sarah Finigan	SF	Victoria McMyn, Chief Change Officer	VM
Michele Hughes	MH	Caroline Jenkins, Company Secretary	CJ
David Thomas	DT	Akos Csernus, Chief Transformation Officer	AC
Helen Mills	HM	John Arnott, Chief Strategy and People Officer	JA
Claire Pearce	CP	Observers / Guests	
Bidesh Sarkar	BS	Carolyn Isaacs, Incoming NED	CI
		Sarah Harrison, Cabinet Office	SH
		Andrew Pattison, DCMS	AP
		Richard Henshall, Matrix SRO	RH
		Claire Foxall, Deloitte (for item 3)	CF
		Alev Williams, Deloitte (for item 3)	AW

OPERATIONAL			
1	0930 - 0935 5 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 	John Clarke / All SBS 062-24 SBS 063-24 For approval
2	0935 - 1000 25 mins	UK SBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions 	Richard Semple SBS 002-25 For information
3	1000 – 1100 60 mins	Transformation Progress <ul style="list-style-type: none"> - Introduction to the Transformation Partner - Transformation Assurance incl. feedback from the January extraordinary Audit Committee - Change governance under the Matrix Operating model (action 115.5) 	Akos Csernus SBS 003-25 For information

4	1100- 1130 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 004-25 (via PowerBI) For discussion
BREAK – 10 MINUTES AT 1130			
5	1140 - 1210 30 mins	Major Programmes and Change Roadmap - SHARP - MoG 2024 - Programme artefact update (action 117.2)	Victoria McMyn SBS 005-25 For information
6	1210 - 1240 30 mins	Business Planning Incl. updated vision and mission following feedback at the strategic offsite	John Clarke / John Arnott SBS 006-25 For approval
ANY OTHER BUSINESS			
7	1240 - 1245 5 mins	Next Board Meeting Board meeting to be held on 27 March 2025 at 9.30am in Polaris House, Swindon. Proposed substantive items: <ul style="list-style-type: none"> • Major Programmes and Change Roadmap incl. Programme Artefact (action 117.2) • Transformation incl. change governance (action 115.5) • Business Planning • Board Performance Review and Skills Matrix • Gender Pay Gap • Equality, Diversity and Inclusion Strategy • Annual Governance Statement 	John Clarke
8	1245 - 1250 5 mins	Any Other Business	John Clarke
CLOSED SESSION OF THE BOARD			
	1250 - 1305 15 mins	Closed Session	John Clarke