

UK Shared Business Services Ltd

BOARD MEETING

Date: Thursday 27 March 2025

Location: CS5, Polaris House, Swindon

Timings: 0915 - 1300 Board Meeting
1300 - 1315 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	
		Carolyn Isaacs, Incoming NED	CI
		Rosanna Wong, DBT	RW
		Richard Henshall, Matrix SRO	RH
		Alev Williams, Deloitte (for Item 9 only)	AW

Apologies:

Bidesh Sarkar	BS
Andrew Pattison	AP
Sarah Harrison	SH

OPERATIONAL

1	0915 - 0920 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 007-25 SBs 008-25 For approval
2	0920 - 0945 25 mins	UKSBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions 	Richard Semple SBs 010-25 For information
3	0945 – 0955 10 mins	Audit Committee Update <ul style="list-style-type: none"> Annual Audit Committee Report to Board Appointment of Audit Committee Chairman 	Graham McAlister / John Clarke SBs 011-25 For decision

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Last Updated: March 2025

4	0955 - 1015 20 mins	Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions) Non-Financial Performance Risk Finance Update	Relevant Exec SBS 012-25 (via PowerBI) For discussion
5	1015 – 1030 15 mins	25/26 Financial Bid and SR Phase 2	Claire Hargreaves SBS 013-25 For information
6	1030 – 1040 10 mins	Billingham Relocation Business Case	Caroline Jenkins SBS 014-25 For decision
BREAK – 10 MINUTES AT 1040			
7	1050 – 1110 20 mins	Board Performance Review	John Clarke SBS 015-25 For discussion
8	1110 – 1120 10 mins	Annual Governance Statement	Caroline Jenkins SBS 016-25 For decision
STRATEGIC			
9	1120 – 1210 50 mins	Transformation Progress - Measuring progress and outcomes - Stakeholder engagement	Akos Csernus SBS 017-25 For information
10	1210 - 1235 25 mins	Major Programmes and Change Roadmap - SHARP - MoG 2024 - Programme artefact update (action 117.2)	Victoria McMyn SBS 018-25 For information
11	1235 - 1250 15 mins	Business Planning	John Clarke / John Arnott SBS 019-25 For approval
ANY OTHER BUSINESS			
12	1250 - 1255 5 mins	Next Board Meeting Board meeting to be held on 22 May 2025 at 9.30am in Polaris House, Swindon, followed by the strategic offsite. Proposed substantive items: <ul style="list-style-type: none">• Major Programmes and Change Roadmap• Transformation• SHARP	John Clarke

13	1255 - 1300 5 mins	Any Other Business CC25009 Direct Award Special Cases Report	John Clarke SBS 020-25 For decision
CLOSED SESSION OF THE BOARD			
	1300 - 1315 15 mins	Closed Session	John Clarke