

UK Shared Business Services Ltd BOARD MEETING

Date: Thursday 28 November 2024

Location: Polaris House, Swindon

Timings: 0930 – 1220 Board Meeting
1230 - 1315 Working Lunch and Cyber Risk Deep Dive
1315 - 1330 Closed session of the Board

Attending:

Board Members:		UK SBS Executive:	
John Clarke, Chair	JC	Crispin Dawe & Claire Hargreaves, Chief Finance Officer	CD 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	
		Carolyn Isaacs, Incoming NED	CI
		Sarah Harrison, Cabinet Office	SH
		Andrew Pattison, DCMS	AP
		Richard Henshall, Matrix SRO	RH

Apologies:

Bidesh Sarkar	BS
---------------	-----------

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 051-24 SBS 052-24 For approval
2	0935 - 1000 25 mins	UK SBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions 	Richard Semple SBS 054-24 For information

3	1000 - 1010 10 mins	Audit Committee Update	Graham McAlister Verbal For information
4	1010- 1030 20 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 055-24 (via PowerBI) For discussion
5	1030 – 1040 10 mins	Financial True Ups	Crispin Dawe SBS 056-24 For information
6	1040 - 1045 5 mins	Board Performance Review Framework	Caroline Jenkins SBS 057-24 For approval
7	1045 – 1055 10 mins	Network Simplification Update	David Walder SBS 058-24 For information
BREAK – 10 MINUTES AT 1055			
STRATEGIC			
8	1105 – 1150 45 mins	Transformation Progress Report	Akos Csernus SBS 059-24 For information
9	1150 - 1205 15 mins	Major Programmes and Change Roadmap - SHARP - MoG 2024	Victoria McMyn SBS 060-24 For information
10	1205 - 1220 15 mins	Business Planning Approach Incl. updated vision and mission following feedback at the strategic offsite	John Clarke / John Arnott SBS 061-24 For approval
ANY OTHER BUSINESS			

11	1220 - 1225 5 mins	Next Board Meeting Board meeting to be held on 30 January 2025 at 9.30am in Polaris House, Swindon. Proposed substantive items: <ul style="list-style-type: none"> • Major Programmes and Change Roadmap • Transformation • Business Planning • Change governance under Matrix • Programme artefact 	John Clarke
12	1225 - 1230 5 mins	Any Other Business	John Clarke
WORKING LUNCH			
	1230 - 1315 45 mins	Risk Management Deep Dive	Kathryn Hollingworth
CLOSED SESSION OF THE BOARD			
	1315 - 1330 15 mins	Closed Session	John Clarke