

UK Shared Business Services Ltd

BOARD MEETING

Date: Thursday 22 May 2025

Location: CS5, Polaris House, Swindon

Timings: 0915 - 1235 Board Meeting
1240 - 1250 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
Carolyn Isaacs	CI	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
Bidesh Sarkar	BS	John Arnott, Chief Strategy and People Officer	JA
Claire Pearce	CP	Observers / Guests	
		Andrew Pattison, DCMS	AP
		Richard Henshall, Matrix SRO	RH
		Kathryn Hollingworth (for item 7 only)	KH
		Alev Williams (for item 9 only)	AW

Apologies:

Helen Mills	HM
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 021-25 SBs 022-25 For approval
2	0920 - 0945 25 mins	UKSBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions 	Richard Semple SBs 024-25 For information

3	0945 – 0955 10 mins	Audit Committee Update	Carolyn Isaacs Verbal For information
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 SB 025-25 (via PowerBI) For discussion
5	1015 – 1030 15 mins	Finance Update - End of 24/25 FY position - Budget planning 25/26	Claire Hargreaves SB 026-25 For information
6	1030 – 1045 15 mins	Equality, Diversity and Inclusion Strategy	John Arnott SB 027-25 For decision
BREAK – 10 MINUTES AT 1045			
7	1055 – 1105 10 mins	Risk Appetite	Kathryn Hollingworth SB 028-25 For decision
STRATEGIC			
8	1105 – 1205 60 mins	Transformation Progress - Target Operating Model design outcomes - CI Transformation Initiative outcomes - Change governance - PBC3 outline	Akos Csernus Victoria McMyn Liz Creedy Claire Hargreaves SB 029-25 For information
9	1205 - 1225 20 mins	Portfolio of Change - SHARP - MoG 2024	Victoria McMyn SB 030-25 For information
10	1225 – 1235 10 mins	Future Onboarding	Victoria McMyn SB 031-25 For information
ANY OTHER BUSINESS			
11	1235 - 1240 5 mins	Next Board Meeting Board meeting to be held on 23 July 2025 at 9.30am in Polaris House, Swindon Proposed substantive items: <ul style="list-style-type: none">• Major Programmes and Change Roadmap• Transformation• SHARP	John Clarke
CLOSED SESSION OF THE BOARD			

1240 - 1250 10 mins	Closed Session	John Clarke
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