

UK Shared Business Services Ltd BOARD MEETING

Date: Thursday 30 March 2023

Location: Polaris House, Swindon

**Timings: 0930 - 1330 Board Meeting
1330 - 1350 Closed session of the Board**

Attending:

Board Members:		UK SBS Executive:	
John Clarke (Chairman)	JC	Crispin Dawe (Chief Finance Officer)	CD
Richard Semple (Chief Executive)	RS	Caroline Jenkins (Company Secretary)	CJ
Graham McAlister	GM	Liz Creedy (Chief Operating Officer)	LC
Louise Mackin	LM	Victoria McMyn (Chief Change Officer)	VM
Katrina Nevin-Ridley	KN-R	David Walder (Chief Digital and Information Officer)	DW
Nick Sammons	NS	John Arnott (Chief Strategy Officer)	JA
		Observer / Sponsor	
		Elaine Tuck, Shared Services Deputy Director, BEIS	ET
		Mark Bussey, Programme Director, SHARP, UKRI	MB
		Akila Ratnayake, Ankura (for item 6 only)	AR
		Akhlaq Ahmed, Ankura (for item 6 only)	AA
		Bobby Sabouri, Ankura (for item 6 only)	BS

Apologies:

Alice Hurrell	AH
---------------	-----------

OPERATIONAL			
1	0930 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 SBS 008-23 SBS 009-23 All
2	0935 20 mins	UK SBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions 	Richard Semple SBS 011-23
3	0955 10 mins	Audit Committee Update Incl. Annual Audit Committee Report to Board	Graham McAlister SBS 012-23

4	1005 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 013-23 (via PowerBI)
5	1025 10 mins	Annual Governance Statement	Caroline Jenkins SBS 014-23
6	1035 40 mins	Board Performance Evaluation	John Clarke / Ankura SBS 015-23
BREAK – 10 MINUTES AT 1115			
STRATEGIC			
7	1125 15 mins	Recommendations of Recent Reviews and Visits - Analysis of NAO report - PAC consideration of GSS Strategy - Visit from GBS	Victoria McMyn SBS 016-23
8	1140 40 mins	MoG Implications - Operational - Projects and Programmes - Ownership - BOE Upgrade	John Arnott SBS 017-23
9	1220 30 mins	Business Planning Incl. Business Plan Approval	John Arnott SBS 018-23
10	1250 30 mins	Major Programmes - SHARP - Matrix	Victoria McMyn SBS 019-23
ANY OTHER BUSINESS			
11	1320 5 mins	Next Board Meeting Board meeting to be held on 25 May 2023 at 9.30am in Polaris House, Swindon. Proposed substantive items: <ul style="list-style-type: none"> • Major Programmes • Ownership Proposals • Modern Slavery Statement • Going Concern • UK SBS People Strategy • Appointment of a Company Secretary 	John Clarke

13	1325 5 mins	Any Other Business	John Clarke
CLOSED SESSION OF THE BOARD			
	1330 20 mins	Closed Session	John Clarke