

UK Shared Business Services Ltd BOARD MEETING

Date: Thursday 25 May 2023

Location: Polaris House, Swindon

Timings: 0930 - 1230 Board Meeting
1230 – 1250 Board to meet as NOMCOM
1250 - 1255 Closed session of the Board
1330 – 1530 Board to join Cyber Security Deep Dive

Attending:

Board Members:		UK SBS Executive:	
John Clarke (Chairman)	JC	Crispin Dawe (Chief Finance Officer)	CD
Richard Semple (Chief Executive)	RS	David Walder (Chief Digital and Information Officer)	DW
Graham McAlister	GM	Liz Creedy (Chief Operating Officer)	LC
Louise Mackin	LM	Victoria McMyn (Chief Change Officer)	VM
Katrina Nevin-Ridley	KN-R	John Arnott (Chief Strategy Officer)	JA
Nick Sammons	NS		
Alice Hurrell	AH	Observer / Sponsor	
		Elaine Tuck, Shared Services Deputy Director, BEIS	ET
		Mark Bussey, Programme Director, SHARP, UKRI	MB
		Gordon Fraser, Co-Sec Service	GF
		Laura Jennings, Co-Sec Service	LJ

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 020-23 SBS 021-23 All
2	0935 5 mins	Appointment of a Company Secretary	John Clarke Verbal
3	0940 20 mins	UK SBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions 	Richard Semple SBS 023-23
4	1000 5 mins	Audit Committee Update	Graham McAlister Verbal

5	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 024-23 (via PowerBI)
6	1025 25 mins	Major Programmes - SHARP - Matrix - BOE Upgrade - MoG Planning - Change Roadmap Slides	Victoria McMyn / John Arnott SBS 025-23
7	1050 15 mins	User Experience Action Plan Update	Liz Creedy SBS 026-23
BREAK – 10 MINUTES AT 11.05 Observers to leave at this point as not required			
STRATEGIC			
8	1115 5 mins	Modern Slavery Statement	John Arnott SBS 027-23
9	1120 10 mins	Business Planning	John Arnott SBS 028-23
10	1130 25 mins	Ownership Proposals - Transfer of fBEIS shares to DSIT - Applications for ownership from DESNZ and DBT - Updated Shareholders' Agreement and Articles of Association	John Clarke / CoSec Service SBS 029-23
11	1155 25 mins	UK SBS People Strategy and Transformation	John Arnott SBS 030-23
ANY OTHER BUSINESS			
12	1220 5 mins	Next Board Meeting Board meeting to be held on 27 July 2023 at 9.30am in Polaris House, Swindon. Proposed substantive items: <ul style="list-style-type: none"> • Major Programmes and Change Roadmap • Board Member Appointments • Business Planning • Going Concern • Resourcing Model 	John Clarke
13	1225 5 mins	Any Other Business	John Clarke
BOARD TO MEET AS NOMCOM			

A	1230 20 mins	Board Skills Matrix To consider the skills / knowledge gaps on the Board and requirements for the future	John Clarke NOMCOM 001-23
CLOSED SESSION OF THE BOARD			
	1250 5 mins	Closed Session	John Clarke
LUNCH – 35 MINUTES AT 12.55			
BOARD TO JOIN CYBER SECURITY DEEP DIVE SESSION AT 13.30 in CS7			