

# UK Shared Business Services Ltd

## BOARD MEETING

**Date: Friday 17 June 2022**

**Location: CS5, Polaris House, Swindon**

**Timings: 1330 - 1615 Board Meeting**  
**1615 - 1635 REMCOM**  
**1635 - 1650 Closed Session**

### Attending:

Board Members:		UK SBS Executive:	
John Clarke (Chairman)	<b>JC</b>	David Walder (Chief Digital and Information Officer)	<b>DW</b>
Richard Semple (Chief Executive)	<b>RS</b>	Caroline Jenkins (Company Secretary)	<b>CJ</b>
Graham McAlister	<b>GM</b>	Tracey Jenkins (Interim Chief Change Officer)	<b>TJ</b>
Nick Sammons	<b>NS</b>	Crispin Dawe (Chief Finance Officer)	<b>CD</b>
Ruth Elliot	<b>RE</b>	Mark Wilson (Interim Chief Operating Officer)	<b>MW</b>
Alice Hurrell	<b>AH</b>	Anne McFarlane (representing the Chief Strategy Officer)	<b>AM</b>
		<b>Observer / Sponsor</b>	
		Elaine Tuck, Shared Services Deputy Director, BEIS	<b>ET</b>
		Mark Bussey, Programme Director, SHARP, UKRI	<b>MB</b>

### Apologies

John Arnott, Chief Strategy Officer	<b>JA</b>
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OPERATIONAL			
<b>1</b>	<b>1330</b> 10 mins	<b>Welcome</b> <ul style="list-style-type: none"> <li>Approval of the Minutes</li> <li>Approval of any redactions required for publication</li> <li>Consideration of Actions and Matters Arising</li> <li>Declarations of conflicts of interest</li> </ul>	<b>John Clarke</b> SBS 020-22 SBS 021-22 <b>All</b>
<b>2</b>	<b>1340</b> 20 mins	<b>UK SBS Chief Executive Report</b> <ul style="list-style-type: none"> <li>Highlights / Exceptions</li> </ul>	<b>Richard Semple</b> SBS 023-22
<b>3</b>	<b>1400</b> 10 mins	<b>Audit Committee Update</b>	<b>Graham McAlister</b> SBS 024-22

<b>4</b>	<b>1410</b> 30 mins	<b>Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions)</b>  Finance Update Non-Financial Performance Risk  (Note – new dashboard format used for this meeting, further exploiting PowerBI)	<b>Relevant Exec</b> SBS 025-22
<b>5</b>	<b>1440</b> 10 mins	<b>Modern Slavery Statement</b>	<b>Caroline Jenkins</b> SBS 026-22
<b>BREAK – 10 MINUTES AT 1450</b>			
<b>6</b>	<b>1500</b> 15 mins	<b>Change Portfolio Analysis</b>	<b>Tracey Jenkins</b> SBS 027-22
<b>STRATEGIC</b>			
<b>7</b>	<b>1515</b> 20 mins	<b>Future Shared Service Programmes</b> - Matrix - SHARP	<b>Richard Semple</b> SBS 028-22
<b>8</b>	<b>1535</b> 30 mins	<b>Business Planning and Operational Plan</b>	<b>Richard Semple</b> SBS 029-22
<b>ANY OTHER BUSINESS</b>			
<b>9</b>	<b>1605</b> 5 mins	<b>Next Board Meeting</b> Board meeting to be held on 28 July 2022 at 9.30am Proposed substantive items: <ul style="list-style-type: none"> <li>• Future Shared Services Programmes</li> <li>• Business Planning</li> <li>• Annual Report and Financial Statements</li> </ul>	<b>John Clarke</b>
<b>10</b>	<b>1610</b> 5 mins	<b>Any Other Business</b>	<b>John Clarke</b>
<b>BOARD TO MEET AS REMCOM</b>			
<b>A</b>	<b>1615</b> 20 mins	<b>Pay Remit</b>	<b>Richard Semple</b> SBS REM 003-22
<b>CLOSED SESSION OF THE BOARD</b>			
	<b>1635</b> 15 mins	<b>Closed Session</b>	<b>John Clarke</b>