

UK Shared Business Services Ltd BOARD MEETING

Date: Wednesday 6 April 2022

Location: CS5, Polaris House, Swindon

**Timings: 1330 – 1645 Board Meeting
1645 – 1700 Closed Session**

Attending:

Board Members:		UK SBS Executive:	
John Clarke (Chairman)	JC	Andrew Lewis (Chief Operating Officer)	AL
Richard Semple (Chief Executive)	RS	David Walder (Chief Digital and Information Officer)	DW
Victoria McMyn	VM	Caroline Jenkins (Company Secretary)	CJ
Graham McAlister	GM	Tracey Jenkins (Interim Chief Change Officer)	TJ
Nick Sammons	NS	Crispin Dawe (Chief Finance Officer)	CD
		John Arnott (Chief Strategy Officer)	JA
		Observer / Sponsor	
		Elaine Tuck, Shared Services Deputy Director, BEIS	ET
		Mark Bussey, Programme Director, SHARP, UKRI	MB

Apologies

Alice Hurrell	AH
Ruth Elliot	RE

OPERATIONAL

1	1330 10 mins	Welcome <ul style="list-style-type: none"> Approval of the Minutes Approval of any redactions required for publication Declarations of conflicts of interest 	John Clarke SBS 009-22 All
2	1340 5 mins	Non-Executive Director Appointment	John Clarke SBS 011-22
3	1345 20 mins	UK SBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions 	Richard Semple SBS 012-22
4	1405 10 mins	Audit Committee Update Incl. Annual Audit Committee Report to Board	Graham McAlister SBS 013-22

5	1415 30 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 014-22 Via Power BI
6	1445 10 mins	Annual Governance Statement	Caroline Jenkins SBS 015-22
BREAK – 10 MINUTES AT 1455			
STRATEGIC			
7	1505 10 mins	Feedback from Sponsor Meeting	John Clarke / Richard Semple Verbal
8	1515 30 mins	Business Planning Review, taking account of: <ul style="list-style-type: none"> • SHARP Update • Matrix Options • UKRI Impact 	John Arnott SBS 016-22
9	1545 30 mins	FY 22/23 Budgeting Challenges	Crispin Dawe SBS 017-22
10	1615 10 mins	Going Concern	Crispin Dawe SBS 018-22
11	1625 10 mins	Service Transfers: <ul style="list-style-type: none"> • Recruitment • Immigration 	Andrew Lewis SBS 019-22
ANY OTHER BUSINESS			
12	1635 5 mins	Next Board Meeting Board meeting to be held on 6 June 2022 at 1.30pm Proposed substantive items: <ul style="list-style-type: none"> • Future Shared Services Programmes • Business Planning • Modern Slavery Statement 	John Clarke
13	1640 5 mins	Any Other Business	John Clarke
CLOSED SESSION OF THE BOARD			
A	1645 15 mins	Closed Session	John Clarke