

UK Shared Business Services Ltd

BOARD MEETING

Date: Tuesday 31 January 2023

Location: Polaris House, Swindon

Timings: 0930 - 1215 Board Meeting
1215 - 1230 Board to meet as REMCOM
1240 - 1250 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
Alice Hurrell	AH	Victoria McMyn (Chief Change Officer)	VM
Ruth Elliot	RE	John Arnott (Chief Strategy Officer)	JA
Katrina Nevin-Ridley	KN-R	Pete Swann (Supplier Relationship Manager)	PS
		Donna Colley (Head of Corp HR – for RemCom only)	DC
		Observer / Sponsor	
		Elaine Tuck, Shared Services Deputy Director, BEIS	ET
		Mark Bussey, Programme Director, SHARP, UKRI	MB
		Performance Evaluation Observers	TBC

Apologies:

Nick Sammons	NS
David Walder (Chief Digital and Information Officer)	DW

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 061-22 SBS 062-22 All
2	0935 20 mins	UK SBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions 	Richard Semple SBS 002-23

3	0955 25 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 003-23 (via PowerBI)
4	1020 10 mins	Equality, Diversity and Inclusion Update Incl. Gender Pay Gap Report 2021/22	Caroline Jenkins SBS 004-23
STRATEGIC			
5	1030 30 mins	Business Planning	John Arnott SBS 005-23
BREAK – 10 MINUTES AT 1100			
6	1110 30 mins	SHARP Programme Deep Dive	Victoria McMyn / Mark Bussey SBS 006-23
7	1140 25 mins	Future Shared Service Programmes - Matrix - BOE Upgrade	Victoria McMyn
ANY OTHER BUSINESS			
8	1205 5 mins	Next Board Meeting Board meeting to be held on 30 March 2023 at 9.30am in Polaris House, Swindon. Proposed substantive items: <ul style="list-style-type: none"> • Future Shared Services Programmes • Business Planning • Performance Evaluation 	John Clarke
9	1210 5 mins	Any Other Business	John Clarke
BOARD TO MEET AS REMCOM			
A	1215 15 mins	Reward Strategy	John Arnott SBS REM 001-23
B	1230 10 mins	National Minimum Wage	John Arnott SBS REM 002-23
CLOSED SESSION OF THE BOARD			
	1240 10 mins	Closed Session	John Clarke