

UK Shared Business Services Limited BOARD MEETING

111th Meeting

Thursday 28th September 2023 in Polaris House, Swindon

Timings: 09.30 – 11.45 Board Meeting
11.45 – 12.30 Closed Session of the Board

Attending:

Board Members:		UK SBS and Executive:	
John Clarke, Chairman	JC	Crispin Dawe, Chief Finance Officer	CD
Richard Semple, Chief Executive	RS	John Arnott, Chief Strategy Officer	JA
Graham McAlister	GM	Liz Creedy, Chief Operating Officer	LC
Louise Mackin	LM	Victoria McMyn, Chief Change Officer	VM
Helen Mills	HM	David Walder, CDIO	DW
Katrina Nevin-Ridley	KN-R		
Bidesh Sarkar	BS		
Observer / Sponsor		DWF	
Elaine Tuck	ET	Gordon Fraser, CoSec service	GF
Mark Bussey	MB		

Apologies:

David Thomas	
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No		AGENDA ITEM	LEAD & PAPER
OPERATIONAL			
1.	0930 – 0935 (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 039-23 SBS 040-23
2.	0935 – 0940 (5 mins)	Appointment of Independent Non-Executive Director	John Clarke
3.	0940 – 1000 (20 mins)	Chief Executive Report	Richard Semple SBS 042-23
4.	1000 – 1010 (10 mins)	Audit Committee Update	Graham McAlister Verbal

No		AGENDA ITEM	LEAD & PAPER
5.	1010 – 1020 (10 mins)	Going Concern	Crispin Dawe SBS 043-23
6.	1020 – 1040 (20 mins)	Annual Report and Financial Statements <ul style="list-style-type: none"> To Approve To authorise the Chief Executive to sign the Letter of Representation and the Annual Report and Accounts on behalf of the Board 	Crispin Dawe SBS 044-23
7.	1040 – 1100 (20 mins)	Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions) <ul style="list-style-type: none"> Finance Update Non-Financial Performance Risk 	Relevant Exec SBS 045-23 (via PowerBI)
BREAK FOR 10 MINUTES AT 1100			
STRATEGIC			
8.	1100 – 1115 (15 mins)	Annual Governance Review	Crispin Dawe SBS 046-23
9.	1115 - 1135 (20 mins)	Major Programmes <ul style="list-style-type: none"> SHARP Matrix BOE Upgrade MoG 	Victoria McMyn / John Arnott SBS 047-23
10.	1135 – 1140 (5 mins)	Next Board Meeting Board meeting to be held on 22 nd November 2023 at 9.30 am in CS5, Polaris House, Swindon. Proposed substantive items: <ul style="list-style-type: none"> Business Planning Approach Cyber Security Report Major Programme Update 	John Clarke Verbal
11.	1140 – 1145 (5 mins)	Any Other Business	
CLOSED SESSION OF THE BOARD			
	1145 – 1230 (45 mins)	Closed Session Discussion of the Matrix DMA, UK SBS Matrix Contingency Planning, and Transformation.	John Clarke Verbal
LUNCH			