

UK Shared Business Services Limited
BOARD MEETING
113th Meeting

Thursday 25th January 2024 in Polaris House, Swindon

Timings: 09.30 – 12.20 Board Meeting
12.20 – 12.35 Closed Session of the Board

Attending:

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

Apologies:

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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 056-23 SBS 057-23
2.	0935 – 0945 (10 minutes)	Observers	John Clarke SBS 002-24
3.	0945 – 1015 (30 mins)	Chief Executive Report	Richard Semple SBS 003-24

No		AGENDA ITEM	LEAD & PAPER
4.	1015 – 1045 (30 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 004-24 (via PowerBI)
BREAK FOR 10 MINUTES AT 1045			
STRATEGIC			
5.	1055 - 1135 (40 mins)	Major Programmes <ul style="list-style-type: none"> • Matrix (plus feedback from COO event, Strategy & BAT) • SHARP • BOE Upgrade • MoG <p>Majority of this item dedicated to Matrix and SHARP.</p>	John Arnott SBS 005-24
6.	1135 – 1205 (30 mins)	Business Planning	John Arnott SBS 006-24
7.	1205 – 1210 (5 mins)	Next Board Meeting Board meeting to be held on 28 th March 2024 at 9.30 am in CS5, Polaris House, Swindon. Proposed substantive items: <ul style="list-style-type: none"> • Major Programmes 	John Clarke Verbal
8.	1210 – 1220 (10 mins)	Any Other Business <ul style="list-style-type: none"> • <u>Gender Pay Gap</u> 	John Clarke Verbal John Arnott SBS 007-24
CLOSED SESSION OF THE BOARD			
	1220 – 1235 (15 mins)	Closed Session	John Clarke Verbal
LUNCH			