

UK Shared Business Services Ltd

BOARD MEETING

Date: Thursday 23 May 2024

Location: Polaris House, Swindon

Timings: 0930 - 1235 Board Meeting
1235 - 1250 Closed session of the Board

Attending:

Board Members:		UK SBS Executive:	
John Clarke, Chair	JC	Crispin Dawe, Chief Finance Officer	CD
Richard Semple, Chief Executive	RS	David Walder, Chief Digital and Information Officer	DW
David Thomas	DT	Liz Creedy, Chief Operating Officer	LC
Sarah Finigan	SF	Victoria McMyn, Chief Change Officer	VM
Michele Hughes	MH	John Arnott, Chief Strategy Officer	JA
Bidesh Sarkar	BS	Caroline Jenkins, Company Secretary	CJ
		Paul Jellings, Head of Business Analytics and Insights (for item 4 only)	PJ
		Observers	
		Sarah Harrison, Cabinet Office	SH
		Sam Lister, DCMS	SL
		Richard Henshall, Matrix SRO	RH

Apologies:

Katrina Nevin-Ridley	KN-R
Helen Mills	HM
Graham McAlister	GM

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 / All SBS 021-24 SBS 022-24 For approval
2	0935 30 mins	UK SBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions 	Richard Semple SBS 024-24 For information
3	1005 10 mins	Audit Committee Update	Michele Hughes Verbal For information

4	1015 15 mins	New Board Performance Report Walkthrough	Paul Jellings SBS 025-24 For information
5	1030 30 mins	Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions) Finance Update Non-Financial Performance Risk Client Performance	Relevant Exec SBS 026-24 (via PowerBI) For discussion SBS 026-24b For discussion
BREAK – 10 MINUTES AT 1100			
6	1110 15 mins	Financial Governance UKSBS Management Accounting Report - April	Crispin Dawe SBS 027-24 For information SBS 027-24b For information
STRATEGIC			
7	1125 10 mins	Business Planning	John Arnott SBS 028-24 For decision
8	1135 20 mins	MoG Playbook	John Arnott SBS 029-24 For information
9	1155 30 mins	Major Programmes - SHARP (incl. data capabilities) - Matrix (incl. UKSBS transformation for Matrix readiness) - BOE Upgrade - Change Roadmap Slides	Victoria McMyn SBS 030-24 For information
ANY OTHER BUSINESS			
10	1225 5 mins	Next Board Meeting Board meeting to be held on 25 July 2024 at 9.30am in Polaris House, Swindon. Proposed substantive items: <ul style="list-style-type: none"> • Major Programmes and Change Roadmap • Modern Slavery Statement 	John Clarke
11	1230 5 mins	Any Other Business	John Clarke
CLOSED SESSION OF THE BOARD			
	1235 15 mins	Closed Session	John Clarke