

UK Shared Business Services Ltd BOARD MEETING

Date: Thursday 28 July 2022

Location: CS5, Polaris House, Swindon

**Timings: 0930 - 1210 Board Meeting
1210 - 1220 Closed Session**

Attending:

Board Members:		UK SBS Executive:	
John Clarke (Chairman)	JC	Kayleigh Rough (Head of Digital and Information Operations)	KR
Richard Semple (Chief Executive)	RS	Caroline Jenkins (Company Secretary)	CJ
Graham McAlister	GM	John Arnott (Chief Strategy Officer)	JA
Nick Sammons	NS	Crispin Dawe (Chief Finance Officer)	CD
Ruth Elliot	RE	Mark Wilson (Interim Chief Operating Officer)	MW
Alice Hurrell	AH	Steve Jellings (Programme Manager, item 8 only)	SJ
		Paul Lazenby (Programme Delivery Manager)	PL
		Observer / Sponsor	
		Elaine Tuck, Shared Services Deputy Director, BEIS	ET
		Mark Bussey, Programme Director, SHARP, UKRI	MB

Apologies:

Victoria McMyn (Chief Change Officer)	VM
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 030-22 SBS 031-22 All
2	0935 5 mins	Non-Executive Director Appointment	John Clarke SBS 033-22

3	0940 20 mins	UK SBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions 	Richard Semple SBS 034-22
4	1000 10 mins	Audit Committee Update	Graham McAlister Verbal
5	1010 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 035-22 (via PowerBI)
6	1040 15 mins	Risk Appetite Statements	Crispin Dawe SBS 036-22
BREAK – 10 MINUTES AT 1055			
STRATEGIC			
7	1105 25 mins	Future Shared Service Programmes <ul style="list-style-type: none"> - Matrix Portfolio - SHARP 	Richard Semple SBS 037-22
8	1130 30 mins	Transformation Update	John Arnott SBS 038-22
ANY OTHER BUSINESS			
9	1200 5 mins	Next Board Meeting Board meeting to be held on 29 September 2022 at 9.30am in London Proposed substantive items: <ul style="list-style-type: none"> • Future Shared Services Programmes • Business Planning • Annual Governance Review • Performance Evaluation Framework • Annual Report and Financial Statements Board Strategic Offsite to be held on Monday 19 September 2022.	John Clarke
10	1205 5 mins	Any Other Business	John Clarke
CLOSED SESSION OF THE BOARD			
	1210 10 mins	Closed Session	John Clarke