

# UK Shared Business Services Ltd

## BOARD MEETING

**Date: Thursday 18 July 2024**

**Location: Polaris House, Swindon**

**Timings: 0930 - 1215 Board Meeting**  
**1215 - 1315 Board Session on Data as a Service incl. a working lunch**  
**1315 - 1330 Closed session of the Board**

### Attending:

Board Members:		UK SBS Executive:	
John Clarke, Chair	<b>JC</b>	Crispin Dawe, Chief Finance Officer	<b>CD</b>
Richard Semple, Chief Executive	<b>RS</b>	David Walder, Chief Digital and Information Officer	<b>DW</b>
Graham McAlister	<b>GM</b>	Liz Creedy, Chief Operating Officer	<b>LC</b>
Sarah Finigan	<b>SF</b>	Victoria McMyn, Chief Change Officer	<b>VM</b>
Michele Hughes	<b>MH</b>	John Arnott, Chief Strategy Officer	<b>JA</b>
Bidesh Sarkar	<b>BS</b>	Caroline Jenkins, Company Secretary	<b>CJ</b>
Katrina Nevin-Ridley	<b>KN-R</b>		
Helen Mills	<b>HM</b>	<b>Observers</b>	
		Sarah Harrison, Cabinet Office	<b>SH</b>
		Sam Lister, DCMS	<b>SL</b>
		Richard Henshall, Matrix SRO	<b>RH</b>

### Apologies:

David Thomas	<b>DT</b>
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### OPERATIONAL

<b>1</b>	<b>0930</b> 5 mins	<b>Welcome</b> <ul style="list-style-type: none"> <li>Approval of the Minutes</li> <li>Approval of any redactions required for publication</li> <li>Consideration of Actions and Matters Arising</li> <li>Declarations of conflicts of interest</li> </ul>	<b>John Clarke / All</b> SBS 031-24 SBS 032-24 <b>For approval</b>
<b>2</b>	<b>0935</b> 30 mins	<b>UK SBS Chief Executive Report</b> <ul style="list-style-type: none"> <li>Highlights / Exceptions</li> </ul>	<b>Richard Semple</b> SBS 034-24 <b>For information</b>
<b>3</b>	<b>1005</b> 10 mins	<b>Audit Committee Update</b>	<b>Graham McAlister</b> Verbal <b>For information</b>

<b>4</b>	<b>1015</b> 30 mins	<b>Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions)</b>  Finance Update Non-Financial Performance Risk	<b>Relevant Exec</b> SBS 035-24 (via PowerBI) <b>For discussion</b>
<b>5</b>	<b>1045</b> 10 mins	<b>Modern Slavery Statement</b>	<b>Caroline Jenkins</b> SBS 036-24 <b>For approval</b>
<b>BREAK – 10 MINUTES AT 1055</b>			
<b>STRATEGIC</b>			
<b>6</b>	<b>1105</b> 20 mins	<b>Business Planning</b>	<b>John Arnott</b> SBS 037-24 <b>For approval</b>
<b>7</b>	<b>1125</b> 40 mins	<b>Major Programmes</b> - SHARP - Matrix - BOE Upgrade - Machinery of Government - Change Roadmap Slides - Change Governance - Funding of change	<b>Victoria McMyn</b> SBS 038-24 <b>For information</b>
<b>ANY OTHER BUSINESS</b>			
<b>8</b>	<b>1205</b> 5 mins	<b>Next Board Meeting</b> Board meeting to be held on 26 September 2024 at 9.30am in Polaris House, Swindon. Proposed substantive items: <ul style="list-style-type: none"> <li>• Major Programmes and Change Roadmap</li> <li>• Annual Report and Financial Statements incl. Going Concern</li> <li>• Annual Governance Review</li> <li>• Cyber Deep Dive</li> </ul>	<b>John Clarke</b>
<b>9</b>	<b>1210</b> 5 mins	<b>Any Other Business</b>	<b>John Clarke</b>
<b>WORKING LUNCH</b>			
	<b>1215</b> 60 mins	<b>Data as a Service Deep Dive</b> This will be an update on Data as a Service, an overview of the UKSBS Data & Analytics capability it is part of, outcomes delivered and the roadmap 2024-2026.	<b>Arvid Straates</b>
<b>CLOSED SESSION OF THE BOARD</b>			
	<b>1315</b> 15 mins	<b>Closed Session</b>	<b>John Clarke</b>