

UK Shared Business Services Limited
BOARD MEETING
 114th Meeting

Thursday 28th March 2024 in Polaris House, Swindon

Timings: 09.30 – 13.55 Board Meeting
13.55 – 14.00 Closed Session of the Board

Attending:

Board Members:		UK SBS and Executive:	
John Clarke, Chair	JC	John Arnott, Chief Strategy Officer	JA
Richard Semple, Chief Executive	RS	Liz Creedy, Chief Operating Officer	LC
Sarah Finigan	SF	Crispin Dawe, Chief Finance Officer	CD
Michele Hughes	MH	Victoria McMyn, Chief Change Officer	VM
Graham McAlister	GM	Pete Swann	PS
Helen Mills	HM		
Bidesh Sarkar	BS		
David Thomas	DT		
Observer / Sponsor		DWF	
tbc		Gordon Fraser, CoSec service	GF

Apologies:

Katrina Nevin-Ridley	KN-R
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No		AGENDA ITEM	LEAD & PAPER
OPERATIONAL			
1.	0930 – 0940 (10 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 • Feedback from Owners Group • Re-appointment of Audit Committee co-opted member Tim Sparrow 	John Clarke SBS 008-24 SBS 009-24
2.	0940 – 1010 (30 mins)	Chief Executive Report	Richard Semple SBS 011-24
3.	1010 – 1025 (15 mins)	Audit Committee Report Incl. Annual Audit Committee Report to Board	Graham McAlister SBS 012-24

No		AGENDA ITEM	LEAD & PAPER
4.	1025 – 1055 (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 013-24 (via PowerBI)
BREAK FOR 10 MINUTES AT 1055			
STRATEGIC AND GOVERNANCE			
5.	1105 - 1135 (30 mins)	Major Programmes <ul style="list-style-type: none"> • Matrix • SHARP • BOE Upgrade • MoG 	Victoria McMyn SBS 014-24
6.	1135 – 1205 (30 mins)	Business Planning	John Arnott SBS 015-24
7.	1205 – 1215 (10 mins)	Sponsorship Agreement	Crispin Dawe SBS 016-24
BREAK FOR 10 MINUTES AT 1215			
8.	1225 – 1255 (30 mins)	Financial Governance, Budgeting and Overspend Review	Crispin Dawe SBS 017-24
9.	1255 – 1305 (10 mins)	Risk Governance	Kathryn Hollingworth SBS 018-24
10.	1305 – 1315 (10 mins)	Annual Governance Statement	Crispin Dawe SBS 019-24
11.	1315 – 1345 (30 mins)	Board Performance Evaluation	John Clarke SBS 020-24
12.	1345 – 1350 (5 mins)	Next Board Meeting Board meeting to be held on 23 rd May 2024 at 9.30 am in CS5, Polaris House, Swindon. Proposed substantive items: <ul style="list-style-type: none"> • Major Programmes • Information/Cyber Report • Succession Planning (Board as NOMCOM) 	John Clarke Verbal
13.	1350 – 1355 (5 mins)	Any Other Business	John Clarke Verbal

No		AGENDA ITEM	LEAD & PAPER
CLOSED SESSION OF THE BOARD			
	1355 – 1400 (5 mins)	Closed Session	John Clarke Verbal
LUNCH			