

**UK Shared Business Services Limited**  
**BOARD MEETING**  
110<sup>th</sup> Meeting

**Thursday 27<sup>th</sup> July 2023 in Room 7.05 A&B, Caxton House, London**

**Timings: 10.00 – 12.25 Board Meeting**  
**12.25 – 12.50 REMCOM**  
**12.50 – 13.00 Closed Session of the Board**  
**13.45 – 15.30 Board to join Automation Deep Dive**

**Attending:**

<b>Board Members:</b>		<b>UK SBS and Executive:</b>	
John Clarke, Chairman	<b>JC</b>	Crispin Dawe, Chief Finance Officer	<b>CD</b>
Richard Semple, Chief Executive	<b>RS</b>	John Arnott, Chief Strategy Officer	<b>JA</b>
Graham McAlister	<b>GM</b>	Liz Creedy, Chief Operating Officer	<b>LC</b>
Louise Mackin	<b>LM</b>	Victoria McMyn, Chief Change Officer	<b>VM</b>
Helen Mills	<b>HM</b>	David Walder, CDIO	<b>DW</b>
Katrina Nevin-Ridley	<b>KN-R</b>	Dan Hardy (Deep Dive)	<b>DH</b>
David Thomas	<b>DT</b>	Tracey Jenkins (Deep Dive)	<b>TJ</b>
		Dave Gandy (Deep Dive)	<b>DG</b>
		Julie Lammond-Ross (Deep Dive)	<b>JL-R</b>
<b>Observer / Sponsor</b>		<b>DWF</b>	
Elaine Tuck	<b>ET</b>	Gordon Fraser, CoSec service	<b>GF</b>
Mark Bussey	<b>MB</b>		

**Apologies:**

Bidesh Sarkar	<b>BS</b>
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<b>No</b>		<b>AGENDA ITEM</b>	<b>LEAD &amp; PAPER</b>
<b>OPERATIONAL</b>			
1.	<b>1000 – 1005</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</b> SBS 031-23 SBS 032-23
2.	<b>1005 – 1010</b> (5 mins)	<b>Appointment of Non-Executive Directors</b>	<b>John Clarke</b> Verbal

No		AGENDA ITEM	LEAD & PAPER
3.	<b>1010 – 1030</b> (20 mins)	<b>Chief Executive Report</b>	<b>Richard Semple</b> SBS 034-23
4.	<b>1030 – 1045</b> (15 mins)	<b>Audit Committee Update</b>	<b>Graham McAlister</b> Verbal
5.	<b>1045 – 1105</b> (20 mins)	<b>Standing Items (all reports taken as read with items covering highlights, exceptions, clarifications and questions)</b> <ul style="list-style-type: none"> <li>• Finance Update</li> <li>• Non-Financial Performance</li> <li>• Risk</li> </ul>	<b>Relevant Exec</b> SBS 035-23 (via PowerBI)
<b>BREAK FOR 10 MINUTES AT 1105</b>			
6.	<b>1115 - 1135</b> (20 mins)	<b>Major Programmes</b> <ul style="list-style-type: none"> <li>• SHARP</li> <li>• Matrix</li> <li>• BOE Upgrade</li> <li>• MoG</li> <li>• Change Roadmap</li> </ul>	<b>Victoria McMyn /</b> <b>John Arnott</b> SBS 036-23
<b>STRATEGIC</b>			
7.	<b>1135-1155</b> (20 mins)	<b>Matrix DMA Contingency Planning</b>	<b>John Arnott</b> SBS 037-23
8.	<b>1155 – 1215</b> (20 mins)	<b>Resourcing Model</b>	<b>John Arnott</b> SBS 038-23
9.	<b>1215 – 1220</b> (5 mins)	<b>Next Board Meeting</b> Board meeting to be held on 28 <sup>th</sup> September 2023 at 9.30 am in CS5, Polaris House, Swindon. Proposed substantive items: <ul style="list-style-type: none"> <li>• Annual Report</li> <li>• Going Concern</li> <li>• Remuneration Report</li> <li>• Annual Governance Review</li> <li>• Mid-Year Financial Review</li> <li>• Major Programme Updates</li> <li>• Audit Committee ToR</li> <li>• Health and Safety Policy</li> <li>• Health and Safety Annual Report</li> </ul>	<b>John Clarke</b> Verbal

No		AGENDA ITEM	LEAD & PAPER
10.	<b>1220 – 1225</b> (5 mins)	<b>Any Other Business</b>	
<b>BOARD TO MEET AS REMCOM</b>			
<b>A</b>	<b>1225 – 1240</b> (15 mins)	<b>Annual Pay Settlement Proposal</b>	<b>John Arnott</b> REM 003-23
<b>B</b>	<b>1240 – 1250</b> (10 mins)	<b>Annual Executive Pay Settlement Proposal</b>	<b>John Arnott</b> REM 004-23
<b>CLOSED SESSION OF THE BOARD</b>			
	<b>1250 – 1300</b> (10 mins)	<b>Closed Session</b>	<b>John Clarke</b> Verbal
<b>LUNCH</b>			
	<b>1345 – 1530</b>	<b>Digitisation and Automation Deep Dive</b>	<b>David Walder</b> <b>Liz Creedy</b> <b>(+ reps from their teams)</b>