

# UK Shared Business Services Ltd

## BOARD MEETING

**Date: Wednesday 2 February 2022**

**Location: Via videoconference**

**Timings: 1330 – 1630 Board Meeting**  
**1650 – 1700 Board to meet as REMCOM**  
**1700 – 1720 Closed Session**

### Attending:

Board Members:		UK SBS Executive:	
John Clarke (Chairman)	<b>JC</b>	Andrew Lewis (Chief Operating Officer)	<b>AL</b>
Richard Semple (Chief Executive)	<b>RS</b>	David Walder (Chief Digital and Information Officer)	<b>DW</b>
Victoria McMyn	<b>VM</b>	Caroline Jenkins (Company Secretary)	<b>CJ</b>
Graham McAlister	<b>GM</b>	Jacqui White (Chief Change Officer)	<b>JW</b>
Alice Hurrell	<b>AH</b>	Crispin Dawe (Chief Finance Officer)	<b>CD</b>
Nick Sammons	<b>NS</b>	John Arnott (Chief Strategy Officer)	<b>JA</b>
Ruth Elliot	<b>RE</b>	<b>Observer / Sponsor</b>	
		Elaine Tuck, Shared Services Deputy Director, BEIS	<b>ET</b>
		Mark Bussey, Programme Director, SHARP, UKRI	<b>MB</b>

### OPERATIONAL

<b>1</b>	<b>1330</b> 10 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 059-21 SBS 060-21 <b>All</b>
<b>2</b>	<b>1340</b> 5 mins	<b>Non-Executive Director Appointments</b>	<b>John Clarke</b> SBS 002-22
<b>3</b>	<b>1345</b> 20 mins	<b>UK SBS Chief Executive Report</b> <ul style="list-style-type: none"> <li>Highlights / Exceptions</li> </ul>	<b>Richard Semple</b> SBS 003-22

<b>4</b>	<b>1405</b> 40 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 004-22
<b>5</b>	<b>1445</b> 10 mins	<b>Sponsorship Framework Agreement</b>	<b>Caroline Jenkins</b> SBS 005-22
<b>BREAK – 10 MINUTES AT 1455</b>			
<b>STRATEGIC</b>			
<b>6</b>	<b>1505</b> 20 mins	<b>Spending Review and Budgetary Outcomes</b>	<b>Crispin Dawe</b> SBS 006-22
<b>7</b>	<b>1525</b> 40 mins	<b>Business Planning</b>	<b>John Arnott</b> SBS 007-22
<b>8</b>	<b>1605</b> 35 mins	<b>Future Shared Service Programmes</b> Updates on the two programmes	<b>Jacqui White</b> SBS 008-22
<b>ANY OTHER BUSINESS</b>			
<b>9</b>	<b>1640</b> 5 mins	<b>Next Board Meeting</b> Board meeting to be held on 6 April 2022 at 1.30pm Proposed substantive items: <ul style="list-style-type: none"> <li>• Future Shared Services Programmes</li> <li>• Business Planning</li> <li>• Annual Governance Statement</li> <li>• Going Concern</li> <li>• Annual Audit Committee Report</li> </ul>	<b>John Clarke</b>
<b>10</b>	<b>1645</b> 5 mins	<b>Any Other Business</b>	<b>John Clarke</b>
<b>BOARD TO MEET AS REMCOM</b>			
<b>1</b>	<b>1650</b> 10 mins	<b>Future Pay Strategy / Pay Award</b>	<b>John Arnott</b> SBS REM 001-22
<b>CLOSED SESSION OF THE BOARD</b>			
<b>A</b>	<b>1700</b> 20 mins	<b>Closed Session</b> <ul style="list-style-type: none"> <li>• Board Performance Review – Evaluation Results</li> </ul>	<b>John Clarke</b>