

UK Shared Business Services Ltd BOARD MEETING

Date: Thursday 29 September 2022

Location: 58 Victoria Embankment, London

Timings: 0930 - 1245 Board Meeting
1245 - 1300 Board to meet as NomCom
1300 - 1310 Closed Session

Attending:

Board Members:		UK SBS Executive:	
John Clarke (Chairman)	JC	David Walder (Chief Digital and Information Officer)	DW
Richard Semple (Chief Executive)	RS	Caroline Jenkins (Company Secretary)	CJ
Nick Sammons	NS	Crispin Dawe (Chief Finance Officer)	CD
Ruth Elliot	RE	Liz Creedy (Chief Operating Officer)	LC
Alice Hurrell	AH	Victoria McMyn (Chief Change Officer)	VM
Katrina Nevin-Ridley (to be appointed at the meeting)	KN-R	Anne McFarlane (Head of Strategy & Planning)	AM
		Observer / Sponsor	
		Elaine Tuck, Shared Services Deputy Director, BEIS	ET
		Mark Bussey, Programme Director, SHARP, UKRI	MB

Apologies:

Graham McAlister	GM
John Arnott (Chief Strategy Officer)	JA

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 039-22 SBS 040-22 All
2	0935 5 mins	Non-Executive Director Appointment	John Clarke SBS 042-22
3	0940 20 mins	UK SBS Chief Executive Report <ul style="list-style-type: none"> Highlights / Exceptions 	Richard Semple SBS 043-22

4	1000 10 mins	Audit Committee Update	Ruth Elliot Verbal
5	1010 10 mins	Going Concern	Crispin Dawe SBS 044-22
6	1020 15 mins	Annual Report and Financial Statements <ul style="list-style-type: none"> To Approve To Authorise the Chief Executive to sign the letter of representation and the Annual Report and Accounts on behalf of the Board 	Crispin Dawe SBS 045-22
7	1035 25 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 046-22 (via PowerBI)
BREAK – 10 MINUTES AT 1100			
8	1110 10 mins	Annual Governance Review	Caroline Jenkins SBS 047-22
STRATEGIC			
9	1120 25 mins	Future Shared Service Programmes <ul style="list-style-type: none"> - Matrix Portfolio - SHARP 	Victoria McMyn SBS 048-22
10	1145 25 mins	Board Away Day Prep	Richard Semple SBS 049-22
11	1210 25 mins	Business Planning	Richard Semple SBS 050-22
ANY OTHER BUSINESS			
12	1235 5 mins	Next Board Meeting Board meeting to be held on 29 November 2022 at 9.30am in Polaris House, Swindon. Proposed substantive items: <ul style="list-style-type: none"> Future Shared Services Programmes Business Planning Performance Evaluation 	John Clarke
13	1240 5 mins	Any Other Business	John Clarke
BOARD TO MEET AS NOMCOM			
A	1245 15 mins	Independent NED Job Description	John Clarke SBS NOM 001-22

CLOSED SESSION OF THE BOARD			
	1300 10 mins	Closed Session	John Clarke