

UK Shared Business Services Limited
BOARD MEETING
112th Meeting

Thursday 30th November 2023 in Polaris House, Swindon

Timings: 09.30 – 12.15 Board Meeting
12.15 – 12.30 Closed Session of the Board
13.30 – 15.00 Board to join Risk Management Deep Dive

Attending:

Board Members:		UK SBS and Executive:	
John Clarke, Chair	JC	Crispin Dawe, Chief Finance Officer	CD
Richard Semple, Chief Executive	RS	John Arnott, Chief Strategy Officer	JA
Graham McAlister	GM	Liz Creedy, Chief Operating Officer	LC
Louise Mackin	LM	Paul Lazenby, Programme Delivery Manager	PL
Helen Mills	HM	David Walder, CDIO	DW
Katrina Nevin-Ridley	KN-R		
Bidesh Sarkar	BS		
Observer / Sponsor		DWF	
Elaine Tuck	ET	Gordon Fraser, CoSec service	GF
Mark Bussey	MB		

Apologies:

David Thomas	DT
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No		AGENDA ITEM	LEAD & PAPER
OPERATIONAL			
1.	0930 – 0935 (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 048-23 SBS 049-23
2.	0935 – 0945 (10 mins)	Appointment of Independent Non-Executive Director & discussion of role of Observers	John Clarke Verbal
3.	0945 – 1005 (20 mins)	Chief Executive Report	Richard Semple SBS 051-23
4.	1005 – 1025 (20 mins)	Operational Debrief	Richard Semple Verbal

No		AGENDA ITEM	LEAD & PAPER
5.	1025 – 1035 (10 mins)	Audit Committee Update	Graham McAlister Verbal
6.	1035 – 1055 (20 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 052-23 (via PowerBI)
7.	1055 – 1105 (10 mins)	Board Performance Evaluation Scope	Crispin Dawe SBS 053-23
BREAK FOR 10 MINUTES AT 1105			
STRATEGIC			
8.	1115 - 1135 (20 mins)	Major Programmes <ul style="list-style-type: none"> • SHARP • BOE Upgrade • MoG 	Victoria McMyn / John Arnott SBS 054-23
9.	1135 – 1205 (30 mins)	Matrix	Paul Lazenby SBS 055-23
10.	1205 – 1210 (5 mins)	Next Board Meeting Board meeting to be held on 25 th January 2023 at 9.30 am in CS5, Polaris House, Swindon. Proposed substantive items: <ul style="list-style-type: none"> • Business Planning 	John Clarke Verbal
11.	1210 – 1215 (5 mins)	Any Other Business	John Clarke Verbal
CLOSED SESSION OF THE BOARD			
	1215 – 1230 (15 mins)	Closed Session	John Clarke Verbal
LUNCH			
	1330 – 1500 (90 mins)	Risk Management Deep Dive (including cyber attack risk)	Jade Martin Jason Dyson