

# UK Shared Business Services Ltd

## BOARD MEETING

**Date: Thursday 26 September 2024**

**Location: Polaris House, Swindon**

**Timings: 0930 - 1240 Board Meeting**  
**1245 - 1330 Working Lunch and Cyber Risk Deep Dive**  
**1330 – 1345 Board to meet as REMCOM**  
**1345 - 1400 Closed session of the Board**

### Attending:

<b>Board Members:</b>		<b>UK SBS Executive:</b>	
John Clarke, Chair	<b>JC</b>	Crispin Dawe, Chief Finance Officer	<b>CD</b>
Richard Semple, Chief Executive	<b>RS</b>	David Walder, Chief Digital and Information Officer	<b>DW</b>
Graham McAlister	<b>GM</b>	Liz Creedy, Chief Operating Officer	<b>LC</b>
Sarah Finigan	<b>SF</b>	Victoria McMyn, Chief Change Officer	<b>VM</b>
Michele Hughes	<b>MH</b>	Caroline Jenkins, Company Secretary	<b>CJ</b>
Bidesh Sarkar	<b>BS</b>	Akos Csernus, Chief Transformation Officer	<b>AC</b>
Katrina Nevin-Ridley	<b>KN-R</b>	Pete Swann, D&I (for item 11 only)	<b>PS</b>
Helen Mills	<b>HM</b>	<b>Observers</b>	
David Thomas	<b>DT</b>	Claire Pearce, Incoming NED	<b>CP</b>
		Carolyn Isaacs, Incoming NED	<b>CI</b>
		Sarah Harrison, Cabinet Office	<b>SH</b>
		Sam Lister, DCMS	<b>SL</b>
		Richard Henshall, Matrix SRO	<b>RH</b>

### Apologies:

John Arnott, Chief Strategy & People Officer	<b>JA</b>
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### OPERATIONAL

<b>OPERATIONAL</b>			
<b>1</b>	<b>0930 - 0935</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 / All</b> SBS 039-24 SBS 040-24 <b>For approval</b>
<b>2</b>	<b>0935 - 0940</b> 5 mins	<b>NED Appointment</b> To appoint Claire Pearce from 1 October 2024	<b>John Clarke</b> SBS 042-24 <b>For approval</b>

<b>3</b>	<b>0940 - 1010</b> 30 mins	<b>UKSBS Chief Executive Report</b> <ul style="list-style-type: none"> <li>Highlights / Exceptions</li> </ul>	<b>Richard Semple</b> SBS 043-24 For information
<b>4</b>	<b>1010 - 1020</b> 10 mins	<b>Audit Committee Update</b>	<b>Graham McAlister</b> Verbal For information
<b>5</b>	<b>1020 - 1030</b> 10 mins	<b>Going Concern</b>	<b>Crispin Dawe</b> SBS 044-24 For approval
<b>6</b>	<b>1030 - 1050</b> 20 mins	<b>Annual Report and Financial Statements</b>	<b>Crispin Dawe</b> SBS 045-24 For approval
<b>7</b>	<b>1050 - 1110</b> 20 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 046-24 (via PowerBI) For discussion
<b>8</b>	<b>1110 – 1120</b> 10 mins	<b>Annual Governance Review</b> Incl. Terms of Reference and Corporate Policies	<b>Caroline Jenkins</b> SBS 047-24 For approval
<b>BREAK – 10 MINUTES AT 1120</b>			
<b>STRATEGIC</b>			
<b>9</b>	<b>1130 - 1150</b> 20 mins	<b>Initial Thoughts on Transformation</b>	<b>Akos Csernus</b> SBS 048-24 For information
<b>10</b>	<b>1150 - 1205</b> 15 mins	<b>Major Programmes and Change Governance</b> - SHARP - Matrix	<b>Victoria McMyn</b> SBS 049-24 For information
<b>11</b>	<b>1205 – 1225</b> 20 mins	<b>Cost Transparency</b>	<b>Crispin Dawe and Pete Swann</b> SBS 050-24 For information
<b>ANY OTHER BUSINESS</b>			
<b>12</b>	<b>1225 - 1230</b> 5 mins	<b>Next Board Meeting</b> Board meeting to be held on 28 November 2024 at 9.30am in Polaris House, Swindon. Proposed substantive items: <ul style="list-style-type: none"> <li>Major Programmes and Change Roadmap</li> <li>Business Planning Approach</li> </ul>	<b>John Clarke</b>

<b>13</b>	<b>1230 - 1235</b> 5 mins	<b>Any Other Business</b>	<b>John Clarke</b>
<b>BREAK - 10 MINUTES AT 1235</b>			
<b>WORKING LUNCH</b>			
<b>14</b>	<b>1245 - 1330</b> 45 mins	<b>Cyber Risk Deep Dive</b> Exploring the ever-evolving landscape of cyber risk through a deep dive analysis and discussion	<b>Kathryn Hollingworth, Robert Potton and Steve Tomlin</b> SBS 051-24 For information
<b>BOARD TO MEET AS REMCOM</b>			
<b>A</b>	<b>1330 – 1345</b> 15 mins	<b>Pay Mandate</b>	<b>Richard Semple</b> REM 001-24 For decision
<b>CLOSED SESSION OF THE BOARD</b>			
	<b>1345 - 1400</b> 15 mins	<b>Closed Session</b>	<b>John Clarke</b>