



Minutes UKSC Board



Meeting Date and Time: **Tuesday 19 December 2023 @ 10:30**

Venue: **Teams**

Attendees: **Iain Lanaghan (Non-Executive Director) (Chair)**
Jane Furniss (Non-Executive Director)
Julie Nerney (Non-Executive Director)
Vicky Fox – Chief Executive Officer
Sam Clark – Director of Corporate Services and Change
Sanj Bhumber - Finance Director
Board Secretary

Apologies: **Laura Angus – Registrar**

Agenda Item 1: Welcome and Apologies

1. The Chair welcomed everyone to the meeting. The only apologies were received from the Registrar.

Agenda Item 2: Declaration of Interests

2. No declarations of interest were received.

Agenda Item 3: Minutes

3. The minutes of 28th September were approved.
4. The Board Secretary shared that there were no ongoing actions on the action log.

Agenda Item 4: Risk Register

5. The Finance Director presented the updated Risk Register and the activities since the last Board. They also shared that there was work currently ongoing on reviewing business continuity arrangements.

Agenda Item 5: Business Area Updates

6. The CEO presented the business area updates and shared that this was the third iteration of the report. Looking back at the calendar year the CEO reflected on the near completion of all the ODPs and that they were on track. There was a significant amount of international work and diversity and inclusion, the latest big judgment hand down had been organised well and over 300 hours of training had been delivered as part of the ongoing Change Programme.

Agenda Item 6: Committee Updates

7. The Director of Corporate Services and Change provided an update on the recent Change Board meeting.
8. The CEO informed the Board that Management Board had deep dives into the management board papers and had started to do some forward planning for the next business year.
9. The Chair shared that at the most recent ARAC (Audit Risk & Assurance Committees) meeting had discussed the risk register, had a joint lesson learned paper on the Annual Report and Accounts. The Board then discussed the lessons learned and shared reflection on the audit.

Agenda Item 7: Providing a World Class Service

10. The CEO presented the paper and shared that providing a world class service was about doing the basics and getting things done well every time, understanding our user experience, what our users need and approach of continuous improvement as well as delivering on the big set pieces and magic moments.

Agenda Item 8: Board Effectiveness Review (BER) Proposal

11. The Board Secretary presented the BER proposal, sharing the 3-year cycle that was agreed at the ARAC meeting in November. The Board Secretary sought the Board's approval for the survey questions. The Board discussed the questions and noted that questions relating to outcomes and added value should be considered.

Agenda Item 9: Any Other Business

12. The Finance Director shared the Board Secretary was leaving on promotion and plans were in place for recruitment and handover.

The next meeting is on the 5 March 2024.