



# Minutes UKSC Board

Meeting Date and Time: Tuesday 20 December @ 15:00

**Venue: Meeting Room 5, UKSC**

**Attendees:** Kathryn Cearn (Chair) (Non-Executive Director)  
Tim Slater (Non-Executive Director)  
Vicky Fox – Chief Executive Officer  
Sam Clark – Director of Corporate Services and Change  
Laura Angus - Registrar  
Sanj Bhumber – Finance Director  
Board Secretary

## **Agenda Item 1: Welcome, apologies, and Declarations of Conflicts of Interests.**

1. The Chair welcomed members to the new Board.
2. No apologies were received and there were no declaration of conflicts of interests.

## **Agenda Item 2: Introduction to new format.**

3. The Chair introduced the new format of the Board. The Chair said we will need to work out the right level of information to come to the Board, but this Board was created as a result of the Governance Review. The CEO reminded the Board of its new purpose. The Board will be focusing more on strategic level of the work of the Court. This Board will advise on strategy, performance, and provide guidance. The NEDs are here to provide both support and challenge.

## **Agenda Item 3: Risk Register**

4. The Finance Director presented the Risk Register to the Board. The Finance Director highlighted the highest and the lowest risk exposure. There was a general discussion then an examination of each of the risks on the Risk Register and mitigations in place.

#### **Agenda Item 4: Business Area Performance Reports.**

5. The Finance Director presented the Finance Report, and the Board discussed the latest financial position. The Director of Corporate Services and Change presented the Corporate Services Report. The Board noted the work that has been undertaken to support the Change Programme and the focus on processes. The Board discussed the Cayman Islands. The CEO said that they delivered a very good education and outreach programme and received a warm welcome. There was also general discussion on how teams' Outcome Delivery Plans (ODPs) were progressing. The Director of Corporate Services and Change shared the latest work on the Change Programme. The Registrar shared progress in the Registry and highlighted the latest in the Registry on staffing and processes.

#### **Agenda Item 5: Balanced Scorecard**

6. The Finance Director introduced the Balanced Scorecard and discussed the financial stewardship slides. The Director of Corporate Services and Change ran through the Corporate Service slides. The Board discussed the latest in Communications, HR, and recruitment. The Registrar presented the Registry slides of the Balanced Scorecard. The Registrar highlighted the latest on processes within the team.

#### **Agenda Item 6: Reflections on 2022 and how we can improve in Quarter Four**

##### **Agenda Item 6a: Reflections on Outcome Delivery Plans**

7. The Board discussed ODPs. It was highlighted to the Board that they were in their second year of ODPs. The Board talked about the balance of new pieces of work and BAU within the ODPs and how this guided planning.

##### **Agenda Item 6b: Business Planning 23/24**

8. The Board talked about planning for 2023-24. The Board discussed the planning and use of ODPs, what had been delivered in the financial year of 2022-23, and the ongoing work to meet the vision of the organisation.

##### **Agenda Item 6c: Targets for End of financial year on Registry performance.**

9. The Board had a general discussion about the focus on the journey of specific Registry processes, and how the Registry was approaching tasks and conversations with staff.

***Agenda Item 7: Forward Look was dropped due to time pressures.***

**Agenda Item 8: Any Other Business.**

10. The CEO thanked Kathryn Cearn for her work at the UKSC and wished her all the best for the future as this was her last Board meeting at the Court.