



Minutes Management Board

Meeting Date and Time: Wednesday 28 September 2022

Attendees: Vicky Fox - Chief Executive Officer (Chair)
Kathryn Cearns (Non-Executive Director)
Tim Slater (Non-Executive Director)
Sam Clark - Director of Corporate Services and Change
Laura Angus - Registrar
Sanjeet Bhumber - Finance Director
Scot Marchbank - Head of Communications
Chris Maile - Head of Human Resources
Ian Sewell - Deputy Registrar
Board Secretary/ Senior Governance and Business Manager

Agenda Item 1: Welcome and Apologies

1. The Chair welcomed members to the Board. The Chair said that this would be the last meeting of Management Board under this format with the changes in the Governance Review coming into effect at the next Management Board.
2. No apologies were received.

Agenda Item 2: Declaration of Conflicts of Interests

3. No declaration of interests were received.

Agenda Item 3: Minutes and Action Log

4. Minutes were approved with amendments.
5. Progress was noted against actions and reflected in the Action Log.

Agenda Item 4: Balanced Scorecard

6. The Board Secretary introduced the Balanced Scorecard and Heads of Teams provided updates to the Board. The Board reviewed latest on staff training, sickness, and processes within teams.

Agenda Item 5: Risk Register

7. The Board Secretary presented the Risk Register to the Board highlighting the highest and lowest risk of exposure. The Board ran through activity planned and the current focus for different teams.

(Please note: Item 6 was dropped from the agenda due to time pressures)

Item 7a: Corporate Services Report

8. The Director of Corporate Services presented the Corporate Services Report and highlighted that it has been a busy time with focus on outcome delivery.

Agenda Item 7b: Registry Report:

9. The Registrar presented the Registry report and the Board reviewed the latest updates with a discussion on the work over the summer period.

Agenda Item 8: Audit and Risk Assurance Committee Update:

10. Kathryn provided an update from the recent ARAC that took place on 13 September 2022. ARAC reviewed the latest progress on the Internal and External recommendations, timetable for Annual Reports and Accounts and that the Commercial Policy was approved.

(Please note: Item 9 was dropped from the agenda due to time pressures)

Agenda Item 10: Change Programme Update:

11. The Director of Corporate Services provided an update to the Board on the Change Programme. The priority is preparation of the Final Business Case. The Change Board will be meeting in October.

Agenda Item 11: Terms of Reference:

12. The Board Secretary presented the Terms of Reference for the UKSC Board, Audit Risk Assurance Committee, Management Board, Remuneration Committee, and Safety and Security Committee. The Terms of Reference were approved with minor comments.

Agenda Item 12: Team Purpose:

13. The Chair presented the Team Purpose. The Chair highlighted that the management team wrote it themselves. The Team Purpose received positive feedback from the Board, and it was approved.

Agenda Item 13: Any Other Business.

14. The Chair said that the Board Secretary would be in touch to arrange the next meetings to make sure they had the correct sequencing.