

Minutes of GeoPlace LLP Board Meeting

Thursday 18th June at 2pm

Meeting held online

Attendees:	Name	Organisation
Board members	Claire Holloway (CH) (Chair)	LGA OS
	John Kimmance (JK)	OS
	Paul Bragg (PB)	
Minutes recorded	Catherine Wright (CW)	GeoPlace
by	Alan Mockford (AM)	OS
In attendance	Nick Chapallaz (NC)	GeoPlace

Apologies: Juliet Whitworth (JW) LGA

1. Quorum and Confirmation of chair of the meeting

Claire Holloway (CH) was confirmed as Chair of the meeting.

It was agreed that the meeting was quorate.

2. Minutes of the last meeting

The Board agreed the minutes of the last meeting.

3. Review of actions

Actions items from the minutes of previous meetings:

On-going from 12th December 2019

Action 1: JK to investigate the variation of success in different markets.

Action 2: NC to work with PB to investigate the best approach for a joined-up marketing strategy for repeatable propositions including data matching.

The Board agreed that these items will be covered in the agenda item on GeoPlace growth.

Action 3: NC confirmed a post implementation review of the GET project would take place once it had been completed. An update on GET is covered in the agenda.

From 26th March 2020 meeting

Action 1: LGA to look further at the strategy for GeoPlace as a delivery partner.

LGA and GeoPlace are now collaborating on a number of joint projects.

Action 2: NC will circulate a paper to the Board on the pros and cons of either an online review with external support and an online checklist approach.

Action - NC to progress proposal for an externally run board effectiveness review.

Action 3: CH to share LGA Corporate Governance code briefing with JW.

The Corporate Governance code briefing was shared with JW.

Action 4: NC will share the results of a GeoPlace survey of challenges faced by authorities with JW once complete.

This was completed at the start of the COVID-19 period.

Action 5: NC to draft a note outlining the value of underlying data in managing the crisis for CH to use in LGA communication.

This has been completed.

4. Finance Report

The Board discussed several items related to the finance report.

The finance report reflects the positive position of continued AddressBase income before price changes come into effect on 1st July and the delay in signing the PSGA.

NC confirmed PSGA funds assigned to local authorities will be drawn from July onwards.

Action – AM and PB to validate accounting premise in relation to PSGA funds

The Board reviewed the current positive cash position and will consider the potential to increase the amount at future meetings.

5. Performance Pay

The Board discussed the Performance Pay paper that recommended adoption of the scheme as in place for 2019/20 albeit with appropriate adjustment of financial targets. The Board agreed the recommendations.

6. Consultancy projects update

The board discussed a number of items related to Consultancy projects and confirmed the positive position of the current pipeline.

7. Quarterly Board Report

The board discussed the Quarterly board report. The board were positive about the design and structure of the new GeoPlace website. They asked for their congratulations to be passed to the GeoPlace website team.

8. OS/GeoPlace Programme Board update

The Board discussed a number of items on the Programme Board update.

NC updated the board on the status of AddressBase Core and the plan for Open Identifiers.

9. GET/Aurora Update

NC updated the board on the progress of the GET project. The board agreed the cautious approach to switching to the new environment. NC confirmed that the team are getting ready to connect with OS systems and go-live.

10. GeoPlace growth strategy

The Board discussed the GeoPlace growth strategy. JK and NC confirmed the positive feedback from their presentation to the OS Board meeting.

The Board agreed that NC can commission external research.

Action: NC to commission external address market sizing and assessment research

Action: NC to provide progress update on growth options at September board meeting.

11. Implications of Freedom of Information Act reclassification

The Board reviewed the update paper and CH offered LGA FOI support to GeoPlace if required.

12. Health and Safety report, policy and risk assessment

The board discussed preparations for staff to return to LGA, OS and GeoPlace offices in the future.

NC confirmed that GeoPlace would be looking at a phased return to the office.

The Board stated that the Health & Safety Risk assessment covered everything they would expect.

13. GeoPlace Strategic Register

The Board discussed several items related to the GeoPlace strategic risk register. NC identified that the highest risks relate to COVID19 and AddressBase Core.

PB identified that a number of risks relate to Ordnance Survey interests and activity.

Action – NC to meet with Richard Plum, Head of Risk & Assurance at OS to review risks.

14. AOB

AM stated the Tri-annual pension review is due and requires sign-off by two board members. He will send it to CH for signing.

Action – AM to pass Tri-annual pension review to CH for signature.

The Board stated that they were very appreciative of what GeoPlace staff have done so far during the COVID-19 and NC to pass on their thanks.

15. Date of the next meeting

It was confirmed that the date of the next Board meeting was Thursday 18th September 2020 at 2pm.