

Minutes of GeoPlace LLP Board Meeting

Monday 19th March 2018 at 2pm

At GeoPlace offices, 157-197 Buckingham Palace Road, London, SW1W 9SP

Attendees:	NAME	ORGANISATION
Board members	Claire Holloway (CH) (Chair)	LGA
	Juliet Whitworth (JW)	LGA
	John Kimmance (JK)	OS
In attendance	Richard Mason (RM)	GeoPlace
	Alan Mockford (AM)	OS
	Catherine Wright (CW)	GeoPlace
	Nick Chapallaz	Observer

Apologies: Will Davies, OS

1. Confirmation of Chair for the meeting

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

2. Quorum

The Chair confirmed the quorum in line with clause 10.7 of the LLP Agreement.

The Chair welcomed Nick Chapallaz to the Board meeting and confirmed his start date with GeoPlace for 10th April 2018.

The Board offered their thanks to Richard Mason for everything he had done for GeoPlace and supporting the Board since the start of GeoPlace in 2010. They noted that he was handing GeoPlace over as a going concern that was a profitable business.

3. Minutes of meeting of the previous Board meeting

The Board agreed the minutes of the previous Board meeting on 10 January 2018 and the supplementary telephone meeting to discuss the budget on 9 February 2018. These minutes were signed off by the Chair.

4. Action Log

Engagement, IT and Streets team costs

RM confirmed aspects of Engagement Team, Conference, Streets team and IT Costs.

ONS update

RM reported that GeoPlace and ONS are working on agreeing support for the work GeoPlace is doing for the Census. ONS will be attending the GeoPlace conference on 10th May.

CAMP Phase 2

JK reported that the project was progressing with a plan that daily updates will be available in GML format from July and CSV updates available by the end of the year.

5. Monthly Finance report for February 2018

This had been circulated prior to the meeting and gave an updated picture of the accounts.

6. OS Generated Revenue Pipeline 2017-2018

A detailed report had been circulated prior to the meeting. The forecast showed a positive position on income for the close of the year.

7. Financial forecast for 2017-18 (11 +1) and Distribution to Members

The Board discussed the financial forecast for 2017-18.

Decision:

The cash distribution to Members for this year was agreed.

8. Changes to Delegated Financial Authorities Policy and Bank Mandates

A set of proposals had been circulated prior to the meeting and these were agreed.

9. GeoPlace Quarterly Board Report

RM highlighted a number of items. The Board requested that more information be given as to targets and the progress on them.

Action - RM and NC should create a dashboard and set of metrics for the work items.

10. GeoPlace Strategic Risk Register

The Board discussed the strategic risk register. RM will update the risk register to reflect the items covered by the Board.

11. Consultancy Projects update

The Board discussed various consultancy project updates.

Action: NC/RM to confirm to Board members on 25th May or earlier to confirm that we are ready and compliant.

12. GeoPlace Business Plan for 2018-19- final version

The Board reviewed the business plan and identified some minor changes.

Decision – based on the requested minor editing changes to the business plan the Board signed off the plan.

13. Salary reviews

The Board noted that the average public sector increase and agreed a cost of living increase staff and Executive Directors based on this.

14. Geospatial Commission

JK gave a verbal update on the Geospatial Commission.

15. Dates for meetings in 2018

The meeting dates have been agreed. They are:

Monday 25th June 2018

Tuesday 11th September 2018

Thursday 13th December 2018

16. AOB

RM updated the Board on his forthcoming new role. The Board wished him well.

17. Date of next meeting: Monday 25th June 2018, 2pm to 4pm at GeoPlace's offices.