

## Minutes of GeoPlace Board meeting

Monday 25<sup>th</sup> June 2018 at 2pm

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

<b>Attendees:</b>	<b>NAME</b>	<b>ORGANISATION</b>
Board members	Claire Holloway (CH) (Chair)	LGA
	Juliet Whitworth (JW)	LGA
	John Kimmance (JK)	OS
In attendance	Alan Mockford (AM)	OS
	Nick Chapallaz (NC)	GeoPlace
	Catherine Wright (CW)	GeoPlace

**Apologies:** None

### 1. Quorum and Confirmation of chair of the meeting

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

### 2. Minutes of the last meeting

The Board agreed that the action relating to the Street Manager proposal should be rolled forward to the next meeting.

### 3. Review of actions

#### a. Pension scheme

On agenda.

#### b. GeoPlace Quarterly Board Report

Nick Chapallaz (NC) informed the Board that the GeoPlace Quarterly Board Report is evolving and a clearer set of metrics will be provided in future.

#### c. GeoPlace Strategic Risk Register

It was confirmed that all the updates requested in the previous meeting had been included in this version of the Strategic Risk Register.

#### d. GDPR impact on GeoPlace

NC outlined the actions taken and confirmed to the Board that he was satisfied with GeoPlace's GDPR arrangements.

### 4. Finance Reports

The Board discussed the financial report. AM confirmed that the Members dividend payments are being made as per the 2017/18 accounts.

## **5. Consultancy Projects update**

The Board discussed the Consultancy Projects update paper.

NC confirmed that there are some strong opportunities but the current target appears to be a stretch. He is working closely with the team to develop clearer address and street data focused propositions.

NC agreed to provide further information on the source of opportunities from either GeoPlace and OS jointly developed.

The Board discussed training courses, which are valuable in building knowledge and understanding in the supply chain, and concluded that content is taken more seriously if there is a charge associated with it.

## **6. Pension scheme**

The Board discussed aspects of the pension scheme.

## **7. Performance Pay**

The Board discussed the paper and agreed to use the same basis as 2017/18 in the 2018/19 scheme, subject to some adjustments in the proportion of distribution.

## **8. Quarterly Board Report**

NC confirmed that GeoPlace is keen to move ahead with market insight in relation to Traffic Regulation Orders. The Board agreed that this should be raised at the OS/GeoPlace Programme Board and any additional funding requests brought back to the Board.

The Board commented that

- the measurement of Business Plan objectives require greater focus. Some objectives should be amber and not green and some are yet to go live.
- the 2019/20 Business Plan should be shorter, focused and more measurable than previous years.

## **9. OS GeoPlace Programme Board**

NC updated the Board on changes to the OS/GeoPlace Programme Board.

The Board endorsed the new Terms of Reference and direction of the Programme Board.

## **10. GET project update**

NC updated the Board on the GET project and highlighted the workload of the team given the many challenges involved, which are both technical and cultural. In response to this:

- other members of EMT were now involved to enhance governance and draw on relevant experience.
- New deadlines have been set.
- A GET Programme Board has been established to ensure there is a clear plan in place to cover all phases of delivery and transition

In response to questions raised, NC confirmed that he did not anticipate an increase in overall costs and was currently de-scoping the project to determine the resourcing requirements. He would bear in mind the possibility of independent support as part of this. The Board thanked NC for his intervention.

### **11. Strategic Risk Register**

The Board reviewed the Strategic Risk Register and asked that items S6 and S8 be amended in the light of Geospatial Commission changes.

### **12. Geospatial Commission**

The Board discussed the next steps to investigate and assess the potential to open the UPRN and USRN and related geometries.

The Board noted the LGA Board meets quarterly with next meetings scheduled for September and December.

### **13. Conference review**

The Board confirmed their continued support for the Annual Conference.

### **14. Health and Safety report**

The Board endorsed the Health and Safety report.

### **15. AOB**

- a. The Board agreed that LGA will host the September Board meeting.
- b. John O'Mera provided a separate legal update.
- c. The Board agreed that the GeoPlace Members' agreement should be reviewed at the December Board meeting, once the LGA has reconstituted itself and the GeoPlace Board has the new OS Board member in place.
- d. The Board acknowledged NC's positive start and his delivery against some of the Board's on-going requirements.