

## Minutes of GeoPlace Board meeting

Tuesday 11<sup>th</sup> September at 10am

At LGA Offices, 18 Smith Square, London, SW1P 3HZ

<b>Attendees:</b>	<b>NAME</b>	<b>ORGANISATION</b>
Board members	Claire Holloway (CH)	LGA
	(Chair)	LGA
	Juliet Whitworth (JW)	OS
	John Kimmance (JK)	
In attendance	Alan Mockford (AM)	OS
	Paul Bragg (PB)	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.

Paul Bragg (PB) was welcomed to the meeting as an observer.

### 2. Minutes of the last meeting

The Board confirmed the minutes of the meeting and that they are published on the GeoPlace website.

### 3. Review of actions

As the actions referred to items on the agenda, the Board decided to review them as each item was discussed.

### 4. Statutory Accounts

The Board signed the Statutory Accounts for 2017/18. Alan Mockford (AM) confirmed that it was a clean audit.

The Board discussed Joint Advisory Group (JAG) invoicing and payments and these are a contribution without obligation and there is no legal means to enforce payment.

**Action** – NC to work with Simon Barlow at GeoPlace to review invoicing process.

## 5. Finance reports

The Board discussed a number of questions relating to the finance reports.

AM confirmed adjustments in relation to AddressBase Premium.

AM also confirmed that there had been some mis-coding of GET costs but this had now been rectified as of end of August.

AM confirmed that the next dividend instalment will be paid to the Joint Venture partners by the end of September.

It was confirmed that the next board meeting will include the major deals and forecasting from OS at the next meeting.

**Action** - AM to add pipeline report from OS into the Finance report for the board going forward.

## 6. Consultancy Projects

The Board discussed the Consultancy projects update. NC confirmed that while the Consultancy projects pipeline shows improvement and a level of ambition, the original forecast for 2018/19 is unrealistic.

NC confirmed the List of Streets project is on track to have a first release by December 2018. LGA have contributed to this project in recognition that it is a service provided for local authorities.

**Action** – NC to inform the Board of any announcements related to the List of Streets project

NC reviewed the new market propositions set out in the paper for future market development. He confirmed these will also be raised with the OS/GeoPlace Programme Board.

## 7. Pension Scheme

The pension scheme was discussed.

## 8. Performance Pay

Board agreed the Performance Pay paper for the 2018/19 year.

## 9. GeoPlace Quarterly Board Report

NC pointed out that following the publication of the board pack two activities should be amber not green. These include items numbers 4 (List of Streets, Public Rights of Way) and number 9 (GET transition work).

NC confirmed that GeoPlace database licencing renewal dates.

**Action** – NC to provide a paper on database options at the December Board

JK confirmed that OS can work with ONS regarding the progress of communal establishments for the Census. JK also noted that Data Quality was on track for the end of the year and wanted to feed back to the team on their good work.

**Action** – NC to feed back this praise to the team

The Board noted that an outline of the delivery of GeoPlace commercial projects was not included in the papers and requested this be the case going forward.

**Action** – NC to ensure a review of the delivery of commercial projects be included in the next Board report

The Board discussed the future of the Public Sector Mapping Agreement (PSMA). It was noted that the LGA will need to be consulted if any changes mean that local authorities will need to do anything additional as part of a new agreement.

**Action** - JK will run a separate session with the Board on the next steps and the new Public Sector Agreement

## **10. OS/GeoPlace Programme Board**

In addition to the paper, NC gave a verbal update on the OS/GeoPlace Programme Board.

## **11. GeoPlace Enterprise Transformation project**

NC gave the Board an update on the GET project. He confirmed the introduction of a Programme Manager for the whole project. The Board requested more information on the update as to the status of the project in relation to the plan.

**Action** - NC to provide more details on costs and the status of the project against the plan in the quarterly update.

The Board reminded NC that if he felt an external consultant would be helpful in providing checks on progress and design (GETR07) then this was available to him. The Board are keen to ensure that it is fit for purpose.

## **12. Strategic risk register**

It was agreed that the GeoPlace Executive Management team would review and refresh the strategic risk register during this year's business planning phase.

**Action** – NC and EMT to review the Strategic Risk register as part of 2019/20 business planning

### **13. Geospatial Commission**

The Board discussed their forthcoming meeting with the Geospatial Commission regarding the potential release of UPRNs and USRNs as open data.

### **14. Proposed Review of Members' Agreement**

The Board agreed to add the review to the Board strategic session and NC will attend.

### **15. Business plan development**

NC confirmed that the GeoPlace Executive Management Team away day will take place on 27<sup>th</sup> September. The Board agreed to have a Board Strategy day in October and a further session with the Executive Management team following that.

**Action – JK to organise dates for the strategy day.**

### **16. Any other business**

No further points were raised.