

Minutes of GeoPlace LLP Board Meeting

Wednesday 12th December 2018 at 4pm.

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

Attendees:	NAME	ORGANISATION
Board members	Claire Holloway (CH) (Chair)	LGA
	Juliet Whitworth (JW)	LGA
	John Kimmance (JK)	OS
In attendance	Alan Mockford (AM)	OS
	Joanne Miles (JM)	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.

Joanne Miles (JM) was welcomed as an observer

2. Minutes of the last meeting

John Kimmance (JK) requested one change to be made in item 9 which has been made.

3. Review of actions

The board reviewed the actions from the last meeting.

Action 1 – Statutory Accounts

Nick Chapallaz (NC) confirmed the revised JAG members payments letter was progressing.

Action 2 – Finance Reports

Alan Mockford (AM) confirmed that the pipeline report is now included in the Finance report.

Action 3 – Consultancy Projects

NC confirmed that Consultancy projects update was on the agenda and there have been no external announcements on the List of Streets project to date.

Action 4 – GeoPlace Quarterly Board Report

NC confirmed that he had completed all the actions relating to changes to the Quarterly Board report.

Action 5 – GeoPlace Enterprise Transformation Project

NC confirmed that GeoPlace Enterprise Transformation project was on the agenda.

Action 6 – Strategic Risk Register

NC confirmed the Strategic Risk Register had been reviewed is included on the agenda.

4. Finance Report

The Board discussed several items relating to the finance reports.

Joanne Miles(JM) confirmed savings made in period for IT and reorganisation costs with wages, salaries and temporary staff below budget in part due to challenges in filling IT posts.

OS Pipeline

AM confirmed aspects of the pipeline and confirmed that the latest cash distribution to members took place on the 11th December and that members would receive the money by Monday 17th December.

Appendix 2 6+6 forecast

AM confirmed that revenue is in line with budget and that GeoPlace revenue shortfall is covered by the increase in commercial revenue.

Overall revenues and net profits remain likely to be close to budget at the end of March.

5. Draft 2019/20 Budget

The Board discussed the draft 2019/20 budget. AM said that the 3rd Party Royalties have increased significantly and will have an impact on EBITDA. JK suggested that a marker should be included in the budget for performance pay.

Action – AM to include this within investments

NC confirmed that Central Maintenance interface will be developed by the current GeoPlace out-source development provider.

AM confirmed that he had provided the budget to Ordnance Survey Board on Friday 7th December with the caveat that it had not been agreed with the GeoPlace Board yet.

6. Business Plan development progress

NC provided an update on the Business Plan for 19/20 and confirmed that more work was needed to understand longer term staff requirements. The aim is to include an HR Strategy in the plan.

7. Consultancy Projects update

NC provided updates on a number of projects

NC confirmed that the Business rates project and Permit schemes are new propositions.

8. GeoPlace Quarterly Board report

NC confirmed the GeoPlace Executive Management Team had taken greater ownership of the items. JK queried whether the progress status for item 18-19 04 was correct in relation to PROW

Action: NC to review this project status with Simon Barlow

NC outlined the GeoPlace interest in enabling the use of the UPRN and USRN and the role of other organisations such as ONS in supporting this.

9. OS/GeoPlace Programme Board update

JK highlighted the need for Inspire GDPR compliance for the Highways product. Currently local authorities' risk of non-compliance is covered by GeoPlace. A review of the status and options from OS and local authority perspectives is required for the board to take a view.

Action: NC to lead on a paper of the facts and options for Highways GDPR compliance

10. GET Project Update

The Board discussed the basis on which external services were originally procured and whether GeoPlace was liable under OJEC.

Action: NC to check the total value of current contracts and applicable rules

Action: CH will share LGA documented rules

11. Database Migration

The Board confirmed that they were supportive of the proposal submitted with the Board papers to go ahead with the database migration project during 2019/20.

12. GeoPlace Strategic Risk Register

NC confirmed that the Strategic Risk Register has been reviewed and the Board's forthcoming workshop with the Executive Management Team will offer clarity on some of the items.

13. Geospatial Commission

The Board discussed the current status of discussions with the Geospatial Commission for open UPRN, USRN and geometry including the forth-coming LGA Senior Management Team meeting on the 19th December.

14. AOB

It was agreed that the Board and the Executive Management Team should meet again in the first week of February.

15. Date of next meeting

The date of the next meeting is Thursday 14th March 2019 at 2pm.