

Minutes of GeoPlace LLP Board Meeting

Thursday 20th June 2019 at 2pm

At LGA Offices, Smith Square

Attendees:	NAME	ORGANISATION
Board members	Claire Holloway (CH) (Chair)	LGA
	Juliet Whitworth (JW)	LGA
	John Kimmance (JK)	OS
	Paul Bragg (PB)	OS
In attendance	Alan Mockford (AM)	OS
	Nick Chapallaz (NC)	GeoPlace
Minutes recorded by	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 the minutes of the last meeting. Nick Chapallaz (NC) confirmed that a summarised version will be made available online.

3. Review of actions

The Board reviewed the actions of the last meeting.

Action 1 – NC confirmed he is putting together a procurement process and policy and will share it with the Board in due course.

Action 2 – Alan Mockford (AM) confirmed a summary of the dividend distribution to members was included in the Board pack and will be in future reports.

Action 3 – Paul Bragg (PB) clarified the action and confirmed he and AM had met and included Pipeline and Renewals tables in Appendix 1 and 2 of the finance report as a result.

Action 4 – NC confirmed he had reviewed and implemented changes to JAG invoicing

Action 5 – NC suggested October for a workshop with the Board to consider the longer-term GeoPlace development.

Action 6 – NC to provide a review of the outputs of the delivery of these Permit Scheme projects for the next board meeting.

Action 8 – NC confirmed the contract for GeoPlace Cloud storage is with OVH. It has servers in London, Canada and France.

Action - NC to check that GeoPlace data is held on servers located in the UK.

Action 9 - NC confirmed the strategic risk register had been updated and was included in the Board pack.

4. Finance Report

The Board discussed several items relating to the finance reports.

AM explained the end of year forecast is now reduced and the impact is reflected through the management accounts.

NC confirmed to AM which Investment projects that are yet to start.

AM identified that the marketing budgets have now taken the annual conference into account.

Cash distribution

AM confirmed the June payment had been made and was in line with budget.

Pipeline Appendix 1

JK explained the pipeline and that the volume of opportunities was normal for the first quarter of the financial year.

Action – AM to produce a 6+6 forecast to provide clarity on the budget for the remainder of the year.

Action - AM to review the gap between the pipeline and revenue forecast definitions.

5. Performance Pay

NC confirmed the proposal and that payments would be made after an audit of the accounts.

The Board discussed the potential timing of an audit and any bonus payments.

Action – AM to ensure the GeoPlace audit is scheduled as soon as possible after the accounts are closed.

Action - CW to confirm with AM the date of the June 2020 payroll.

6. Consultancy projects update

NC provided the Board with an overview of the status of the Consultancy projects

7. GeoPlace Quarterly Board Report

NC provided an overview of the new format of the report to reflect progress against the objectives and tasks set out in the GeoPlace 19/20 Business Plan. The Board confirmed this as an improvement.

NC highlighted the link between the business plan, team plans and individual's objectives and that the quarterly Board report is circulated to all GeoPlace staff for transparency and so they have full visibility of the company's progress.

Under Development projects, NC reported the replacement of LAOS Server with a status of red. He outlined the risks of this failing and that this is being tackled by a joint OS / GeoPlace team and managed through the OS / GeoPlace Programme Board.

Under Investment projects NC highlighted the GET project also at Red and this is covered in a separate paper under item 11 on the agenda.

NC also noted the refined approach to Central Maintenance and the release of the local authority Dashboard tool to provide custodians a web-based view of change data.

8. OS / GeoPlace Programme Board update

NC confirmed the Programme Board continues to operate collaboratively.

NC noted the recent progress with loading Scotland data. JK identified the need for a more strategic approach to data improvement was required with the use of AddressBase by National Records of Scotland for the 2021 Census in mind.

Action – NC and JK agreed to visit Scotland in the autumn to meet NRS and Improvement Service.

NC highlighted positive progress in the first quarter of the year with the joint Data quality improvement programme for streets and addresses.

9. GeoPlace Enterprise Transformation (GET) Project

NC confirmed the project had entered the last two weeks of development. With parts of the system now being released, the primary focus is on user-testing and bug-fixing. This is a significant milestone in a highly complex project. NC confirmed the extended timescale has meant the contingency budget for external consultants would be used.

He also highlighted the decision taken in May to extend the availability of the current system for a further period.

10. Geospatial Commission update

The Board discussed the current status of engagement with the Geospatial Commission.

11. AddressBase Core update

CH highlighted the importance of the AddressBase Core proposals as vital and requested that momentum with this project is not lost.

12. OS System of Reference and USRN

The Board discussed the OS system of reference and the use of the USRN. The board agreed the need to acknowledge and track this data.

Action – OS to hold an internal workshop to explore options for resolving this.

The Board went onto discuss the wider status of the GeoPlace business strategy going forward and the status of contracts between the parties.

Action – CW to set-up the next GeoPlace Board for the 18th September 2019 to be followed by a strategy workshop in the afternoon.

13. GeoPlace Strategic Risk Register

NC presented the updated strategic risk register to the Board. There were no specific comments.

14. Any other business

The Board discussed other items of business.

15. Date of next meeting

The date of the next meeting is Thursday 18th September 2019 from 10am to 12pm, venue to be confirmed.

DRAFT