

Minutes of GeoPlace LLP Board Meeting

Thursday 12th December 2019 at 2pm

At GeoPlace Offices, London, SW1W 9SP

Attendees:	NAME	ORGANISATION
Board members	Claire Holloway (CH) (Chair)	LGA
	Juliet Whitworth (JW)	LGA
	John Kimmance (JK)	OS
	Paul Bragg (PB)	OS
Minutes recorded by	Catherine Wright (CW)	GeoPlace
In attendance	Alan Mockford (AM)	OS
	Nick Chapallaz (NC)	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 accepting a minor change now made.

3. Review of actions

The Board reviewed the actions of the last meeting.

Action 1 – Alan Mockford (AM) confirmed that the 2018/19 accounts were available for signature.

Action 2 – AM confirmed he was reviewing progress against new business targets.

Action 3 – The Board agreed to roll the action “JK to investigate the variation of sales success in different markets” to the next meeting.

Action 4 – NC confirmed that this action had been completed.

Action 5 – NC and AM confirmed that they had an initial discussion in relation to tracking profitability of consultancy projects.

Action 6 – The Board agreed to discuss this under Heads of Terms in the agenda.

Action 7 – NC confirmed that the role of OS / GeoPlace Programme Manager had been advertised within GeoPlace.

4. Finance report

The Board discussed several items relating to the finance reports.

5. Changes to delegated Financial Authorities Policy

The Board agreed to the changes to the policy.

6. Pension Scheme

The Board discussed an update on the status of the pension scheme

7. Consultancy projects

NC provided the Board with an overview of the status of the Consultancy Projects.

The board discussed the data matching proposition.

The Board noted the success of the repeatable propositions and asked if there was any further support they could provide.

Action: NC to work with PB to investigate the best approach for a joined-up strategy for repeatable propositions including data matching.

8. Quarterly Board Report

NC confirmed two projects labelled red – GET and LAOS replacement. The Board discussed the LAOS replacement project and NC confirmed this is now essential.

Action: John Kimmance (JK) will investigate the OS priority for this.

NC highlighted that GeoPlace has signed an updated agreement with the Valuation Office.

9. OS/GeoPlace Programme Board update

The Board discussed several items relating to the GeoPlace/OS Programme Board including potential new burdens resulting from the open data release.

10. GeoPlace Enterprise Transformation (GET)

NC gave the board an update on the GET project.

Action: NC to provide a post implementation review of the GET project, including timescale, efficiency gains vs original and costs vs benefits.

11. Geospatial Commission

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

12. AddressBase Core

NC confirmed that AddressBase Core was on track for delivery and that additional market testing was underway to assess aspects of scope and content, particularly in relation to use of local authority as the source of address data.

13. Board Strategy

The Board confirmed the strategy as discussed and documented in September was the agreed basis moving forward. NC confirmed that the main points would appear in the GeoPlace business plan for 2020-21.

Action: CH and JW will look further at point 5 of the strategy for GeoPlace as a delivery partner for LGA to provide more detail for GeoPlace to take forward.

14. Head of Terms agreement

The Board agreed to discuss the Heads of Terms next Tuesday (17th December). Paul Bragg (PB) passed his apologies as the meeting clashed with the OS Board meeting.

Action: JK said he would ask the OS Legal team if GeoPlace board advice was necessary.

15. Board Governance actions

The Board discussed the recommendations of a governance review undertaken by OS auditors.

Recommendation 1: The Board confirmed that the Terms of Reference needs reviewing.

Recommendation 2: The Board confirmed that the person writing the minutes is now recorded in the minutes as such.

Recommendations 3 and 4: The Board agreed that these were best practice items.

Action: NC will investigate what can be used to help the board conduct an effectiveness review.

JW requested some Corporate Governance code training.

Action: CH to share LGA Corporate Governance code briefing with JW.

16. Health and Safety update

Catherine Wright (CW) reviewed the Health and Safety update, the board identified no issues with the status of Health & Safety.

17. GeoPlace Strategic Risk Register

NC highlighted that a number of risks are now reduced in severity.

18. Any Other Business

JK updated the Board on the Improvement Service discussions in Scotland.

19. Date of Next Meeting

The Board agreed that the next meeting would be at 2pm on Thursday 19th March 2020 at GeoPlace offices.