

## Minutes of GeoPlace LLP Board Meeting

Monday, 18<sup>th</sup> September 2017 at 10am

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
	Will Davies (WD)	OS
In attendance	Richard Mason (RM)	GeoPlace
	Matt Pillinger (MP)	OS
	Alan Mockford (AM)	OS
	Catherine Wright (CW)	GeoPlace

**Apologies:** None

### 1. Confirmation of Chair for the meeting

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

### 2. Quorum

The Chair confirmed the quorum in line with clause 10.7 of the LLP Agreement.

### 3. Minutes of meeting of the previous Board meeting – 22<sup>nd</sup> June 2017

Some corrections to the minutes were noted.

Action – RM will update the minutes.

### 4. Action Log

#### 4.1 Link of minutes to the relaunched LGA website

JW reported that this should be in place by the next board meeting.

#### 4.2 ONS update

RM reported that GeoPlace is working on an MOU with ONS.

#### 4.3 Road Map for CAMP phase II

An update on CAMP II (daily update) will be provided by Chris Chambers later in the meeting.

#### 4.4 Faster Implementation of Central Maintenance

The Board accept that completion of Central Maintenance cannot be done in parallel to the current GET project. However they were very keen that completion of Central Maintenance would not slip further than the original plan – namely the end of 2018.

#### 4.5 CIPFA update (covered in item 7)

#### 4.6 Defined benefit scheme

MP provided an update on the scheme.

**Action** – MP and WD will report back at the next board meeting as an agenda item.

#### **5. GeoPlace Business Plan for 2017-18**

The Board discussed the Business Plan and requested a number of changes. The Board agreed to sign off the business plan for 2017-18 on the understanding that the changes discussed will be made and that next year's business plan will be shorter and sharper.

**Actions:** RM to update the 17-18 Business Plan which can then be issued to staff. A cut-down/non-confidential version will then be published.

An agenda item for the December 2017 board meeting will be the key points to be covered in the 18-19 Business Plan

#### **6. Year to date performance against the Business Plan**

The Board reviewed performance against the business plan and discussed those areas currently at red.

#### **7. Upstream/Downstream revenue generation**

Simon Barlow and Nick Griffiths from GeoPlace and Chris Chambers from OS joined the meeting.

7.1 Chris Chambers gave a presentation to the Board on the progress of CAMP II – New Address Architecture Project Phase One. This has now been approved by OS for completion in March 2018.

OS are carrying out a fully supported trial of AddressBase daily supply. This will be offered to all PSMA/OSMA members, Partners and System Suppliers. This trial will run to the end of March 2018.

7.2 Nick Griffiths gave a presentation on the Third Party Data work.

This included an overview of the work being done for ONS in support of the Census and other data work which could have commercial potential. The Board noted that the priority with this work is to see if there is any potential for growing revenue. If there is no commercial value then a decision on whether to do the work at all will need to be made.

We also need to carefully review the IP ownership in Third party data. If it is clearly defined as "Open data" then we are free to use it, whereas if it is not then we will not be authorised to use it without an appropriate licence.

GeoPlace must also carefully review any potential impact on local authorities and ensure that no new burdens were introduced.

**Actions:** RM to review the sources of the third party data and to meet with OS to discuss any commercial opportunities.

7.2 Simon Barlow gave the Board an update on other areas where GeoPlace is commercially active.

**GMaaS** (Gazetteer Management as a Service). We will review the current contract that we have in place for a local authority and potential opportunities in the next financial year. It would require new staff who may need to be regionally based. The Board noted that this could be of particular interest to combined authorities.

In support of the New Opportunity Updates, GeoPlace had proposed some new branding. The new branding to be reviewed against the current “Passionate about Data” to ensure that there was one consistent message.

There was a discussion about the potential for GeoPlace to have a public task in relation to addressing. However it was noted that this would not be possible as GeoPlace was not a public body.

It was noted that further discussions were required on the 5 year plan for GeoPlace.

**Actions:** Simon Barlow will write an update on projects and provide further details on the potential for GMaaS in the future.

#### **8. Sales and Pipeline Forecast**

AM provided a “Revenue Forecast 5+7 & Pipeline. This showed a potential new business upside primarily from new business.

The Board requested a potential outturn for this financial year.

The Board stated that they would like some discussion around the members share for 2017-18 later in the year.

**Action:** AM to provide a conservative assessment of the potential outturn for this financial year and an update on the members share at the next Board meeting.

#### **9. Financial statements for the year ended 31<sup>st</sup> March 2017**

MP stated that the auditors have signed off the accounts and have stated that there are no significant findings to bring to the Board’s attention.

The Board signed the required documents.

#### **10. Management accounts for July 2017**

It was noted that the costs are below the forecast due to the lack of project spend undertaken, particularly large savings in IT. It was noted that there is not a negative implication on the delivery of GET and the data quality work.

**Action** – AM and RM to discuss where the costs go and create a full picture of the finances to be circulated to the board in mid-October.

The Board thanked MP for everything he has done for the Board.

#### **11. Profit share payments in September**

A paper was submitted for information.

#### **12. Review of the Strategic Risk Register**

The board reviewed the risk register

**13. Performance Pay for EMT**

It was noted a number of corrections needed to be made to the draft paper submitted.

**Actions** – RM to make the corrections

The Board stated that they would agree the paper once changes had been made.

**14. Members Agreement and LLP Board terms of reference**

It was noted that the Board have agreed minor updates and changes to the members' agreement. This will now be reviewed by the LGA and OS Boards.

The terms of reference will be looked at once this is done.

**15. Dates for meetings 2018**

Monday 19<sup>th</sup> March 2018

Monday 25<sup>th</sup> June 2018

Thursday 13<sup>th</sup> September 2018

Thursday 13<sup>th</sup> December 2018

**16. AOB**

The Board agreed to move December's Board meeting to the refurbished LGA offices in Smith Square.

**17. Date of next meeting**

Monday 11<sup>th</sup> December 2017 10am to 12pm at LGA's offices.

-----  
**Approved**