

## Minutes of GeoPlace LLP Board Meeting

Thursday, 22<sup>nd</sup> June 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
	Catherine Wright (CW)	GeoPlace
	Simon Barlow (SB)	GeoPlace – part-time

**Apologies:** None

### 1. Confirmation of Chair for the meeting

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

The Board agreed to discuss the changes to the Members' agreement at the next meeting. Any changes would be circulated by email outside of the meeting.

**Action** – JW to investigate if the proposed new Members' agreement is with the LGA lawyers.

### 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 – 23<sup>rd</sup> March 2017

The minutes were agreed as a correct record of the meeting and signed by the Chair.

JW reported that the arrangements for linking the Minutes to the relaunched LGA website were in hand.

### 4. Action log:

ONS update

The Board discussed the latest activities being carried out by ONS in preparing for the next Census and the role GeoPlace could play in supporting them.

**Action** – RM and JK to review and produce an options paper for the next meeting of the Board.

Management Accounts and OS sales revenue generation

JK reported that OS had reviewed the potential benefits of a dedicated sales person for addressing products but had concluded that this would not be cost effective. JK advised that AddressBase Lite will be relaunched shortly through the OS partner channel.

JAG Advisory Group (JAG). CH confirmed that LGA could not offer support in relation to invoicing.

Terms of Reference for the GeoPlace Board

To be discussed at the September Board meeting along with any changes to the members' agreement

#### **4.1 Road Map for CAMP phase II**

OS advised that there would be no capability this financial year to provide daily updates to customers.

**Action** – WD to circulate an update outside the meeting for formal consideration at the next Board meeting.

#### **4.2 Enterprise Architecture (EA) and Central Maintenance (CM)**

RM reported that an additional investment could potentially bring forward completion. He would give a more accurate estimate at September's Board meeting.

He emphasised that the GeoPlace Enterprise Transformation Project (GET) would need to be completed first, scheduled for the current financial year.

It was confirmed that offering Gazetteer Management as a Service (GMaaS) is not dependent on CM being completed.

### **5. Management Accounts for May 2017 (separate paper)**

5.1 MP reported on the May 2017 accounts

5.2 It was noted that the additional development resources agreed for this financial year were working on the GET project. This would provide the foundation on which CM will be built on.

### **6. Profit Share Payments in June**

The Board agreed the Budget and Profit share payments to the Members.

### **7. Draft financial statements for the year ended 31 March 2017**

It was reported that the audit was currently on-going and no issues had been highlighted to date. The Board should therefore be able to sign off the financial statements in the September meeting.

### **8 Sales/Pipeline forecasts**

The Board discussed the sales and pipeline forecasts from OS.

JK reported that the current pipeline is showing a positive variance on the forecast and OS are therefore cautiously optimistic that they will meet and potentially exceed the forecast revenue from OS to GeoPlace.

**Action** – JK to circulate a report that details the deals and any new sales.

## **9 People costs and forecast for 2018-22**

The Board reviewed – the summary Business Plan 2018-22 and Core People costs for GeoPlace.

After some discussion, the Board agreed:

**A** the operational costs of GeoPlace over the next 3 years will remain at 2017-18 levels. This does not include the 3<sup>rd</sup> party royalties for Royal Mails PAF (Postcode Address File) or the 2 investment projects which have had budgets agreed separately. GeoPlace Executive Management Team (EMT) will need to manage the business including staff costs within this total budget number.

**B** GeoPlace EMT can come back to the Board for their consideration if investment is needed on a case by case basis. The Board confirmed their positive interest in projects that would generate additional revenue albeit would need prior investment.

*(This item brought forward to discuss with item 9)*

## **12 GeoPlace Business Plan 2017-2018**

The Board considered the draft Business plan.

The proposed financial figures were agreed for the year. This included the operational costs for GeoPlace and budgets for the 2 investment projects, namely for GET and address data quality improvements.

However, the current text did not reflect the Boards priorities for the year, namely:

- i, to take out costs wherever possible,
  - ii, drive new business both upstream and downstream and
  - iii, complete the 2 investment projects
- as well as continuing with BAU work.

**Action** – JK and RM to put together a powerpoint presentation (up to 6 slides) that distils the business plan.

The Board discussed staff surveys in GeoPlace. It was agreed to add this to the agenda for a Board meeting next year.

## **10 Consultancy contracts analysis and Consultancy profit and loss**

*(This item and items 11 and 16 were reviewed with Simon Barlow in attendance.)*

## **11 Upstream/downstream revenue generation**

A paper had been circulated prior to the meeting and the opportunities highlighted were discussed

**13 Performance Pay for the EMT**

The Board agreed with the principle of the paper albeit with some detailed changes.

**Action** – RM to make the agreed changes to the paper and circulate to the Board for final sign-off.

**14 Year to date performance against the Business Plan**

The Board noted performance against the plan

**15 Review of Strategic Risk Register**

The report previously circulated was noted.

**17 Health and Safety Report**

The report previously circulated was noted. There were no issues.

**18 Open Addressing**

There was no news on this topic.

**19 Dates for Meetings in 2018**

This will be moved to the next meeting.

**20. Triennial pension valuation**

The Board discussed the results of the Triennial pension valuation.

**21 Dates of next meeting**

Monday 18<sup>th</sup> September 2017, 10am to 12 noon at GeoPlace's offices.