

Minutes of GeoPlace LLP Board Meeting

Thursday, 15th December, 2016 at 1pm

At GeoPlace office, 157-197 Buckingham Palace Road, London, SW1W 9SP

Attendees:	NAME	ORGANISATION
	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
Jo Miles	OS
Steven Brandwood (SBr)	GeoPlace (Part-time)
Simon Barlow (SB)	GeoPlace (Part-time)

Apologies: None

1. Confirmation of Chair for the meeting

1.1 It was agreed that Claire Holloway (CH) was the Chair of the meeting.

2. Quorum

2.1 The Chair confirmed that there was a quorum of LLP Board Members present for the purposes of clause 10.7 of the LLP Agreement and that due notice of the meeting was given.

3. Approval of Minutes of meeting of the previous Board meeting – 21st September 2016

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

4. Business of the meeting

4.1 Items brought forward from previous board meeting.

3 Separate MoM for publication – see above. These will be updated and then published on the GeoPlace website with a link to them from the LGA website.

4.5 *INSPIRE*

RM demonstrated what the INSPIRE discovery and view portal for addresses will show. OS had advised that users will need to register before getting access. The board confirmed that it will be ready for publication by Christmas.

4.10 ONS update

GeoPlace has organised a meeting with ONS for 12th January 2017 for an update on their current thinking and plans.

5 Winding up of LGIH

All LGIH responsibilities relating to GeoPlace have now been transferred to the IDeA company. The LGA has decided to retain LGIH for another purpose, although the name will be changed.

ACTION: JW will send RM a copy of the agreements.

8. Presentation on Enterprise Architecture (EA) and Central Maintenance (CM)

Steven Brandwood (SBr) delivered a presentation on Enterprise Architecture and Central Maintenance (CM). This was well received. Key points were:

- The suggested timetable for the completion of the EA environment is about 18 months. The CM work will use 80-90% of the components that need to be built for EA.
- SBr stated that the feedback from some local authorities is that they are very keen to take advantage of it. To date the concept was agreed by local authorities if it was non mandatory.
- SBr said that he had employed a Supplier Liaison Manager who was building relationships with the current systems suppliers. Some suppliers have requested that APIs (Application Programmers Interface) could be opened up to them so that they could connect to the CM system. This would be considered during next year by GeoPlace
- Completion of CM would then follow within a total time frame of 2 years. The Board requested that this timetable be reviewed to see if it could be shortened.

11 GeoPlace LLPG Agreements

JK stated that both sets of lawyers have agreed the terms of the agreements.

DECISION – A clean version will be created and circulated to the Board outside of the meetings.

4.2 Financial Statement/Annual report for 2015-16

These had been circulated prior to the meeting.

The Board agreed to the financial statement and annual report and signed off three versions of the Members' Report and the letter of representation.

4.3 Management Accounts for October

Copies of the October 2016 accounts had been circulated prior to the meeting.

MP noted that although the revenue is up for the month this is because there was an earlier than budgeted renewal which will adversely affect the January 2017 figures.

MP also highlighted expectations for new business in the final quarter of the financial year.

MP stated that the budgeted profit shares for 2016-17 to the members were on track to be met.

WD asked about the increasing staff numbers and costs and the benefits to GeoPlace , its members and local authorities.

ACTION – RM to provide information on the latest 7 FTE staff as to who joined and why and the benefits secured and the analysis noted above.

5 Year to date performance against the Business Plan and GeoPlace Quarterly Board report

RM advised the board on red and amber items.

WP14 – this is the new OS production system known as CAMP. (Collaborative Address Management and Production) Although OS are currently experiencing some initial teething problems, there is no impact on providing the AddressBase data to customers.

WP18 – Making the NAG ready for the next Census. GeoPlace and ONS have a meeting booked in January to discuss the latest position on this.

MP stated that he needed the requirements for business as usual and budget in January for the accounts section of the 2017-18 Business Plan. This was in order to meet the OS timetable.

The OS and LGA members agreed to have a pre-meeting and then a joint meeting to agree the strategy for GeoPlace for the future.

ACTION – the board will meet before the March board meeting to ensure their thinking is aligned.

6 GeoPlace Business Plan for 2017/18 – Innovation Fund proposal

A separate paper had been circulated prior to the meeting. The Innovation Fund, which was based on an LGA improvement and innovation fund, reflected one of the strategic aims for GeoPlace – namely “To create efficiencies and improvements in the public sector”

DECISION – the board were broadly supportive of this proposal and for it to be included in the Business Plan for 2017-18. However in the event that new business volumes were not met funding in-year would need to be identified from internal efficiencies.

7 Update on Streets projects

A separate paper had been circulated for information prior to the meeting.

There was a presentation from Simon Barlow (SB). The Board discussed the progress of the project. It was noted that the project was being led through JAG. (Joint Authorities Group) and that DfT are keen to progress this.

SB also gave an update on the TRO (Traffic Regulation Orders) project. He is working with OS to produce a business case for it.

8 GeoPlace Commercial opportunities

A summary note had been circulated prior to the meeting.

RM stated that if GeoPlace secured one or more of the large projects they would not have enough resources to execute them. However, any such projects will generate additional income. The Chair requested that a business case be forwarded to the board prior to taking on any additional resources.

9 Review of the Strategic Risk Register

The updated schedule had been issued prior to the meeting.

10 Update on Open Addressing

JK reported that it was highly unlikely that there will be significant government monies available for negotiating Royal Mail's IP. The understanding is that the work undertaken by GeoPlace and the provision of the AddressBase products from OS serve the market well.

The board agreed that the Central Maintenance proposal would help secure the supply chain. It was also noted that there may be the potential for some funding support from government for this project.

The board also noted that there is a chance that DCLG could fund some areas, such as an errors and omissions tool.

11 Dates for Meetings in 2017

The dates were circulated for information.

12 AOB

None.

13 Date of next meeting

Thursday 23rd March 2017, 10am to 12 noon at GeoPlace's offices.