

Minutes of GeoPlace LLP Board Meeting

Thursday, 2nd June, 10am

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

Attendees:	NAME	COMPANY
	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
Iain Rolfe (IR)	BIS
<i>(for agenda item 8 only)</i>	

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 – 10th March 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.

4.5 *INSPIRE*

All the work necessary has been completed and the data is ready to be published. Issues regarding the appropriate licensing now needs to be resolved.

ACTION – JK to double check there aren't any issues to it being published.

DECISION – Subject to no new issues following JK’s investigation, the INSPIRE data should then be published.

4.7 Update on the Data Co-Operation Agreement (DCA) and its completion

GeoPlace has now received signed copies of all of them. The Chair stated that this was a positive step forward.

4.10 ONS update

We are still waiting to hear from ONS as regards their specific requirements for data for the 2021 Census, particularly around communal establishments.

5 Winding up of LGIH

All the comments received from OS’s lawyers have been resolved. The LGA group leaders will sign the agreements later today.

8 Update on Enterprise Architecture and Central Maintenance

Presentations on these items have been postponed until September’s meeting.

11 GeoPlace LLPG Agreements

The board discussed the proposal of a rotating chair. The board were broadly supportive of this but the chair needs to be in place for more than one meeting at a time.

It was suggested that the chair would start at the June meeting and chair until after the annual conference and then the next chair would be chosen.

Decision – the chair will stay as is at the moment. All the agreements should be reviewed at once.

Action – RM and JK to work on the agreement review.

4.2 Financial Statement/Annual report for 2015-16

A separate paper had been circulated prior to the meeting.

MP noted that these were in draft format and a new accounting framework has been implemented. These accounts are also subject to audit in July/August.

The pension’s scheme deficit has increased but the trustees of the pension scheme are expected to be comfortable that the total deficit will be cleared in the future as it is at a relatively small level and can be eroded over time. There is a possibility that this position will need to be reviewed in light of the financial outcome on GeoPlace of Open Addressing.

Business review – RM and MP are finalising this section at the moment. It will be sent out in the next couple of weeks to the board for comments, for approval at the end of June. The final audited accounts, subject to the completion of the audit, will then be ready for sign off at the September meeting.

4.3 Management Accounts for April 2016

A separate paper had been circulated prior to the meeting.

MP advised that the profit is ahead of budget for the month.

4.4 Budget and Profit Share for 2016-17

A separate paper had been circulated prior to the meeting. The board agreed the updated numbers.

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

RM advised the board on the items that were not green.

6 Update on Streets projects

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

7 Review of the Strategic Risk Register

The board were happy with the revised format.

8 Cabinet Office and GDS – ref Open Addressing

Iain Rolfe (IR) attended the meeting to discuss the Open Addressing project. He gave some background to the project.

He stated that GeoPlace was seen as being at the heart of the UK addressing system and in it we had an excellent eco-system – potentially the best in the world.

There are a range of options that could come out of the current deliberations and they would need a discussion with the board before any changes could take place.

IR recommended that the GeoPlace board send a letter to BIS expressing their views on the current situation and highlighting things that would need to be agreed before any changes were made for the future.

It would be helpful if this could be done in the next 2 weeks. IR would then ensure that it was circulated to the interested parties in Government.

(IR then left the meeting)

Board Discussion

The board discussed a number of points to add to the document to be sent to Iain Rolfe:

- Confirm the position that GeoPlace should be the core of every solution
- Highlight the strengths of GeoPlace such as relationship with local government and quality of the output.

- The amount of GeoPlace support for the custodians in local authorities
- The amount of investment that has already been made and future plans.
- How much extra work that general feedback from the public could generate and that crowd sourcing isn't always the great idea it is made out to be.
- That GeoPlace would expect to be consulted on the range of options
- The impact on the profit that LGA and OS receive from GeoPlace and how this is invested in their various activities.
- The point that the largest cost item for implementing AddressBase is the cost of change not the cost of the data, e.g. changes to system suppliers, and the cost for the end user to make changes.

Action – CH to send RM an indication of where the GeoPlace income is spent in LGA.

Action – JK to send RM OS's view and summary including financials

Action – RM to produce a first draft of this document by the end of next week (10th June) for board comment.

9 AOB

JK informed the board that OS are currently looking at some data on heightened objects for Civil Aviation. In particular, they are looking at capturing info regarding cranes and understood that local authorities hand out temporary building permits for them. He would like to explore this with LGA and GeoPlace. There was agreement to discuss this outside the meeting.

10 Date of next meeting

Wednesday 21st September 2016, 10.00 to 12.00pm at GeoPlace's offices.