

Minutes of GeoPlace LLP Board Meeting

Wednesday 21st September, 10am to 12 noon

at GeoPlace Offices, 157-197 Buckingham Palace Road, London SW1W 9SP

Attendees:	NAME	ORGANISATION
	Juliet Whitworth (JW) Chair	LGA
	John Kimmance (JK)	OS
	Will Davies (WD)	OS

In attendance:

Richard Mason (RM)	GeoPlace
Matt Pillinger (MP)	OS
Georgina Carr (minutes)	GeoPlace

Apologies:

Clair Holloway (CH)	LGA
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1. Confirmation of Chair for the meeting

It was agreed that Juliet Whitworth would be 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 held on Thursday 2nd June 2016

3.1 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

Minutes of GeoPlace board meetings

ACTION – Following approval, RM to publish one set on the GeoPlace website, and JW to put information about GeoPlace on the LGA site with a link to the minutes.

4.5 *INSPIRE*

JK confirmed that the INSPIRE discovery and view portal has now been completed. OS are finalising a registration page so there's a record of who is using the data. This is set for publication in October. The Board agreed to this timetable.

ACTION – RM to provide a full update on all INSPIRE requirements – both addresses and streets at the next Board meeting, together with a demo of what is publicly available.

4.10 ONS update

RM confirmed that ONS will be using AddressBase Premium for the residential addresses for the next Census and would also like to use it for communal buildings. However more work is required on data analysis for the communals which they are planning to do together with GeoPlace. There is on-going discussions with ONS about whether some data regarding any errors and discrepancies can be fed back into GeoPlace through the process.

ACTION – RM to arrange a follow up meeting with ONS before December.

Item 8 – update on Open Addressing – b/f and discussed with this item.

JK provided an update on the current status. With the change of Prime Minister and other Ministers, the programmes priority was under review.

Further analysis of the potential costs and benefits are underway.

RM advised that GeoPlace had built a proof of concept “search and report” tool whereby users could readily report any errors and omissions in the data. In order to allay any concerns that this could result in a flood of queries, a pilot was being considered covering a limited area.

ACTION – RM to provide Chris Chambers from OS with details of the search and report tool.

JK further advised that ONS are being given £10 million over two years to analyse ‘big data’.

ACTION – JK to keep Board Members updated with any discussions with BEIS/Treasury that could impact GeoPlace and the partners

5. Winding up of LGIH

LGA has decided to keep LGIH, but has wound up its connections to GeoPlace.

ACTION - JW to give copies of the agreements to RM.

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

Postponed until December.

11. GeoPlace LLP agreements

OS have completed their legal review and the proposals were now with the LGA legal team for review.

ACTION - JW to follow up.

4.2 Financial statement/annual report for 2015-16:

A second draft of financial statements had been circulated prior to the meeting. These were now subject to final audit. A final set for signature will be provided in December together with the letter of representation.

It was noted that LGA had been paid by the OS for the sums due under the Highways agreement.

4.3 Management accounts for August 2016

These had been circulated prior to the meeting.

Profits are above forecasts in first 5 months primarily due to cost savings and receipt of unplanned income.

JK observed that there are a number of areas coming in under budget. RM explained that expenditure was closely managed by the Executive Management Team. WD suggested a report on where savings are being made. JK stressed that the principle of getting line items down is being focussed on, which is a good thing, yet we are not being constrained in what we are planning to achieve.

ACTION – RM to provide more detail to the Board about what the Consultancy Team are looking at and working on, along with any anticipated revenue.

5. Year to date performance against the Business Plan – GeoPlace quarterly board report – see separate papers

JW congratulated GeoPlace and OS on moving to daily updates. The pilot is underway and was discussed. Use of the daily pilot data is free of charge. So far there is positive feedback from users.

RM informed the Board that item WP18 in the annual work plan ('Making NAG ready for the next census') is now moving from amber to green. This follows a productive meeting held with ONS yesterday.

6. Update on streets projects

RM updated the board on the roads portal and TRO projects, and commented that GeoPlace and OS need to work closely on them as they develop. Availability of digitised TRO data is lower than anticipated, and RM explained a sample is being looked at in detail. JW requested that the status of Bristol should be reviewed.

ACTION – RM to show the Board proof of concept for roads portal and TROs at the December meeting.

JK updated the board on the Highways project; OS will soon be looking to which future improvements will come through GeoPlace and which from other sources.

ACTION – RM to provide an update at the December meeting.

It was asked whether there was an opportunity for GeoPlace to provide a service to LGA after Geisha's departure. JW to review.

7. Review of Strategic Risk Register

The updated schedule had been issued prior to the meeting.

S9 (reliance on skilled individuals): RM advised that Kate de Groot, the Executive Director of Business Planning, Operations and Quality has resigned and is leaving GeoPlace near the end of October. She is not being directly replaced. RM is reallocating her responsibilities.

ACTION – RM will provide an update once the reallocation has been completed.

8. Update on Open Addressing

Covered above

9. Dates for meetings in 2017

A schedule of the meetings had been attached to the papers for reference and all meeting invites issued.

10. AOB

There was no other business

11. Date of next meeting: Thursday 15th December 2pm to 4pm At GeoPlace's Offices.

It was proposed that the December meeting is moved to 2pm-4pm, instead of 10am – 12noon.

ACTION - JW to check the time change with CH and advise.