

Minutes of GeoPlace LLP Board Meeting

Thursday, 23rd March 2017 at 10am

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

Attendees:	NAME	ORGANISATION
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

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.

The Board agreed to move items 6, 7, 8 to the end of the meeting.

3. Minutes of meeting of the previous Board meeting – 15th December 2016

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

The Board agreed amendments to the style of the minutes to ease publication.

Noted that the March 2016, June 2016 and September 2016 Minutes had been published on the GeoPlace website.

4. Business of the meeting

4.1 Items brought forward from previous board meeting.

Separate MoM for publication – covered under item 3 above.

4.2 Additional staffing (paper circulated)

The board agreed to discuss the paper in conjunction with items 6, 7, and 8.

4.3 INSPIRE

JK reported that this is now live.

4.4 ONS update

ONS had confirmed that they plan to use AddressBase data for the 2021 census.

The Board considered whether some local authorities might benefit from additional support to enable them to update their data more frequently. GeoPlace could offer this service subject to a fee.

4.5 Enterprise Architecture (EA) and Central Maintenance (CM)

RM reported that reducing the current timeline would present significant challenges but agreed to review the impact of additional internal or external resources for the next Board Meeting.

4.6 Management Accounts for February 2017 (separate paper)

MP presented the February Management Accounts and advised on the latest position in relation to new products and PAF liability.

Decisions

The Board agreed

1. That a separate paper should be provided for each Board Meeting covering details of pipeline work.
2. To leave any additional surplus in the business in line with the forecast.

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

The Board reviewed the areas that the Executive Management Team highlighted.

9 Update on Streets Projects – Traffic Regulation Orders and Roads Data Platform

In relation to the Roads Data Platform the Board noted that GeoPlace was waiting for a response from DfT which was due in late March/April 2017.

10 GeoPlace revenue and pipeline review

Joint Advisory Group (JAG)

Richard reported that 90-95% of the cost of the JAG manager came from local authority voluntary contributions. However invoicing 200 separate authorities was complex and costly and a significant number.

The Board requested an analysis of consultancy group projects including costs incurred and opportunity costs.

11 Review of the Strategic Risk Register

The Board noted that S5 and S6 remain the highest risks.

12 Update on Open Addressing

The Board discussed the current position of Open Addressing.

13 Dates for Meetings in 2017

The dates have been agreed and circulated.

14 AOB

14.1 The Board discussed the audit recommendation on IFTS and concluded that given the work that GeoPlace undertakes, it is not required to be registered.

14.2 It was noted that the annual conference would be held on 11th May in Leeds.

6 GeoPlace Business Plan for 2017-18

The Board discussed in detail the draft business plan and set out 4 priorities for 2017/18.

1. Deliver Business as Usual
2. Deliver strategic priorities previously agreed – Enterprise Architecture, Central Maintenance, Quality Assurance
3. Reduce costs to 2016-17 forecast levels.
4. Identify additional revenue generating opportunities – with OS and local authorities

Decision

The Board requested a revised Business Plan, incorporating the 4 priorities, for the next Board meeting in June.

7 Salary increases – 1st April 2017

The Board agreed the 2017/18 cost of living pay award and an additional sum to move highlighted staff above the lower quartile.

5 Performance Pay for EMT

The Board agreed pay awards for the senior management team.

15 Dates of next meetings

- Wednesday 12th April at 2pm until 3pm via conference call.
- Monday 22nd May at 10.30am until 12pm at GeoPlace offices.
- Thursday 23rd June 2017, 10am to 12 noon at GeoPlace offices (full Board).