



**UBICO LIMITED**

**MINUTES OF BOARD MEETING  
HELD ON TUESDAY 19 NOVEMBER 2024 AT 10:00  
AT THE NATIONAL STAR COLLEGE, ULLENWOOD**

**DIRECTORS PRESENT**

William McCarthy (Chair)	WM	Director
Patrick Ricketts	PR	Director
Katherine Lyons	KL	Director (via Teams)
Keith Gerrard	KG	Director
Paul Blacker	PB	Director
Nigel Brinn	NB	Director
Beth Boughton	BB	Managing Director
Rob Heath	RH	Operations Director

**IN ATTENDANCE**

Head of Law, One Legal  
Interim Head of Finance and Commercial Finance  
Head of People  
Administration Manager, Ubico

Item	Subject	Action for
1.	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Claire Hughes, Director</p>	
2.	<p><b>NOTICE AND QUORUM</b></p> <p>The chair reported that due notice of the meeting had been given and that a quorum was present.</p>	
3.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p>	
4.	<p><b>MINUTES OF LAST BOARD MEETING HELD ON 26 SEPTEMBER 2024/ REVIEW OF ACTIONS TABLE</b></p> <p>The chair invited the board to comment on each page of the minutes.</p> <p>The minutes were approved and signed by the chair as an accurate record.</p>	
5.	<p><b>BUSINESS OF THE MEETING</b></p>	
5.1	<p><b>Policies for board approval</b></p> <p>The operations director presented his report and advised that the Environmental Management Policy had undergone a routine review with minor amendments relating to emissions.</p> <p>The board <b>RESOLVED</b> to approve the Environmental Management Policy.</p>	
5.2	<p><b>Delegated responsibility for approvals in the absence of the finance director</b></p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p>	
6.	<p><b>BRIEFING AND DISCUSSION ITEMS</b></p>	
6.1	<p><b>SHEQ report</b></p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p> <p>Our Health and Safety Policy can be found on the company's website:</p>	

	<a href="https://www.ubico.co.uk/support/health-and-safety-policy-statement/">https://www.ubico.co.uk/support/health-and-safety-policy-statement/</a>	
<b>6.2</b>	<b>Operations director's report</b> Exempt from publication under FOIA section 43(2) commercial interest.	
<b>6.3</b>	<b>Managing director's report</b> Exempt from publication under FOIA section 43(2) commercial interest. You can find more about our client relationships on companies house: <a href="https://find-and-update.company-information.service.gov.uk/company/07824292/filing-history">https://find-and-update.company-information.service.gov.uk/company/07824292/filing-history</a>	
<b>6.4</b>	<b>Strategic risk report</b> Exempt from publication under FOIA section 43(2) commercial interest. For more information regarding our risk approach please read as part of the annual business plan: <a href="https://www.ubico.co.uk/media/netjj4h3/ubico-business-plan-24-25-final-2.pdf">https://www.ubico.co.uk/media/netjj4h3/ubico-business-plan-24-25-final-2.pdf</a>	
<b>6.5</b>	<b>Finance report</b> The report discusses finances and performance against budgets, procurement activity and cyber defence provision as standing items. Exempt from publication under FOIA section 43(2) commercial interest and section 31 crime prevention. For more information on our finances: <a href="#">annual-accounts-23-24.pdf</a>	
<b>6.6</b>	<b>Business development/opportunities report</b> Exempt from publication under FOIA section 43(2) commercial interest.	
<b>6.7</b>	<b>Key communications from board</b> Exempt from publication under FOIA section 43(2) commercial interest.	
<b>7.</b>	<b>ITEMS TO BE NOTED</b> The items were noted.	
<b>8.</b>	<b>FORWARD PLAN</b> The forward plan was noted.	

9.	<b>ANY OTHER BUSINESS</b> Exempt from publication under FOIA section 43(2) commercial interest.	
----	--	--

**DATE AND TIME OF NEXT MEETING**

24 February 2024 @ 09:00 – via Teams

[Digitally signed]

Date:

PUBLIC COPY