



**UBICO LIMITED**

**MINUTES OF BOARD MEETING  
HELD ON THURSDAY 18 APRIL 2024 AT 1.30PM  
AT CENTRAL DEPOT, SWINDON ROAD, CHELTENHAM**

**DIRECTORS PRESENT**

William McCarthy (Chair)	WM	Director
David Oakhill (Vice-Chair)	DO	Director
Katherine Lyons	KL	Director
Claire Hughes	CH	Director
Keith Gerrard	KG	Director
Paul Blacker	PB	Director
Beth Boughton	BB	Managing Director
Chris Urwin	CU	Finance Director
Rob Heath	RH	Operations Director

**IN ATTENDANCE**

Director, One Legal  
Administration Manager, Ubico

Item	Subject	Action for
1.	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Patrick Ricketts, Director Head of Law, One Legal</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>Nothing declared.</p>	
4.	<p><b>MINUTES OF LAST BOARD MEETING HELD ON 22 FEBRUARY 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 managing director presented the below policies for board approval:</p> <ul style="list-style-type: none"> <li>• Equality, Diversity and Inclusion Policy</li> <li>• Health and Safety Policy Statement</li> <li>• Stress Policy</li> </ul> <p>It was noted that the policies had been circulated to the board prior to the meeting and feedback received had been included in the policies presented with the report.</p> <p>Director PB commented that the policies were well written and easy to understand.</p> <p>There was a discussion around how policies were communicated and shared with front line staff.</p> <p>The board <b>RESOLVED</b> to approve the:</p> <ul style="list-style-type: none"> <li>• Equality, Diversity and Inclusion Policy;</li> <li>• Health and Safety Policy Statement;</li> <li>• Stress Policy.</li> </ul>	

<p><b>5.2</b></p>	<p><b>Modern Slavery and Human Trafficking Statement</b></p> <p>The managing director presented the above statement and advised that the identified typographical error on the final page of the statement would be corrected.</p> <p>The board noted the minor updates to the statement.</p> <p>The board <b>RESOLVED</b> to approve the Modern Slavery and Human Trafficking Statement for Ubico Ltd for publishing on its website.</p> <p>Our Modern Slavery and Human Trafficking Statement can be found on the company's website:</p> <p><a href="https://www.ubico.co.uk/media/n1ob1y5t/modern-slavery-and-human-trafficking-statement-23-24.pdf">https://www.ubico.co.uk/media/n1ob1y5t/modern-slavery-and-human-trafficking-statement-23-24.pdf</a></p>	
<p><b>6</b></p>	<p><b>BRIEFING AND DISCUSSION ITEMS</b></p>	
<p><b>6.1</b></p>	<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> <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></p>	
<p><b>6.2</b></p>	<p><b>Operations director report</b></p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p>	
<p><b>6.3</b></p>	<p><b>Managing director's report</b></p> <p>Exempt from publication under FOIA section 43(2) commercial interest. You can find more about our client relationships on companies house:</p> <p><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></p>	
<p><b>6.4</b></p>	<p><b>Strategic risk report</b></p> <p>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:</p> <p><a href="https://www.ubico.co.uk/media/dlrjweug/ubico-business-plan-23-24-final.pdf">https://www.ubico.co.uk/media/dlrjweug/ubico-business-plan-23-24-final.pdf</a></p>	

<p><b>6.5</b></p>	<p><b>Finance director's report</b></p> <p>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:</p> <p><a href="https://www.ubico.co.uk/media/j0enhvg5/annual-accounts-22-23.pdf">https://www.ubico.co.uk/media/j0enhvg5/annual-accounts-22-23.pdf</a></p>	
<p><b>6.6</b></p>	<p><b>Business development/opportunities report</b></p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p>	
<p><b>6.7</b></p>	<p><b>Key communications from board</b></p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p>	
<p><b>7</b></p>	<p><b>ITEMS TO BE NOTED</b></p> <p>The items were noted.</p>	
<p><b>8</b></p>	<p><b>FORWARD PLAN</b></p> <p>The forward plan was noted.</p>	
<p><b>9.</b></p>	<p><b>ANY OTHER BUSINESS</b></p> <p><u>Review of revised board appraisal process</u></p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p>	

**DATE AND TIME OF NEXT MEETING**

20 June 2024 @ 8.30am

[Digitally signed]

Date: