



UBICO LIMITED

PUBLIC MINUTES OF BOARD MEETING

HELD ON THURSDAY 27 APRIL 2023 FROM 10.00AM TO 1.00PM

PACKERS LEAZE DEPOT, BROADWAY LANE, SOUTH CERNEY, CIRENCESTER GL7 5UJ

DIRECTORS PRESENT

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

IN ATTENDANCE

Head of Law, One Legal
Administration Manager, Ubico
Red Quadrant (for item 6.1)

Item	Subject	Action for
1.	<p>APOLOGIES FOR ABSENCE</p> <p>None.</p>	
2.	<p>NOTICE AND QUORUM</p> <p>The chair reported that due notice of the meeting had been given and that a quorum was present.</p>	
3.	<p>DECLARATIONS OF INTEREST</p> <p>None declared.</p>	
4.	<p>MINUTES OF LAST BOARD MEETING HELD ON 31 JANUARY 2023/ REVIEW OF ACTIONS TABLE</p> <p>The chair invited the board to comment on each page of the minutes.</p> <p>An omission in the list of attendees would be corrected.</p> <p>The minutes were approved and signed by the chair as an accurate record.</p>	
5.	<p>BUSINESS OF THE MEETING</p>	
5.1	<p>Policies for board approval</p> <p>The managing director invited questions on the three policies that had been circulated with the agenda for board approval.</p> <ul style="list-style-type: none"> • Equality, Diversity and Inclusion Policy • Health & Safety Policy Statement – Annual Review • Counter Fraud & Corruption Policy and Strategy 2023-26 <p>The board RESOLVED to:</p> <ol style="list-style-type: none"> 1. Approve the Equality, Diversity and Inclusion Policy 2. Approve the Health & Safety Policy Statement 3. Approve the Counter Fraud & Corruption Policy and Strategy 23-26 	
5.2	<p>Modern Slavery and Human Trafficking Statement</p> <p>The managing director presented her report and the statement at Appendix 1 requiring board approval. It was noted that the statement had been updated from last year and would be reviewed every April going forward.</p>	

	The board RESOLVED to approve the Modern Slavery Statement for Ubico Ltd for publishing on its website.	
6	BRIEFING AND DISCUSSION ITEMS	
6.1	Update from Governance and Nominations Committee - verbal Exempt from publication under FOIA section 43(2) commercial interest.	
6.2	SHEQ report Exempt from publication under FOIA section 43(2) commercial interest. Our Health and Safety Policy can be found on the company's website: https://www.ubico.co.uk/media/wn3ppbgu/829_health_safety_policy_statement_v11.pdf	
6.3	Risk register 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: https://www.ubico.co.uk/media/prwo15lr/719_business_plan_22-23_approved.pdf	
6.4	Managing director's report Exempt from publication under FOIA section 43(2) commercial interest. You can find more about our client relationships on companies house: https://find-and-update.company-information.service.gov.uk/company/07824292/filing-history	
6.5	Operations director's report Exempt from publication under FOIA section 43(2) commercial interest.	
6.6	Finance director's report 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: https://www.ubico.co.uk/media/vjgrxuz/annual-accounts.pdf	

6.7	Business development/opportunities report Exempt from publication under FOIA section 43(2) commercial interest.	
6.8	KEY COMMUNICATIONS FROM THE BOARD Exempt from publication under FOIA section 43(2) commercial interest.	
7 7.1	ITEMS TO BE NOTED The items were noted.	
8 8.1	FORWARD PLAN The forward plan was noted.	
9.	ANY OTHER BUSINESS Exempt from publication under FOIA section 43(2) commercial interest.	

DATE AND TIME OF NEXT MEETING

20 June 2023

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Signed
 [Digitally signed]

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Date