



UBICO LIMITED

MINUTES OF BOARD MEETING

HELD ON TUESDAY 20 JUNE 2023 FROM 8.30-9.30AM

TEWKESBURY PARK HOTEL, LINCOLN GREEN LANE, TEWKESURY GL20 7DN

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
Head of ARA & Insurance Services

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 27 APRIL 2023/ REVIEW OF ACTIONS TABLE</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> <p>It was noted that item 6.1.8 on the actions table had been completed since the agenda papers had been circulated.</p>	
5.	<p>BUSINESS OF THE MEETING</p>	
5.1	<p>Internal audit annual opinion</p> <p>The finance director presented his report and then introduced PF to provide more detail and answer any questions.</p> <p>Considering the work undertaken by both ARA and the internal compliance team during the year, and management actions in response to that activity, ARA's opinion was that of an Acceptable Level of Assurance. There had been no negative impact on the risk profile.</p> <p>The board RESOLVED to formally accept the annual audit Opinion as presented by the chief internal auditor of ARA in their role as Ubico's internal audit provider.</p>	
5.2	<p>Going concern</p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p>	

6	BRIEFING AND DISCUSSION ITEMS	
6.1	<p>Recommendations from Risk & Audit Committee - verbal</p> <p>The meeting due to be held on 23 May had been cancelled due to the number of apologies received. Attendees were instead asked to provide any feedback to the papers by email.</p>	
6.2	<p>Board effectiveness review – action plan</p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p>	
6.3	<p>SHEQ report</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: https://www.ubico.co.uk/media/5zmlaqeh/health-safety-policy-statement-v12.pdf</p>	
6.4	<p>Risk register</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: https://www.ubico.co.uk/media/dlrjweuq/ubico-business-plan-23-24-final.pdf</p>	
6.5	<p>KEY COMMUNICATIONS FROM THE BOARD</p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p>	
7	ITEMS TO BE NOTED	
7.1	The items were noted.	
8	FORWARD PLAN	
8.1	The forward plan was noted.	
9.	ANY OTHER BUSINESS	
9.1	Nothing to note.	

DATE AND TIME OF NEXT MEETING

28 September 2023

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Signed

[Digitally signed]

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Date

PUBLIC