



**UBICO LIMITED**

**MINUTES OF BOARD MEETING  
HELD ON TUESDAY 21 APRIL 2026 AT 14:00  
VIA TEAMS**

**DIRECTORS PRESENT**

William McCarthy (Chair)	WM	Director
Katherine Lyons	KL	Director
Patrick Ricketts	PR	Director
Keith Gerrard	KG	Director
Claire Hughes	CH	Director
Nigel Brinn	NB	Director
Beth Boughton	BB	Managing Director
Rob Heath	RH	Operations Director
Brian Jarvis	BJ	Finance Director

**IN ATTENDANCE**

Head of Law, One Legal  
Head of People  
Head of Business Development  
Head of Programmes  
Executive Support Officer

Item	Subject	Action for
1.	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>No apologies.</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>None declared.</p>	
4.	<p><b>MINUTES OF LAST BOARD MEETING HELD ON 24 FEBRUARY 2026/ 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> <p>It was noted that all actions on the action table were complete.</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 her report detailing one policy for board approval.</p> <p><u>Health &amp; Safety Policy Statement</u></p> <p>The policy is necessary to support Ubico's statutory health and safety obligations.</p> <p>It had undergone an annual review and been circulated to the board for early feedback; responses received indicated satisfaction with the document as shared.</p> <p>The board <b>RESOLVED</b> to approve the Health &amp; Safety Policy Statement.</p>	
5.2	<p><b>Modern Slavery and Human Trafficking Statement</b></p> <p>The managing director referred to her report and the appended statement for 2025/26, which had been developed in line with the latest updated '<i>transparency in supply chains</i>' guidance.</p>	

	<p>The guidance clarified expectations, placing greater emphasis on organisational structure and supply chain changes, risk-based due diligence, labour supply chain transparency and demonstration of year-on-year improvement.</p> <p>The board <b>RESOLVED</b> to approve the 2025/26 Modern Slavery and Human Trafficking Statement for Ubico Ltd for publishing on its website.</p>	
<b>5.3</b>	<p><b>Recommendation from Governance and Nominations Committee – Executive Director honorariums</b></p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p>	
<b>6.</b>	<b>BRIEFING AND DISCUSSION ITEMS</b>	
<b>6.1</b>	<p><b>Report from Governance and Nominations Committee on 10 March 2026</b></p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p>	
<b>6.2</b>	<p><b>SHEQ (Safety, Health, Environment and Quality) 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:  <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>	
<b>6.3</b>	<p><b>Operations director report</b></p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p>	
<b>6.4</b>	<p><b>Managing director 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:  <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>	
<b>6.5</b>	<p><b>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:  <a href="https://ubico.co.uk/media/gq3is1te/ubico-business-plan-202526-final.pdf">https://ubico.co.uk/media/gq3is1te/ubico-business-plan-202526-final.pdf</a></p>	

<p><b>6.6</b></p>	<p><b>Finance 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="#">annual-accounts-2024-25.pdf</a></p>	
<p><b>6.7</b></p>	<p><b>Business development/opportunities report</b></p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p>	
<p><b>6.8</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>7.1</p>	<p><b>ITEMS TO BE NOTED</b></p> <p>The items were noted.</p>	
<p><b>8.</b></p> <p>8.1</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>Exempt from publication under FOIA section 43(2) commercial interest.</p>	

**DATE AND TIME OF NEXT MEETING**

18 June 2026 @ 08:30 at Hilton Puckrup Hall hotel, Tewkesbury.

[Digitally signed]

Date: