



**UBICO LIMITED**

**MINUTES OF BOARD MEETING  
HELD ON TUESDAY 08 APRIL 2025 AT 1.30PM  
AT THE NATIONAL STAR COLLEGE, ULLENWOOD**

**DIRECTORS PRESENT**

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

**IN ATTENDANCE**

Head of Law, One Legal  
Interim Finance Director  
Head of People  
Head of Fleet Operations  
Executive Support Manager, Ubico

Item	Subject	Action for
1.	<b>APOLOGIES FOR ABSENCE</b>  None.	
2.	<b>NOTICE AND QUORUM</b>  The chair reported that due notice of the meeting had been given and that a quorum was present.	
3.	<b>DECLARATIONS OF INTEREST</b>  None declared.	
4.	<b>MINUTES OF LAST BOARD MEETING HELD ON 24 FEBRUARY 2024/ REVIEW OF ACTIONS TABLE</b>  The chair invited the board to comment on each page of the minutes.  The minutes were approved and signed by the chair as an accurate record.	
5.	<b>BUSINESS OF THE MEETING</b>	
5.1	<b>Policies for board approval</b>  The managing director referred to her report and highlighted the feedback received on the policies and changes adopted.  Director KL suggested some further changes to the Violence at Work Policy in relation to the reporting procedure; the managing director agreed to liaise with the head of SHEQ to consider the changes.  Director KL also suggested that it may be prudent to note any incidents reported in relation to violence at work at the RAC meetings moving forward.  The board <b>RESOLVED</b> to approve: <ul style="list-style-type: none"> <li>the Violence at Work Policy (taking into account the suggestions made)</li> <li>the Health and Safety Policy Statement</li> <li>the Equality, Diversity and Inclusion Policy</li> </ul>	
5.2	<b>Modern Slavery and Human Trafficking Statement</b>  The managing director referred to her report and highlighted the fact that the Modern Slavery Act 2015 requires every organisation carrying on a	

	<p>business in the UK with a total annual turnover of £36m or more to produce a Modern Slavery and Human Trafficking Statement for each financial year.</p> <p>The statement for 2024/25 was attached to the report as an appendix.</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>	
<b>6.</b>	<b>BRIEFING AND DISCUSSION ITEMS</b>	
<b>6.1</b>	<p><b>Recommendations from Governance &amp; Nominations Committee on 14 March 2025</b></p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p>	
<b>6.2</b>	<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>	
<b>6.3</b>	<p><b>Operations director's report</b></p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p>	
<b>6.4</b>	<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>	
<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:</p> <p><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></p>	

<b>6.6</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>6.7</b>	<b>Business development/opportunities report</b>  Exempt from publication under FOIA section 43(2) commercial interest.	
<b>6.8</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>	
7.1	The items were noted.	
<b>8.</b>	<b>FORWARD PLAN</b>	
8.1	The forward plan was noted, and minor alterations highlighted.	
<b>9.</b>	<b>ANY OTHER BUSINESS</b>  Exempt from publication under FOIA section 43(2) commercial interest.	

#### **DATE AND TIME OF NEXT MEETING**

16 June 2025 @ 08:30 – Tewkesbury Park Hotel

[Digitally signed]

Date: