



UBICO LIMITED

**MINUTES OF BOARD MEETING
HELD ON MONDAY 24 FEBRUARY 2025 AT 9.30AM
VIA TEAMS**

DIRECTORS PRESENT

| | | |
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| 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, Ubico
Head of People, Ubico
Head of Value and Innovation, Ubico
Executive Support Manager, Ubico

| Item | Subject | Action for |
|-----------|---|------------|
| 1. 1.1 | <p>APOLOGIES FOR ABSENCE</p> <p>None.</p> | |
| 2. 2.1 | <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. 3.1 | <p>DECLARATIONS OF INTEREST</p> <p>Exempt from publication under FOIA section 43(2) commercial interest..</p> | |
| 4. | <p>MINUTES OF LAST BOARD MEETING HELD ON 19 NOVEMBER 2024/ 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> | |
| 5. | <p>BUSINESS OF THE MEETING</p> | |
| 5.1 | <p>Draft business plan 2025/26</p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p> | |
| 5.2 | <p>Policies for board approval</p> <p>The chair thanked the individual board members who had agreed to provide feedback on particular policies.</p> <p>The managing director thanked the board members for their feedback which had resulted in minor changes, which were detailed in the covering report.</p> <p>Director CH advised that she and the managing director had discussed the value levels within the Contract Rules and thanked the managing director for checking and confirming on her challenges on the thresholds.</p> <p>Director PB commented that the process of sending policies to nominated directors for feedback had been a good idea, however he felt it should be noted for the record that the new methodology had been adopted. The chair recommended that the G&N Committee endorse the approach.</p> | |

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| | <p>The managing director confirmed that at the next G&N Committee meeting there would be a review of the policies to be reviewed by board, including their review period.</p> <p>The board RESOLVED to approve:</p> <ul style="list-style-type: none"> • the Financial Rules (including Scheme of Delegation and Limits of Authority) • the Contract Rules • the Gift and Hospitality Guide • the ICT Policy | |
| 5.3 | <p>Board and committee governance</p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p> | |
| 6. | <p>BRIEFING AND DISCUSSION ITEMS</p> | |
| 6.1 | <p>Recommendations from Risk and Audit Committee on 23 January 2025</p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p> | |
| 6.2 | <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/support/health-and-safety-policy-statement/</p> | |
| 6.3 | <p>Operations director's report</p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p> | |
| 6.4 | <p>Managing director's report</p> <p>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</p> | |
| 6.5 | <p>Risk report</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> | |

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| | https://www.ubico.co.uk/media/netjj4h3/ubico-business-plan-24-25-final-2.pdf | |
| 6.6 | <p>Finance report</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>annual-accounts-23-24.pdf</p> | |
| 6.7 | <p>Business development/opportunities report</p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p> | |
| 6.8 | <p>Key communications from board</p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p> | |
| 7. | <p>ITEMS TO BE NOTED</p> <p>The items were noted.</p> | |
| 8. | <p>FORWARD PLAN</p> <p>The forward plan was noted.</p> <p>The managing director advised that the industry knowledge fact sheet to the board was in progress and would be circulated imminently.</p> | |
| 9. | <p>ANY OTHER BUSINESS</p> <p>Exempt from publication under FOIA section 43(2) commercial interest.</p> | |

DATE AND TIME OF NEXT MEETING

8 April 2025 @ 13:30 – National Star College, Ullenwood.