

Minutes of GeoPlace LLP Board Meeting

Thursday 17th September 2020 at 2pm

Meeting held online via Microsoft Teams

Attendees:	NAME	ORGANISATION
Board members	Claire Holloway (CH) (Chair)	LGA
	John Kimmance (JK)	OS
	Paul Bragg (PB)	OS
	Juliet Whitworth (JW)	LGA
Minutes recorded by	Catherine Wright (CW)	GeoPlace
In attendance	Alan Mockford (AM)	OS
	Nick Chapallaz (NC)	GeoPlace

Apologies: none

1. Quorum and Confirmation of chair of the meeting

Claire Holloway (CH) was confirmed as Chair of the meeting.

2. Minutes of the last meeting

The Board agreed the minutes of the last meeting.

3. Review of actions

Actions items from the minutes of previous meetings:

Action 1: NC confirmed a post implementation review of the GET project would take place once it had been completed.

The Board agreed to cover this during the update on GET.

Action 2: NC to progress proposal for an externally run board effectiveness review.

NC will send the proposal to the Board.

Action 3: AM and PB to validate aspects of accounting premises.

AM confirmed he would talk this through as part of the review of finance reports.

Action 4: NC to commission external address market sizing and assessment research.

The work has been commissioned and is underway and covered within the agenda.

Action 5: NC to provide progress updates on growth options at September board meeting.

This item is on the agenda for discussion.

Action 6: NC to meet with Richard Plum, Head of Risk & Assurance at OS to review risks.

Action completed.

Action 7: AM to pass Tri-annual pension review to CH for signature.

Action completed.

4. Finance Report

The Board discussed several items related to the finance report.

Alan Mockford (AM) explained aspects of the finance schedules. The board discussed aspects of income and costs.

Action - AM to provide statement of gain share as part of finance report.

Action – AM to include the pipeline for Appendix 1 for future finance reports.

AM confirmed that the 5+7 budget forecast will be completed shortly and made available to the board.

The Board discussed progress with open data payments to local authorities.

Action - NC to ensure further communication on open data payments to local authorities including support from LGA as required

Decision - The Board agreed the cash distribution for September

Action - The Board to review further cash distribution at the December Board Meeting.

5. Consultancy Projects Update

The board discussed several items related to the Consultancy projects.

NC updated the Board on a project for HMLR to increase local authority engagement as part of a programme to centralise local land charges.

6. Open Data Market response update

The Board discussed the Open Data market response update.

NC updated the board on usage of FindMyAddress, and related enquiries. A handful of enquiries were taking a disproportionate amount of senior GeoPlace staff time to deal with.

NC also confirmed that two fixed-term staff employed to support and liaise with local authorities will start in November.

7. GeoPlace growth strategy research update

NC confirmed that the address market assessment to identify and quantify the opportunities for growth in use of AddressBase had been commissioned and the research is now underway.

8. GeoPlace Quarterly Board report

The Board discussed a number of items on the Quarterly board report.

NC stated that the LAOS replacement project is close to completion. This will remove a long-term risk in the data supply system and the OS and GeoPlace engineering teams had worked well together on this.

9. OS / GeoPlace Programme Board update

The Board discussed a number of items on the Programme Board update.

NC confirmed the programme board was working effectively and the introduction of the OS / GeoPlace Programme Manager and close cooperation, in particular, with the OS Operations lead had had a positive impact on OS GeoPlace technical collaboration.

10. GET /Aurora update

NC confirmed that the GeoPlace and OS engineering teams were testing the system and GeoPlace will spend the majority of Q3 ensuring it is fully integrated with OS and GeoPlace systems.

11. Freedom of Information status confirmation

The Board agreed the recommendation in the paper that GeoPlace is now subject to Freedom of Information Act 2000.

12. GeoPlace COVID19 operations

The Board discussed GeoPlace working plans at the point post COVID-19.

Action – NC and CW to investigate remaining office lease notice period and work with the OS estates team on any re-structuring.

PB stated that the post-COVID working group at OS would need to conclude before OS could confirm their requirements for use of the Buckingham Palace Road office.

13. Strategic risk register

The board confirmed that a number of risks are now covered or reduced following the agreement with the Geospatial Commission of the Open MasterMap programme.

14. Any other business

Action – NC to create publishable minutes of previous GeoPlace board meetings and load these onto the new GeoPlace website.

Street strategy and transport asks - The board discussed the forthcoming Public Sector Geospatial Transport data asks. NC confirmed local authorities are responsible for relevant assets and have an interest in their collection and maintenance.

Annual Accounts - AM stated that the annual accounts need to be signed and approved by the board.

Action – AM to send the annual accounts to the board via email, for approval. PB and CH will sign on behalf of the Board.

Action - AM to circulate the 5+7 budget forecast to Board members once completed.

15. Date of next meeting

The date of the next meeting is Thursday 17th December 2020 at 2pm.