

Minutes of GeoPlace LLP Board Meeting

Thursday 14th March 2019 at 1pm

At GeoPlace offices, 157-197 Buckingham Palace Road, London, SW1W 9SP

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

Apologies: None

1. Quorum and Confirmation of chair of the meeting.

Claire Holloway (CH) was confirmed as Chair of the meeting. Paul Bragg (PB) was welcomed as the new Ordnance Survey board member.

2. Minutes of the last meeting

The Board agreed the minutes of the last meeting. Nick Chapallaz (NC) confirmed that a summarised version will be made available online.

3. Review of actions

The Board reviewed the actions of the last meeting.

Action 1 – NC confirmed that the draft 2019/20 budget was on the agenda as part of item 6 for discussion

Action 2 – NC confirmed this was covered in item 9 on the agenda, Quarterly Board report

Action 3 – NC confirmed this was covered in item 10 on the agenda OS/GeoPlace Programme Board report

Action 4 – CH confirmed she had shared the LGA procurement policy with NC.

Action – NC to review GeoPlace’s Procurement policy and process

4. Finance Report

The Board discussed several items relating to the finance reports.

AM noted the increase in revenues.

Cash distribution

The Board discussed a potential increase in cash distribution to members.

Decision – The Board agreed the final cash distribution.

The Board requested a table to show the breakdown of this cash distribution.

Action – AM to provide a table of the breakdown of the dividend distribution to members for 2018/19 within future Board finance reports.

Open data impacts

The Board discussed financial impacts of any potential open data proposals

Action - PB to consider the balance sheet further to review any internal process issues.

Joint Advisory Group (JAG)

The Board discussed JAG income and how this process might be improved over time.

Action – NC to check the invoicing process to find ways to increase income in 2019/20.

5. Business plan review

The Board discussed the GeoPlace Business Plan for 2019 to 2020. The Board discussed longer term development. It was agreed these were not required for sign-off of the 2019/20 plan but should be considered at a dedicated Board and GeoPlace Executive Management Team (EMT) session later in the year.

Once finalised, an abridged version of the document will be made available on the GeoPlace website.

Decision – The Board agreed to sign-off the business plan based on NC incorporating relevant feedback.

Action – NC to set-up a workshop for later in the year to consider the longer-term development and growth of GeoPlace.

6. Consultancy projects update

NC highlighted the level of already contracted projects to be delivered in Q1 2019/20, particularly those for permit scheme projects.

Action – NC to provide a review of the outputs of the delivery of these Permit Scheme projects for the next board meeting.

7. GeoPlace Quarterly Board Report

NC confirmed that item 18-19 07 (Central Maintenance) is reliant on the completion of GET and thus slightly delayed and item 18-19 09 (GET transition), also at amber in its final phase. The Board discussed the location of cloud storage with Brexit in-mind.

Action – NC to check the location of GeoPlace Cloud storage, the cost of migration and appropriateness of agreements.

NC stated that delays to 18-19 11 (Data Migration) are not an issue but are in part the result of the loss of a GeoPlace staff member in February. This project needs to be completed by March next year in order to realise the full financial gains.

8. GeoPlace Enterprise Transformation (GET) project update

NC highlighted the positive project progress in recent weeks and outlined functional differences the new system would make for GeoPlace data processing and management.

9. OS / GeoPlace Programme Board update

NC reported that the programme continues to work collaboratively. The board discussed a number of aspects of OS GeoPlace operations.

10. Geospatial Commission response update

The Board discussed current engagements with the Geospatial Commission team and recent meetings.

11. GeoPlace Strategic Risk Register

PB highlighted the relationship between inherent and residual likelihood against for a number of risks.

Action – NC to review the risk register for the next Board meeting.

12. Any other business

None.

13. Date of next meeting

The date of the next meeting is Thursday 20th June from 2pm to 4pm at the LGA Offices in Smith Square.