

Minutes of GeoPlace LLP Board Meeting

Wednesday 18th September 2019 at 10am

At LGA offices, Smith Square, London, SW1P 3HZ

Attendees:	NAME	ORGANISATION
Board members	Claire Holloway (CH) (Chair)	LGA
	Juliet Whitworth (JW)	LGA
	John Kimmance (JK)	OS
	Paul Bragg (PB)	OS
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

The Board reviewed the actions of the last meeting.

Action 1 - NC confirmed that GeoPlace data is held on servers located in the UK.

Action 2 – AM confirmed that a forecast would be completed at the end of September.

Action 3 - AM confirmed adjustments to the finance report

Action 4 – AM to ensure the GeoPlace audit is scheduled as soon as possible after the accounts are closed.

Action 5 - CW confirmed the payroll dates.

Action - AM confirmed a delay in signing-off 2019/20 accounts, he will forward to the Board when available.

Action 6 - NC to send CH background and an outline of the request to CIPFA regarding business rates service.

Action 9 – NC confirmed that he had visited NRS and Improvement Service in Scotland.

Action 10 – NC confirmed that understanding of how GeoPlace Intellectual Property (IP) is tracked within OS databases in future was underway via the OS/GeoPlace Programme Board.

4. Finance report

The Board discussed several items relating to the finance reports.

AM explained that revenue is slightly above budget but is tracking in line with expectations.

AM explained there has been significant movement between debtors and creditors but that this should resolve going forward.

AM confirmed shareholder dividends will be paid this month in line with expectations.

Action AM to provide an on-going review of progress against new business targets including budgeted and unbudgeted income as well as renewals for the year to date.

The board agreed this should be made available to the OS / GeoPlace Programme and should prompt questions and actions as appropriate.

Action: JK to investigate the variation of success of take-up in different markets.

5. Consultancy projects

NC provided the Board with an overview of the status of the Consultancy Projects. He described the progress with repeatable propositions.

NC stated that the Consultancy team would continue to focus on supporting UK local government and apply GeoPlace expertise and improve core data quality.

Action: NC and AM to consider how best to track consultancy projects success and downstream benefits such as core data improvement.

6. Quarterly Board Report

NC announced that GeoPlace had passed its ISO27001 recertification earlier in the month and while positive there were some areas for improvements.

The Board passed on their thanks to the team involved.

Two Investment projects – Data Update APIs and Technology Infrastructure Improvements were identified as status amber rather than green.

7. OS/GeoPlace Programme Board update

The Board discussed several items relating to the GeoPlace/OS Programme Board. This included re-focusing the group as a decision-making board with a number of sub-groups covering aspects such as data quality, marketing, sales, infrastructure and legal.

The Board agreed that proposals for projects involving OS and GeoPlace should be discussed and agreed at the GeoPlace/OS Programme Board with escalation as necessary to the GeoPlace Board. NC proposed more regular liaison at a senior level between GeoPlace and OS to support consistency of understanding on key issues between organisations.

Action: NC to raise the need for a formal agreement to cover new data exchange processes and validation at the next OS / GeoPlace Programme Board.

NC highlighted the significant effort by GeoPlace on Scotland data and a closer working relationship with Improvement Service with one of the targets the use of AddressBase by National Records Scotland (NRS) in the 2021 Census. The Board agreed this was a good use of GeoPlace time and expertise.

8. GeoPlace Enterprise Transformation (GET)

NC highlighted the next phase of the data update project would follow the completion of the GET project. This has been redefined to focus on the Candidates process and the web service-based validation of new potential entries to the National Address Gazetteer.

9. Geospatial Commission

The Board discussed the current status of engagement with the Geospatial Commission.

10. Market Development post open release

The Board discussed the paper which provides a view of market activities following any agreement and announcement of open UPRN and USRN and related geometry.

11. GeoPlace Strategic Risk Register

The Board discussed the issues highlighted in the Strategic Risk Register.

12. Any Other Business

JK requested that the Board discuss the appointment of a Programme Manager to coordinate activities such as PSGA data and updating of contracts between parties.

Action: JK to send a proposal for a Programme Manager to the Board.

13. Date of Next Meeting

The Board agreed that the next meeting would be at 2pm on Thursday 12th December at GeoPlace Offices.