

**Meeting of the Board of Directors
Meeting Room 4, County Hall, Northallerton
4.00 pm – 28 March 2018**

Attendees

Gareth Dadd
Gary Fielding (GF) - chair
Ian Floyd (IF)
Ian Gillies (IG)
Richard Smith (RS)
Max Thomas (MT)

Observers

Cllr Cliff Lunn (NYCC)
Jessica Riley (JR) - Veritau, minutes

1 Apologies, preliminaries and introductions

Cllr Ian Gillies was welcomed as a new director. Board members took turns to introduce themselves for the benefit of the observers.

2 Declarations of interest

None

3 Announcements

Cllr Ian Gillies has replaced Cllr David Carr as a Director, following notice received from City of York Council.

4 Minutes of the meeting held on 6 December 2017

Approved

5 Update on outstanding actions

No outstanding actions.

6 2017/18 finance and performance update report

MT presented the report to the board. The reasons for the projected loss for the year were discussed - this principally related to one off costs during the year, against an original budget that was already tight. Reasons for staff turnover and issues around retention were also discussed.

7 2017/18 business plan update

A report was presented which gave an update on actions included in the current year's business plan. There have been delays in progressing some items due to resource pressures in the management team; exacerbated by the aborted merger of Veritau and VNY. Key items in the business plan that have not been addressed will be rolled forward into 2018/19.

8 2018/19 budget

The proposed budget for 2018/19 was discussed. It was noted that there have been significant changes to projected revenues and costs since the budget was prepared. This is due to a rapid increase in demand for the company's Data Protection Officer Services towards year end prompted by the imminent commencement of new GDPR requirements. New requests for service are being received on an ongoing basis and it is not yet fully clear what total expected income and resource requirements will be.

The board also noted that charges for services to member councils had remained at a relatively low level for a number of years. Increases in the cost of sales were also not being covered by corresponding increases in the daily fee rate. Recent benchmarking also indicates that the company is significantly cheaper than similar service providers. While the company provides an economical service to the member councils, profit margins have been squeezed and the risk of losses has increased. Discussions with clients over the coming year must address underlying issues around charging levels and future sustainability.

The board approved the budget but requested that an updated version be brought to the next meeting which reflects the expansion of information governance services.

9 2018/19 business plan

The board approved the business plan.

10 Veritau North Yorkshire management accounts (quarter 3)

MT presented the VNY quarter 3 management accounts, for information only.

11 Any other urgent business

None

Date of Next Meeting: Wednesday 11 July 2018 at 4.00 pm
Carr meeting room, West Offices, York