



Restoration & Renewal Delivery Authority Board

Board Summary

Meeting Date	Tuesday 1 st September 2020
Meeting Location	Remotely via Microsoft Teams and by telephone
Meeting Time	10:00-13:00

Members Present:

Name	Position
Mike Brown CBE MVO	Chair
David Goldstone CBE	Chief Executive
Anne Baldock	Non-Executive Director
Anne McMeel	Non-Executive Director
Matthew White	R&R Programme Director
Neil Sachdev	Non-Executive Director
Dr Simon Thurley OBE	Non-Executive Director
Simon Wright OBE	Non-Executive Director
Dr Stephen Duckworth OBE	Non-Executive Director

In Attendance:

Name	Position
Andy Haynes	Commercial Director
Andy Piper [Items 3, 4]	Technical Director
Alison Rogers	Head of Programme Development
Emma Hannon	Secretary (Temporary cover for Laura Camilletti)
Janet Campbell [Item 8]	Human Resources Director
Michele Owens [Item 8]	Organisational Effectiveness Consultant
Wendy Cartwright [Item 8]	Interim Human Resources Lead



Item	
1.	Health, Safety and Wellbeing The Chair noted that each Board meeting would commence with a Health, Safety and Wellbeing moment. The Board discussed flu vaccination availability for staff across the programme, and the Programme stance on returning to office working in light of Government advice and Parliament's policies. The Chief Executive informed the Board that the R&R Programme is currently working with Parliament to learn lessons from health and safety incidents in the Parliamentary Estate, and is working through how health, safety and well-being will be embedded into the working of the DA.
2.	Chief Executive Report The Chief Executive presented the Board with the Chief Executive Report. The Chief Executive introduced Andy Haynes, Commercial Director, and Janet Campbell, HR Director, and gave an update on other executive recruitment and appointments. The following key areas were discussed: Organisational Development; financial position and policies, and the scheme of authorities; Equality Diversity and Inclusion metrics; the draft Corporate Plan and Business Plan; an update on the Strategic Review, and progress on developing design options and user requirements. It was noted that there would be a workshop on 14 th September on the Strategic Review. The Programme Report [June 2020] was presented to the Board, and discussion focused on progress reporting of the Palace, House of Lords decant and Heritage Collections Decant projects. The Board noted that at the early stage of the Programme the user requirements and future decision-making are two key strategic risks.
3.	Fire Resilience Options Paper The Board were presented with an executive summary extract from the Fire Resilience Options Paper, with the full paper available if required. It was noted that the paper had been prepared by the Sponsor Body Business Case team based on technical, cost, and scheduling information developed by the Delivery Authority team in line with the Business Case strategy. The Board discussed the preferred option, and it was highlighted the paper was an indication of what the programme takes into the next stage as a steer.
4.	Security Options Paper The Board were presented with an executive summary extract from the Security Options Paper, with the full paper available if required. The Chair noted that it was a Highly Restricted Paper.



	<p>The Board noted the Security Options Paper and noted that the Options paper had been prepared by the Sponsor Body based on information provided by the DA Programme teams. The Paper will be going to the Sponsor Board on 14 September 2020 for a decision on options.</p>
5.	<p>PDA Obligations</p> <p>The Chief Executive presented the Programme Delivery Agreement obligations to the Board, noting that the PDA agreement had been shared with the Board previously. The Board were assured that the obligations were being systematically managed and that all obligations could be delivered; and noted that the PDA and the obligations were currently in refinement as part of the PDA 6-month review.</p>
6.	<p>Accommodation Plan</p> <p>The Accommodation Plan was presented to the Board by the R&R Programme Director. It was noted that the lease on the current office space is due to expire in 2021 and that a long-term home for the Programme was agreed by Parliament in October 2019, to be office space at 50 Broadway. However, due to current Covid occupancy restrictions, the take-over date had been delayed and an interim office location is expected to be needed.</p> <p>The Board discussed the complexities the Programme had with office accommodation, and agreed there was a clear need for interim office accommodation.</p>
7.	<p>Performance Dashboard</p> <p>The Head of Programme Development presented the Board with the Performance Dashboard. It was noted that the framework was relevant for the current state and maturity of the Programme. The longer-term performance framework needed to incorporate the outcome of the Business Case. The Board discussed detailed measures in the framework, and the target dates associated with them.</p>
8.	<p>Organisational Design Principles and Values</p> <p>The Organisational Design Principles and Values were presented to the Board. The Board discussed two key areas:</p> <ol style="list-style-type: none">1. The emerging thoughts around the organisation design principles, which support the choices of the organisation structure and how the Programme will be taken forward, and what the Programme will measure successes against.2. The emerging thoughts on values, the approach and timing of their development.



9.

Items Referred from the Committees

The Board noted that there were no Committee Meetings since the last Board meeting. The Chairs of the various Committees had nothing further to note.