



Restoration & Renewal Delivery Authority Board Board Summary

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| Meeting Date | Monday 24 April 2023 |
| Meeting Location | Hammerbeam Room, 1 st Floor, 64 Victoria Street, London |
| Meeting Time | 1230 – 1600 |

Members Present

| Name | Position |
|--------------------------|------------------------------------|
| Mike Brown CBE MVO | Chair |
| Anne Baldock | Non-Executive Director |
| Tanya Coff | Chief Financial Officer |
| Dr Stephen Duckworth OBE | Non-Executive Director (via Teams) |
| David Goldstone CBE | Chief Executive |
| Anne McMeel | Non-Executive Director |
| Neil Sachdev MBE | Non-Executive Director |
| Simon Wright | Non-Executive Director |

Apologies

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|-------------------|------------------------|
| Simon Thurley CBE | Non-Executive Director |
| Matt White | R&R Programme Director |

General Counsel in Attendance

| Name | Position |
|-----------------|--|
| Richard Caseley | Interim Head of Corporate Governance Process |
| Jane Mee | General Counsel |



In Attendance

| Name | For items | Position |
|-------------------|-----------|--|
| Mark Jaggard | 2 | Health & Safety Director |
| Dr Patsy Richards | 8 | Client Team Managing Director |
| Chris Dawson | All | Head of Media & Strategic Communications |
| Janet Campbell | All | Human Resources Director |
| Lianne Corris | All | Chief of Staff |
| Linda Thomson | All | Executive Office Manager |
| Laura Camilletti | All | Governance Support Officer |

1. Introductions

The Chair opened the meeting and noted that a quorum was present. No new declarations of interest were made.

The Board approved the minutes of the meeting held on 27 March 2023 as an accurate record of the meeting.

2. Health, Safety, Security and Wellbeing

Mark Jaggard provided an update on Health, Safety, Security and Wellbeing (HSW) matters. The following points were noted:

- A recent media article discussed the death of a former MP due to asbestos exposure.
- Enhanced first aid and asbestos training had been rolled out in the last month.
- During the King's Coronation, intrusive surveys will be suspended. Colleagues will be asked to exercise increased vigilance on security matters.

3. The Role of the DA Board

The Board noted the contents of the paper, including that the Programme and Client Boards will determine the future direction of the R&R Programme, while the DA Board's remit focuses on how the DA discharges its responsibilities.

4. Chief Executive Report



David Goldstone spoke to the Chief Executive Report. The following points were noted:

- The work of the Programme Board in relation to the shortlisting of delivery options was discussed, as well as considerations on the phasing of the Programme. It was noted that there was a considerable volume of work necessary in order to reach decisions by the summer recess, and that the possible need for an extra Client Board meeting in June 2023, and an extra Programme Board in July 2023, had been raised.
- The Client Team had commissioned an independent review on the R&R Options and Shortlisting process; the Review Report had positive findings on the DA's approach to assessing options, as well as the assurance arrangements.
- Programme Board members would be visiting Buckingham Palace and other recent heritage building projects.
- The Programme Board is aligned with the DA Board in the expectation that the DA will continue to identify financial savings during the year.

5. Programme Highlight Report

In Matt White's absence, David Goldstone spoke to the Programme Highlight Report. The following points were noted:

- A new milestone had been added to the Phase 1 plan for Corporate Officer Requirements (CORs). These were being derived from the Parliamentary Estate Development Framework and the shortlisting process. Once agreed, the CORs will be a key basis for change control.

6. Financial Position and Budget

The Board noted the P12 Financial Report.

7. Organisational Performance Summary – 22/23 End of Year

The Board noted the end of year 2022/23 organisational performance report.

8. Feedback to Client Team Managing Director

Dr Patsy Richards joined the meeting via Teams for feedback from the DA Board, which was given by the Chair. Dr Richards also provided an update on the recent deliberations and workings of the Programme Board and expressed confidence that it was receiving the information it needed to support decision making on the Programme. She agreed that more direct contact between the DA Board and individual Programme Board Members may be helpful.



9. 2022/23 Annual Audit Committee Report to the Board

The Board noted the Chair's Annual Audit Committee Report to the Board.

10. Internal Audit Charter

The Board approved the Internal Audit Charter.

11. AOB

The meeting was formally closed by the Chair.