



Restoration & Renewal Delivery Authority Board Board Summary

Meeting Date	Monday 25 July 2022
Meeting Location	64VS, 1 st floor: Bill Room
Meeting Time	1100 – 1500

Members Present

Name	Position
Mike Brown CBE MVO	Chair
David Goldstone CBE	Chief Executive
Matthew White	R&R Programme Director
Tanya Coff	Chief Financial Officer
Anne McMeel	Non-Executive Director
Anne Baldock	Non-Executive Director
Neil Sachdev MBE	Non-Executive Director
Simon Thurley CBE	Non-Executive Director
Simon Wright OBE	Non-Executive Director
Dr Stephen Duckworth OBE	Non-Executive Director via MS Team

General Counsel in Attendance

Name	Position
Jane Mee	General Counsel
Laura Camilletti	Governance Support Officer

In Attendance

Name	For items	Position
Paul Lindsay	2	Health, Safety & Wellbeing Lead
Chris Darton	4.3	Programme Delivery Manager
Andy Piper	4.3	Technical Director
Catherine Murphy	5	Head of Financial Control & Business Partnering
Andy Haynes	8	Commercial Director



Chris Dawson	All	Head of Media & Strategic Communications
Janet Campbell (Items 1 – 8)	All	Human Resources Director
Linda Thomson	All	Executive Office Manager
Lianne Corris	All	Chief of Staff

Apologies

Richard Caseley	Interim Head of Corporate Governance Process
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1. Introductions

The Chair opened the meeting and noted that a quorum was present.

The following new declarations of interest were made:

- (1) Neil Sachdev is stepping down as Chairman of Energy Savings Trust Ltd.

2. Health, Safety, Wellbeing and Security

Matt White and Paul Lindsay provided an update on the specific issues at the welfare facilities at 54 Parliament Street and the delay to the facilities being available due to the resolution of issues with relevant certification of various matters including fire risks and legionella.

3. Chief Executive Report

David Goldstone reported to the Board. The following points were noted:

- There should be greater emphasis on member engagement.
- Relations with the Parliamentary in-house teams continue to develop. The Clerks of House of Commons and House of Lords (HoL) Clerks attended the recent DA Staff All Hands meeting, and DG has attended an equivalent event in the House of Commons.
- Development the client function is continuing, and proposals have been outlined to Commissions of the Houses. The ongoing residual responsibilities of the SB Board during the transition period have been proposed by the Clerks and discussed with the Sponsor Board.
- Information sharing with the DA on In-House Services and Estate (IHSE) projects has not been forthcoming and this has been escalated to the Steering Committee.



- The Q2 performance measures have now been finalised.

4. Programme Report (including surveys) and Developing New Proposals

4.1 Programme Report

Matt White gave the Programme Report, which included the following matters:

- There have been no Health and Safety incidents reported in the last month.
- The approach to and arrangements for temporary accommodation remains an escalated issue. Colleagues from the SB and In-House teams are considering requirements and the new Client team will lead optioneering. The Board noted the criticality of this aspect and that the planning of works was dependent on its resolution.
- There has been good progress on technical standards and DA and In House teams are undertaking joint development.
- Palace Surveys – the approach to room utilisation surveys is under review.

4.2 Intrusive Surveys Management Arrangements - Update

Matt White spoke to the Intrusive Surveys Management Arrangements Update including the key risk and mitigations summary. Intrusive Survey readiness reviews are underway and have been positive to date.

Resilience is a key risk across all eight survey lots, with mitigations in place to ensure that contractor staffing levels can be maintained. The project team has been working closely with the In-House teams to ensure the provision of appropriate support and the related Service level Agreements have been agreed or are close to finalisation.

4.2 Outcome Levels and Construction Scenarios

Matt White, Technical Director, Andy Piper, and Programme Delivery Manager, Chris Darton spoke to the Outcome Levels and Construction Scenarios paper. The paper has been developed in conjunction with the Sponsor Body and colleagues from the Parliamentary teams and considers a range of options from a low to high levels of intervention.

The approach has been devised to build understanding, confidence and consensus on delivery options and is informed by previous political engagement.



5. Financial Position and Budget

5.1 P3 Periodic Financial Report

The Board noted the Period 3 Finance Report and agreed the proposed approach and timetable developing the 2023/24 Delivery Authority budget.

6. People Matters

Janet Campbell provided a verbal update to the Board. The planned approach to colleague representation was noted.

7. Quarterly Performance Review

7.1 Organisational Performance Summary – Q1 Dashboard

The Board NOTED the Q1 Performance Report and AGREED the Q1 Performance score.

8. Other Matters

8.1 Modern Slavery Statement

The Board APPROVED the Modern Slavery Statement for 2022/23 and authorised that it be signed by the CEO and published on external website.

8.2 Commercial Way Forward

Commercial Director, Andy Haynes spoke to the Commercial way forward update. The Board discussed the opportunity that the current situation provided to broaden input from the supply chain to inform future approaches and noted the Commercial Way Forward Update.

9. Items Referred from the Committees to the Board

There were no items referred from committees to the Board.

10. Future Board and Committee Arrangements

Mike Brown spoke to the proposals which are informed by the ongoing transition period and the need to ensure board involvement and oversight was commensurate with the DA's activities. The value of the ongoing informal support and input from Non-Executive members to the Executive team were noted.



The Board noted the contents of the paper and approved the approach to future meetings.

11.AOB

The Board approved the updated social media policy.

The Board had been provided with an update on prospective legislative changes and legal developments for information, further updates will be provided on a six-monthly basis.

The meeting was formally closed by the Chair.