

Meeting of the Restoration & Renewal Delivery Authority Board - Monday 25 September 2023

Board Summary

Members present:

Mike Brown (Chair), Anne Baldock (Non-Executive Director), Tanya Coff (Chief Financial Officer), Stephen Duckworth (Non-Executive Director), David Goldstone (Chief Executive), Anne McMeel (Non-Executive Director), Matt White (Programme Director), Neil Sachdev (Non-Executive Director), Simon Thurley (Non-Executive Director).

Apologies: Susan Cooklin (Non-Executive Director)

Item 1 – Opening Matters & Minutes from the Previous Meeting

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

Members present declared their interests.

The minutes from the meeting held on 24 July 2023 were approved as an accurate record of the meeting.

Item 2 – Chief Executive Report

The CEO provided his report to the Board on programme developments. This included an overview of the Programme Board Meeting held on 12 September 2023, where the Programme Board provided feedback on and endorsed the Strategic Case Summary for onward consideration by the Client Board.

Item 3 – Programme Highlight Report

This report provided an overview of the key changes and developments on the R&R programme. It was noted that there had been a lost time safety incident in the reporting period and that an investigation had been undertaken, with actions agreed and lessons learned to be shared through the Parliamentary Contractor Forum. The Programme Report would be finalised by the Client Team and submitted onwards to the Programme Board.

Item 4 – Emerging Strategy for Temporary Accommodation

This item set out recent developments and decisions in relation to temporary accommodation for the House of Commons and House of Lords, that was due to be discussed with the Programme Board in October. An update on progress working with the Client Team and proposed governance was provided.

Item 5 – New Programme Schedule and Organisational Review

The CEO introduced the item which comprised the emerging view of a new programme schedule and accompanying narrative, as well as the outcome of an organisational review carried out in the light of the current status of the Programme and expected future timescales. The Board endorsed the recommendations and emphasised the need for agility within the proposals.

Item 6 – Market Engagement Prior Information Notice (PIN)

The Commercial Director introduced the item, highlighting that the Board was invited to endorse the proposed approach for issuing a Market Engagement PIN. The Board provided feedback and endorsed the proposal. It was noted that a market engagement notice would be issued on 26 September 2023, followed by an event for interested parties in the Palace of Westminster in October.

Item 7 – Strategic Risk Review

The CEO introduced the item and provided an overview of updates made to the organisation's strategic risks since the Board had last reviewed them. It was noted that the Risk, Assurance and Audit Committee had reviewed the risks and provided suggested feedback ahead of their submission to the Board. The Board approved the strategic risk register.

Item 8 - Terms of Reference for the Risk, Audit & Assurance Committee

The Board reviewed and approved the Terms of Reference for the Risk, Audit & Assurance Committee.

Item 9 - Items referred from the Committees to the Board – Risk, Audit & Assurance Committee (RAAC) - 11 September 23

The Committee Chair provided an overview of matters discussed at the 11 September 2023 RAAC meeting. This had included reviewing the status of the audit actions where positive progress had been made.

Item 10 – Feedback to the Client Team

Feedback from the meeting was provided to the Client Team.

Item 11 – Forward Look

The Board reviewed and noted the Forward Look.

Item 12 – Any other Business

There was none raised.

Item 13 - CFO Monthly Financial Update

The Board reviewed and noted the update.

The meeting concluded. The next meeting of the Board is on 30 October 2023.