



Restoration & Renewal Delivery Authority Board

Board Summary

Meeting Date	Monday 26 April 2021
Meeting Location	Remotely via Microsoft Teams
Meeting Time	13:00 – 16:30

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 Baldock	Non-Executive Director
Anne McMeel	Non-Executive Director
Neil Sachdev MBE	Non-Executive Director
Dr Simon Thurley CBE	Non-Executive Director
Simon Wright OBE	Non-Executive Director
Dr Stephen Duckworth OBE	Non-Executive Director

General Counsel in Attendance:

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

In Attendance:

Name	Position	
Andy Haynes	6.1	Commercial Director
Claire Maugham	All	Communications Director
Janet Campbell	4.3	Human Resources Director
Linda Thomson	All	Executive Office Manager
Laura Camilletti	All	Governance Support Officer



Martin Bellamy (MB)	6.1	Chief Information Officer
Samantha Daly (SD)	4.3	Diversity and Inclusion Lead

Item	
1.	Introductions The Chair introduced the meeting as the first in a quarterly cycle where the Board agenda is structured around reviewing ongoing performance, including on the Programme, on financial performance, and the overall corporate performance dashboard.
2.	Health, Safety and Wellbeing The Chair reminded the Board that the Health, Safety and Wellbeing item was an opportunity to raise any Health, Safety and Wellbeing related matter. Dr Stephen Duckworth and Simon Wright were thanked for their input to the Heriot-Watt University Research work. The Board were informed that the office was now open two days a week and consideration was being given on the future return to office and ways of working arrangements. The Board noted that the online incident reporting system had been operational since January 2021.
3.	Chief Executive Report The Board discussed the Chief Executive's Report, noting the following items: The Gateway Review focussed mainly on the relationship between the SB and Parliament and the Parliamentary in-house teams, including referencing that the continued presence mandate and the House of Commons decant location were key strategic risks, while also noting the successful establishment of and collaboration between the SB and DA. The review did not identify any new issues and its comments specifically on the DA were largely positive. The Estimates Commission had tabled the necessary Parliamentary procedures to allow the approval of funding for FY21/22. The accompanying letter emphasised the importance of the Palace survey works, setting apprenticeships targets, achieving exemplar prompt payment performance, ensuring the effectiveness of the Outline Business Case process and ensuring that the Programme benefits would be spread across the whole of the UK and to SMEs as well as larger businesses. Following an assessment of Programme requirements for BIM data transfer, BDP will continue to host BIM data, with the timetable of procurements informing the timing of data transfer.



	<p>Work with IHSE to inform the Programme’s proposals and requirements for House of Commons decant facilities, including to assess the future capacity of the Northern Estate, is now commencing.</p>
4.	<p>Performance Review (January – March 2021)</p> <p>4.1 Organisational Performance Summary (including 20/21 Performance Dashboard) The Board noted the challenges of the previous year; including the establishment of the new organisation, remote working and the Strategic Review. The Board endorsed the Organisational Performance Summary prior to its submission to the RAAC and N&RC for validation.</p> <p>4.2 Programme Review (including Programme Report) The Board considered the contents of the Programme Report, noting in particular the RAG status for the following; Palace Design (status improved), Palace Surveys (downgraded, but with mitigations in place) and the Heritage Collections Decant Project (unchanged).</p> <p>4.3 Finance Review (including Chief Financial Officer Report) The Board noted the contents of the Chief Financial Officer’s report. The Board were updated on the ongoing IR35 assessments and that there would be full engagement with HMRC and the NAO.</p> <p>4.4 EDI Review (Annual EDI Review) The Board noted the EDI Report, the good progress made in the first year of the DA’s existence and the ongoing areas of focus. The Board highlighted the importance of ensuring that there was an appropriate nationwide focus on inclusivity.</p>
5.	<p>Corporate</p> <p>4.1 21/22 DA Objectives The Board discussed the 21/22 DA Objectives, requesting that the weightings of objective be reviewed and noting that SMART measures and quantitative Health & Safety targets were to be added. An overall message of what would be achieved through achieving the objectives should also be developed. An updated 21/22 Performance Framework will be brought back to a future Board meeting for approval.</p>
6.	<p>Business Case Development</p> <p>6.1 Client Partners Strategy</p>



	<p>The Commercial Director presented the Client Partners Strategy to the Board, noting that the paper had been through Programme Development Agreement Group (PDAG) and Executive Committee (ExCo) and endorsed by the Investment Committee (16 April meeting).</p> <p>The Board noted that a market consultation on the proposed Client Partner Strategy will inform its further development, prior to any formal steps in a procurement process.</p> <p>The Board noted the following critical factors within the proposed Client Partners Strategy; choice of architect, development of broad integration capabilities within the DA, and a robust change management process.</p> <p>The Board approved the commencement of a market consultation based on the Client Partners Strategy subject to the comments raised at this meeting, PDAG, ExCo and Investment Committee.</p> <p>6.2 House of Lords (HoL) Decant Project – RIBA 2 Update</p> <p>The Board noted the HoL Decant Project RIBA 2 Update and that the work undertaken responds to the Sponsor Body and HoL Task Briefs and balances functionality and cost. A ‘do-minimum’ option (Option 0) is currently being explored by the DA following the recommendations of the Strategic Review. The Board emphasised the importance of maintaining focus on the ‘do minimum’ options to minimise cost and maximise value for money and directed that this be reflected in future submissions to the Sponsor Body and HoL.</p>
7.	<p>Items Referred from the Committees to the Board</p> <p>7.1 Investment Committee</p> <p>The Board was given a verbal update from the Investment Committee Chair and noted that the Client Partners Strategy was endorsed, the Supplier Engagement Plan was discussed and a Commercial Independent Consultative Panel was to be established.</p> <p>7.2 Finance Committee Terms of Reference</p> <p>The Board approved the proposed Finance Committee Terms of Reference.</p>
8.	<p>AOB</p> <p>The procurement of a board portal provider is, as previously notified to the Board, being re-considered.</p>