



## Restoration & Renewal Delivery Authority Board Board Summary

<b>Meeting Date</b>	Monday 27 February 2023
<b>Meeting Location</b>	Hammerbeam Room, 1 <sup>st</sup> Floor, 64 Victoria Street, London
<b>Meeting Time</b>	1045 - 1345

### Members Present

<b>Name</b>	<b>Position</b>
Mike Brown CBE MVO	Chair
David Goldstone CBE (Items 1-6)	Chief Executive
Anne Baldock	Non-Executive Director
Neil Sachdev MBE	Non-Executive Director
Simon Thurley CBE (Items 1-6)	Non-Executive Director
Simon Wright OBE	Non-Executive Director
Dr Stephen Duckworth OBE	Non-Executive Director
Matt White	R&R Programme Director

### General Counsel in Attendance

<b>Name</b>	<b>Position</b>
Andy Syk (on behalf of Jane Mee)	Head of Legal
Richard Caseley	Interim Head of Corporate Governance Process

### In Attendance

<b>Name</b>	<b>For items</b>	<b>Position</b>
Mark Jaggard	2	Health and Safety Director
Jenni Singleton	3	Business Case and Strategy Director, Client Team
Phil Dennison	3	Consultant, PwC
Alison Rogers	4	Head of Programme Development
Catherine Murphy	5	Head of Financial Control and Business Partnering
Amee Ewing	8	Head of Technical Assurance
Andy Piper	8	Technical Director



Chris Darton	8	Programme Delivery Manager
Chris Dawson	All	Head of Media & Strategic Communications
Janet Campbell	All	Human Resources Director
Lianne Corris	All	Chief of Staff
Laura Camilletti	All	Governance Support Officer

## Apologies

Name	Position
Tanya Coff	Chief Financial Officer
Anne McMeel	Non-Executive Director
Jane Mee	General Counsel

## 1. Introductions

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

The Board approved the minutes of the meeting held on 30 January 2023 as an accurate record of the meeting.

## 2. Health, Safety, Wellbeing and Security

David Goldstone advised the Board that the DA has notified the Parliamentary Security Team regarding an incident. There were no significant or wider implications.

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

- i) In relation to the two items reported to the Board on 30 January: (1) tests have confirmed that asbestos was not present in the location of concern in the Speakers' House and, (2) a formal report is awaited from Strategic Estates (SE) on the basement fire suppression system matter.
- ii) The DA has alerted SE to some damaged piping that could contain asbestos in the basement, the response has been positive.



### 3. Chief Executive Report

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

- i) The start of Members' Engagement has been delayed and will now start on 6 March. It is hoped that this will not impact shortlisting timescales, however it could affect how Members receive the Programme Board's shortlisting recommendations.
- ii) Programme Board engagement to date has been very positive.
- iii) The Independent Advice & Assurance Panel have met and are currently preparing their report on the implementation of the new R&R governance arrangements.
- iv) The programme of UK-wide visits to promote R&R and engage local businesses and political leaders has restarted.
- v) The Delivery Authority will continue to look at ways to deliver the R&R works as efficiently and cost-effectively as possible. Examples cited included the recent visits to projects at Wells and Salisbury Cathedrals.

The new Client Team Business Case & Strategy Director, Jenni Singleton, and Phil Dennison from the Business Case team joined the meeting, the options assessment process was discussed. Feedback was provided on aspects such as Accessibility outcomes, the Health & Safety implications of delivery options with shorter periods of decant, and delivery options' costings (VAT and inflation considerations, management costs, and how the various options' annual costs compare with the existing annual Palace of Westminster repair and maintenance costs).

### 4. Programme Report

Matt White spoke to the Programme Report. The following points were noted:

1. The intrusive surveys undertaken whilst the Houses were sitting in January progressed without disrupting ongoing Parliamentary operations.
2. Permanent on site welfare facilities should be available from late March 2023.
3. The Standards Group, a joint forum between the DA and the Parliamentary inhouse teams, has now been reconvened and will consider the technical, cost and business change impacts of new or updated standards before they are approved.

#### 4.1 Integrating R&R with Parliamentary Estate Development Framework

Head of Programme Development, Alison Rogers spoke to the Parliamentary Estate Development Framework (PEDF), against which the DA is comparing the R&R proposals with a view to identifying any differences/conflicts, and then working with the inhouse teams to reconcile these before the document is approved in April 2023. Suggestions made included incorporating 'resilience' into the PEDF's purpose and emphasising more the existing state of the Parliamentary Estate, to demonstrate why significant future works are required.



#### 4.2 Client Representative (C-Rep) Report on Estimates

Matt White spoke to the Client Representative Report on Estimates. In response to internal and external assurance reviews, further work is being undertaken to identify and quantify opportunities, which should reduce the Programme cost estimate.

### **5. Financial Position and Budget**

#### 5.1 P10 Financial Report

The Board noted the P10 Financial Report.

#### 5.2 Budget Update Post Client Board

David Goldstone and Head of Financial Control & Business Partnering, Catherine Murphy, spoke to the Revised FY2023/24 Budget, which had been reviewed by the Finance Committee in advance and was prepared in response to recent Client Board feedback.

The Revised Budget will now be reviewed by the Programme Board Sub-Group, and subsequently cleared by the Programme Board and Client Board prior to its submission in early April to the Estimates Commission for final sign off. In the meantime, the DA's funding for the early months of FY2023/24 is secured by the Vote on Account that has already taken place.

The Board approved the FY 23/24 Budget. Should further changes be needed prior to submission to the Estimates Commission, a mechanism for Board approval for these will be agreed with the DA Chair.

### **6. People Matters**

The Board noted the People Matters Report.

### **7. 23/24 DA Performance Framework**

#### 7.1 Organisational Performance Summary – review Q3 22/23 Performance Dashboard

Chief of Staff, Lianne Corris spoke to the proposed performance measures and scoring methodology for 23/24, which had been updated to align to the Revised 23/24 Budget and address previous Board feedback. The Board endorsed the scoring methodology, approved the overall performance framework and provided further feedback on specific measures, to be addressed prior to final Board approval.



## **8. Feedback on Construction and Technical Expert Panels**

Technical Director, Andy Piper, Programme Delivery Manager, Chris Darton and Head of Technical Assurance, Ameer Ewing spoke to the Feedback on Construction and Technical Expert Panel Paper. The following points were noted:

- i) Technical Expert Panel - A panel of design experts from various professional institutions took part in a 4 day on site process covering aspects such as outcome levels, M&E and heritage. Importantly, the Panel observed that Outcome Level 3 is the minimum level that starts to comply with modern standards and therefore that R&R should target Outcome Level 3 or above.
- ii) Construction Expert Panel – This focussed on asbestos removal, temporary works and temporary services. The panel comprised contractors who are already working on the Parliamentary Estate. The panel endorsed the benefits of vacant site possession (not least from a Health & Safety perspective) and identified some opportunities regarding resourcing and execution of the asbestos removal work.
- iii) It may be beneficial for the Client Board to commission their own equivalent exercise, to ensure they own and place sufficient weight on its findings.
- iv) The Panels’ feedback will be incorporated into the Delivery Strategy and the Programme Board options assessment engagement materials.

## **9. AOB**

Head of Legal, Andy Syk spoke to the Group Life Assurance Trust proposals. The Board APPROVED:

- (1) that the Delivery Authority is authorised to establish an Excepted Group Life Assurance Scheme Trust and rules (‘the Scheme Trust’) executing the deed (at Appendix A) to replace an equivalent existing trust;
- (2) that the Delivery Authority be appointed as the sole Trustee of the Scheme Trust; and;
- (3) that the Chief Executive be authorised to execute the trust deed and be authorised to appoint such person or persons as considered appropriate to discharge the obligations of the Delivery Authority as trustee in accordance with the rules of the scheme.

The meeting was formally closed by the Chair.