



Restoration & Renewal Delivery Authority Board

Board Summary

Meeting Date	Monday 27 th July 2020
Meeting Location	Remotely via Microsoft Teams and by telephone
Meeting Time	10:00 - 13:00

Members Present:

Name	Position
Mike Brown MVO	Chair
David Goldstone CBE	Chief Executive
Matthew White	R&R Programme Director
Anne Baldock	Non-Executive Director
Anne McMeel	Non-Executive Director
Neil Sachdev	Non-Executive Director
Simon Thurley OBE	Non-Executive Director
Simon Wright OBE	Non-Executive Director
Dr Stephen Duckworth OBE	Non-Executive Director

In Attendance:

Name	Position
Alison Rogers	Head of Programme Development
Linda Thomson	Executive Office Manager
Laura Camilletti	Secretariat

Apologies:

Name	Position
Dr Simon Thurley CBE	Non-Executive Director



Item	
1.	<p>Health, Safety and Wellbeing</p> <p>The Chair explained that this standing item will be used to discuss any health, safety, and wellbeing matters raised by the members, and that quantitative data will be brought to the Board to discuss in due course.</p> <p>It was suggested that the Health, Safety and Wellbeing item could also be used to update the Board on the COVID-19 working arrangements for staff. The Chief Executive noted the work in progress to enable a safe phased return to limited office working from September, and that there are ongoing discussions with the Parliamentary team about the long-term accommodation requirements for the organisation, and a further update would be provided at a future meeting.</p> <p>The Board noted that the Programme does not have an Occupational Health service, though the Programme receives an Occupational Health Service from Parliament, and that flu vaccines are not being ordered for staff. Arrangements to enable staff to get a flu vaccine were being considered.</p>
2.	<p>Programme Report</p> <p>The Chief Executive noted the evolving nature of reporting to the Board. The Board noted that a Chief Executive report will be provided from August, and that work is underway to streamline the Programme Report and make the key points more accessible.</p> <p>The Programme Report [May 2020] was presented to the Board by the Programme Director. The following key areas were discussed; items on the critical path to the Outline Business Case, House of Lords decant, QEII options, Heritage Collections Decant project, Data and Digital services, integrated schedule and progress on the Parliamentary Masterplan.</p> <p>The Board had a detailed discussion about the user requirements, and noted the challenges faced with no clear user requirements currently in place. The Board discussed how the Strategic Review will support the decision-making process going forward.</p>
3.	<p>Strategic Review and PAC Hearing</p> <p>The Chief Executive provided a verbal update on the Strategic Review and on the recent Public Accounts Committee (PAC) Hearing.</p> <p>The Board noted that the NAO Report was included in the Board pack for background to the PAC Hearing; and no further material items arose from the PAC hearing that need to be discussed at the Board.</p>



	<p>The Board noted that on 15 July the Prime Minister wrote a letter to the Chief Executives of both the Delivery Authority and the Sponsor Body, recognising the unsustainability of the Palace, welcoming the Strategic Review and requesting that the Programme consider a full range of options for potential decant locations, with considerations on cost and other implications. It was noted that there was a debate in the House the following day, which highlighted the wide recognition for change.</p> <p>The Board noted that initial findings will be developed at the end of July and shared with the Board.</p> <p>The Chair is to have a discussion with the Sponsor Body regarding the practicalities of decision making regarding the strategic review to ensure that the Delivery Authority Board members have input on deliverability of the options.</p>
4.	<p>Performance Framework</p> <p>The Performance Framework was presented to the Board, which included the DA Performance Dashboard.</p> <p>The Performance Dashboard has been developed around Phase 1 Objectives, to be proportionate for where the programme is in its development. The Board noted that accountabilities had been assigned across the team. Each objective has an activity aligned to it and identified into the 2020/21 Business Plan.</p>
5.	<p>Principles of Transparency</p> <p>The Board had a detailed debate on the Chief Executive’s proposed Principles of Transparency. Challenges of commercially sensitive issues were recognised; however, it was noted a transparent approach enables the organisation to communicate proactively and efficiently manage those commercially sensitive issues.</p>
6.	<p>Director Appointments</p> <p>The Chief Executive updated the Board on the Director Appointments.</p> <p>The Board noted that the recruitment process is on track and the preferred candidates for all of the roles should be identified by the end of the month, as had been originally planned.</p> <p>The Board noted the proposed appointment of the CFO to be an additional Board member and endorsed the proposal.</p>
7.	<p>Items Referred from the Committees</p> <p>The Health, Safety, Wellbeing and Sustainability Committee Chair updated the Board on the first Committee meeting, held on 13 July. The Chair highlighted that various strategies were reviewed at the Committee.</p> <p>The Risk, Audit and Assurance Committee Chair updated the Board on the first Committee meeting, held on 13 July. The Chair highlighted that there is a need to focus on financial controls and audit, which will follow once the Head of Internal Audit is appointed, and on developing the programme’s maturity on security.</p>



	<p>The Investment Committee Chair updated the Board on the first Investment Committee meeting, held on 14 July. The Chair highlighted to the Board that the committee discussed cost reporting as well as the future commitments.</p> <p>The Nomination and Remuneration Chair updated the Board on the first Nomination and Remuneration Committee meeting held on 15 July.</p>
8.	<p>Board Effectiveness Session</p> <p>Alex Cameron, Director of Socia Ltd joined the meeting to present the findings and recommendations of the Board Effectiveness Review Report. The review identified six key areas that will influence the performance of the Delivery Authority.</p> <p>The Chair is to review and consider the recommended actions from the Board Effectiveness Report and bring his proposed way forward back to a future meeting.</p>