



## Restoration & Renewal Delivery Authority Board Board Summary

<b>Meeting Date</b>	Monday 27 March 2023
<b>Meeting Location</b>	Hammerbeam Room, 1 <sup>st</sup> Floor, 64 Victoria Street, London
<b>Meeting Time</b>	1230 – 1600

### Members Present

<b>Name</b>	<b>Position</b>
Mike Brown CBE MVO	Chair
David Goldstone CBE	Chief Executive
Tanya Coff	Chief Financial Officer
Matt White	R&R Programme Director
Anne Baldock	Non-Executive Director
Anne McMeel	Non-Executive Director
Neil Sachdev MBE	Non-Executive Director
Simon Thurley CBE	Non-Executive Director
Dr Stephen Duckworth OBE	Non-Executive Director (via Teams)

### Apologies

Simon Wright OBE	Non-Executive Director
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### General Counsel in Attendance

<b>Name</b>	<b>Position</b>
Jane Mee	General Counsel
Richard Caseley*	Interim Head of Corporate Governance Process



## In Attendance

Name	For items	Position
Mark Jaggard	2	Health and Safety Director
Catherine Murphy	5.1	Head of Financial Control and Business Partnering
Andrew Simpson	7.2	Chief Information Security Officer
Andy Syk	7.2	Head of Legal
Ben Kidd	7.2	Security Information Risk Advisor (via Teams)
Dr Patsy Richards	8	Client Team Managing Director
Martin Bellamy	All*	Chief Information Officer
Chris Dawson	All*	Head of Media & Strategic Communications
Janet Campbell	All*	Human Resources Director
Lianne Corris	All*	Chief of Staff
Linda Thomson	All*	Executive Office Manager

\*Except item 5.2

## 1. Introductions

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

No new declarations of interest were made.

The Board approved the minutes of the meeting held on 27 February 2023 as an accurate record of the meeting.

## 2. Health, Safety, Wellbeing and Security

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

- Since the discussion at the February Board meeting, testing has confirmed that asbestos is not present in the damaged piping in the Palace basement.
- The new permanent welfare facilities for the DA Surveys teams are now operational and in use.

### 2.1 Health and Safety Performance Index

The Board noted the Health & Safety Performance Index and its implementation on the Programme. The HSPI monitors the performance of the DA's contractors.



## 2.2 Critical Safety Risks Updated

Mark Jaggard spoke to the Updated Critical Safety Risks, which were endorsed by the HSWSC at its 27 February meeting, subject to minor refinements that are still being worked through and the Board had no further comments.

The Board noted the updated critical Health & Safety risks and the proposed 'Golden Rules' for safety.

## 3. Chief Executive Report

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

- i) The DA has had a positive pre-meeting with the Programme Board's external Members to discuss the R&R options assessment pack, to be discussed at the Programme Board on 28 March.
- ii) An update was provided on Parliamentary Engagement activities.
- iii) The DA's proposal of a publication of a summary of its options assessment has been put forward to the Programme Board.
- iv) The programme of regional roundtables is providing an opportunity to promote R&R's benefits to Parliamentarians as well as local political leaders and local businesses.
- v) Recruitment for a new senior Communications and External Affairs post is ongoing.

## 4. Programme Report

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

- i) Since last period, the overall status has changed from Green-Amber to Amber, due to the delay in establishing the Programme Board adding additional risk to the shortlisting process and, in turn, to the scheduled timescales to prepare and submit the Strategic Outline Case.
- ii) There are now 7 surveys ongoing. The boreholes are progressing well.

### 4.1 Initial Phase Draft Phase 2 Delivery Strategy

The Board noted the Initial Draft Phase 2 Delivery Strategy.

## 5. Financial Position and Budget

### 5.1 P11 Financial Report

The Board noted the P11 Financial Report.



## 5.2 Revised 23/24 Budget

The Board approved: a small reduction to the 2023/24 budget approved in its meeting on 27.02.23, to a revised figure; and the proposed approach to an alternative submission to the Programme Board. It noted that notwithstanding the final budget decision of the Programme Board, it would continue to challenge the Executive on its management of spending and savings realisation.

## 6. People Matters

The Board noted the People Matters Report.

## 7. Other Matters

### 7.1 Socia Board Effectiveness Review Findings

The Board noted the Socia Board Effectiveness Review Findings and Recommendations.

### 7.2 Information Security Policy and D&D Policy Approach

The Board noted the proposed rationalisation of D&D policies.

The Board approved the Information Security Policy. This policy is a requirement of ISO 27001, which the DA is seeking to achieve accreditation against in 2023/24.

### 7.3 D&D Quarterly Update

Martin Bellamy spoke to the D&D Quarterly Update:

- i) Operations – The Digital Services Supplier contract is achieving savings and working well generally, albeit with a few areas for improvement.
- ii) An update was given on progress on D&D Project delivery, including recent recruitment challenges.
- iii) Future strategy – Work to explore opportunities for collaboration with the Parliamentary Inhouse teams is progressing well, noting that capacity and resource constraints may be limiting factors.



#### 7.4 23/24 DA Performance Framework

The Board approved the proposed performance measures for 23/24 (subject to the minor comments from the meeting being addressed), to be published internally. The measures are based on the assumption that the current Revised 23/24 Budget is approved and the Phase 1 Plan continues on track.

The Board approved the proposed scoring methodology for the 23/24 performance measures.

### **8. Feedback from Committees to the Board**

Verbal updates were received from the Chairs of the Committees that have met since the February Board meeting:

- i) 27 Feb HSWSC (Dr Stephen Duckworth) - The Committee received a Sustainability update, was briefed on climate change risk assessment and adaptation work, and reviewed the HSPI and Critical Safety Risks papers discussed at this meeting.
- ii) 1 March Investment Committee (Neil Sachdev) – The Committee reviewed the Initial Draft Phase 2 Delivery Strategy discussed at the Board Informal session held earlier today.
- iii) 7 March Nomination and Remuneration Committee (Anne Baldock) – Matters considered included approval of the Gender and Ethnicity Pay Gap reports; approach to total remuneration; recommendations on pay and approach to any discretionary performance awards.
- iv) 15 March RAAC (Anne McMeel) - The Committee received risk, assurance, internal audit and counter-fraud updates; endorsed the Internal Audit Charter prior to Board approval; and approved the Annual Audit Committee Report to the Board (subject to any events between now and year end changing it). The Committee received a positive interim audit report from the NAO, and first drafts of key elements of the Annual Report & Accounts.

Anne McMeel provided a verbal update on her 13 March meeting with the Chairs of the House of Lords and House of Commons Audit Committees to discuss the relationship with the House Audit Committees (HACs) in light of the new R&R governance arrangements.

### **9. AOB**

The meeting was formally closed by the Chair.