



Restoration & Renewal Delivery Authority Board

Board Summary

Meeting Date	Monday 28 June 2021
Meeting Location	Conference Room E, 7 Millbank and via Microsoft Teams
Meeting Time	1100 – 1530

Members Present

Name	Position
Mike Brown CBE MVO (MB)	Chair
David Goldstone CBE (DG)	Chief Executive
Matthew White (MW)	R&R Programme Director
Tanya Coff (TC)	Chief Financial Officer
Anne Baldock (AB)	Non-Executive Director
Anne McMeel (AM)	Non-Executive Director
Neil Sachdev MBE (NS)	Non-Executive Director
Simon Thurley CBE (ST)	Non-Executive Director
Simon Wright OBE (SW)	Non-Executive Director

General Counsel in Attendance

Name	Position
Jane Mee (JM)	General Counsel
Richard Caseley (RC)	Interim Head of Corporate Governance Process

In Attendance

Name	For items	Position
Alison Rogers (AR)	9	Head of Programme Development
Amanda Colledge (AC)	7	Sponsor Body Business Case Director
Claire Maugham (CM)	All	Communications Director
David Darbyshire (DD)	6	Head of Financial Controls and Reporting
Janet Campbell (JC)	10	Human Resources Director
Linda Thomson (LT)	All	Executive Office Manager



Laura Camilletti (LC)	All	Interim Secretariat
Sarah Johnson (SJ)	12	Chief Executive, Sponsor Body

Apologies

Name	Position
Dr Stephen Duckworth OBE	Non-Executive Director

Item	
1.	Introductions The Chair opened the meeting and noted that a quorum was present. No declarations of interest were declared save those previously disclosed.
2.	Health, Safety and Wellbeing Anne Baldock provided the Board with a general Health, Safety and Wellbeing (HSW) moment. The Executive Committee (ExCo) had received two detailed HSW training sessions since the last Board Meeting, including on statutory obligations and CDM responsibilities.
3.	Chief Executive Report The Board discussed the Chief Executive's Report, noting the following items: <ul style="list-style-type: none">• More than 130 colleagues have been into 7 Millbank since it has partially reopened. Work is ongoing with the future smart hybrid working arrangements.• It was agreed that specific Board Committees could take a lead on some of the Board objectives.• Significant work has been going on with ensuring the maximum benefit from the programme in terms of UK wide Jobs and Skills. The Chief Executive has been looking at how jobs and skills could be better coordinated internally to ensure it is fully reflected in the Programme benefits.• The Parliamentary Security Directorate have asked the DA to co-develop with them the future security operating model for the Parliamentary Estate.• Recruitment for permanent Data and Digital staff to replace existing contractors is on schedule, and the review of planned investment is making good progress• Fire Risk; notwithstanding that the overall responsibility for fire will remain with the corporate officers during the survey works, planning is underway for the DA



	<p>to have additional on site resource. The benefits of developing a close working relationship with the London Fire Brigade were noted.</p> <p>The Board noted the achievement of the silver Mind wellbeing index award.</p> <p>The Board approved the DA 2021/22 Objectives.</p>
4.	<p>Programme Report</p> <p>The Board noted the contents of the Programme Report, including that:</p> <ul style="list-style-type: none">• the incorporation of Health and Safety hazards into the Building Information Model (BIM) is making good progress;• the development of the Intermediate Scheme is slightly delayed due to the difficulty of incorporating all of the required design elements into the available space;• engagement with the House of Lords (HoL) on the HoL Decant has been extended; the qualitative workshops are delayed until after summer recess;• the Parliamentary Heritage Collections team is currently being restructured. The team's new operating model is seen as helpful by the Programme's Heritage Collections Decant (HCD) team;• there are two new key risks; (1) statutory consent for the extended river terrace and (2) acceptance of the continued presence report;• consideration should be given to enhancing the mechanism for risk escalation to the SB and;• the Chief Executive further noted that engagement with Parliamentary in-house teams has improved over recent weeks, and there is a potentially very helpful wide ranging senior discussion on the development of the scheme options with the Joint Working Group the following week. The Governance Review is also underway and expected to help move engagement forward in positive direction• the Chief Executive also noted that, with progress on cost and schedule estimating for the Essential Scheme, and on the design for the Intermediate Scheme, separate sessions were being fixed to take Board members through this key work.
5.	<p>Chief Financial Officer Report</p> <p>The Board noted the contents of the Chief Financial Officer Report. Engagement with budget holders on the Q1 reforecast has been positive.</p> <p>The Finance Committee will support the financial forecasting process going forward.</p> <p>Changes in Project areas following the Strategic Review are being incorporated into the updated position as part of the Q1 forecast. The Q1 forecast is expected to remain broadly in line with budget, and deferments of spend should offset plans for positive acceleration of the Palace works.</p>
6.	<p>Corporate</p> <p>6.1 Annual Report and Accounts (ARA)</p>



	<p>The Annual Report and Accounts were approved by the Board which thanked the team involved in their preparation.</p> <p>The Board further noted the consolidated Sponsor Body (SB) ARA and the reconciliation of the DA ARA costs to the costs reported therein and that the consolidated accounts will be laid before Parliament before the summer recess.</p>
7.	<p>Parliamentary Masterplan Update</p> <p>The Board noted the Parliamentary Masterplan Update, including that:</p> <ul style="list-style-type: none">• The updated Masterplan includes 30 recommendations and is largely beneficial for R&R. The recommendations had been prepared with input from relevant bodies regarding the external realm, but currently do not consider affordability or deliverability.• The DA's comments have noted that 6 of the 30 recommendations seemingly pre-empt the Programme Outline Business Case (OBC) proposals and scoping developments, which will be costed and assessed for Value for Money.• There is significant alignment between the Masterplan and R&R's Intermediate Scheme.• The Essential Scheme will be reviewed to ascertain whether it is a useful staging post towards the Masterplan. <p>The Board welcomed the Masterplan recommendations and agreed that the DA response should be supportive, whilst seeking to address those recommendations that could restrict or conflict with on R&R's activities.</p>
8.	<p>Business Case Development</p> <p>8.1 HoL Decant Project Update (inc. Option 0 and Compensation)</p> <p>The Board noted the HoL Decant Project Update, noting that Minimum and Maximum Options for Option 0 had been developed. Recent correspondence from the Clerk to the House of Lords was noted, and the nature of planned reply through the Sponsor Body discussed.</p> <p>The DA will support the SB with the QEII appraisal workshops with the House Authorities regarding Options 1-4. The outcomes of the workshops will inform a down-selection paper to the November DA and SB Board meetings.</p>
9.	<p>Programme Delivery Agreement</p> <p>General Counsel, Jane Mee and Head of Programme Development, Alison Rogers updated the board on the PDA 12 Month Review, including proposals for changes in a</p>



	<p>number of areas. The Board noted the proposed variation procedure to address issues that arise between review periods; and the issues listed have been identified as matters to be addressed, through the variation process if required, post review.</p>
10.	<p>Items Referred from the Committees to the Board</p> <p>The Board approved the apprentice and intern strategy and reward proposals as presented by HR Director Janet Campbell, and endorsed by the Nomination and Remuneration Committee.</p> <p>The Chair of the Nomination and Remuneration Committee gave a verbal update following the 4 June meeting:</p> <ul style="list-style-type: none">• The Committee endorsed the 2021/22 DA Objectives [approved under item 3 above] and the performance assessment against the 2020/21 objectives and the Apprentice and Interns Strategy, for approval by the Board.• The Committee noted the ARA Remuneration and Employee Report, Gender Pay Gap Report and Data and Digital Senior Leadership Team recruitment proposals. <p>The Chair of the Investment Committee gave a verbal update following the 14 June meeting: The Committee reviewed the status of the Intrusive Surveys Tender List recommendation report. The updated report will be brought back to the 12 July Investment Committee and then to the 26 July Board.</p> <p>The Chair of the Risk, Assurance and Audit Committee gave a verbal update following the 21 June meeting:</p> <ul style="list-style-type: none">• The Committee endorsed the ARA [See item 6].• The Committee noted the final 2020/21 Head of Internal Audit Report and Annual Audit Committee Report, the proposals for the Legal Compliance Plan, the strategic risk map, risk metrics and integrated assurance plan.• The Committee noted the S-Rep Report and DA Management Response, observing that the S-Rep had identified excellent performance in some areas.• The Committee agreed that the DA should look at enhanced sanctions for security vetting audit failures.
9.	<p>AOB</p> <p>It was agreed that it would be beneficial to agree resilience standards at the earliest opportunity.</p>