



Restoration & Renewal Delivery Authority Board

Board Summary

Meeting Date	Monday 28 November 2022
Meeting Location	Act Room, 1 st Floor, 64 Victoria Street, London
Meeting Time	1245 - 1700

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 McMeel	Non-Executive Director
Anne Baldock	Non-Executive Director
Neil Sachdev MBE	Non-Executive Director
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	For items	Position
Mark Jaggard	2	Health, Safety & Wellbeing Director
Catherine Murphy	5	Head of Financial Control & Business Partnering
Andy Syk	7	Head of Legal
Michele Avon	7	Senior Legal Counsel
Patsy Richards	8	Interim CEO, Sponsor Body
Omar Rouchdy	9.1	Head of Sustainability
Susan Cooklin	9.2, 10	D&D Advisory Board Member



Martin Bellamy	All	Chief Information Officer
Chris Dawson	All	Head of Media & Strategic Communications
Lianne Corris	All	Chief of Staff
Laura Camilletti	All	Governance Support Officer

Apologies

Name	For items	Position
Janet Campbell	5	Human Resources Director

1. Introductions

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

There were no new declarations of interest.

2. Health, Safety, Wellbeing and Security

Mark Jaggard gave an update on Health, Safety and Wellbeing (HSW) matters reflecting his first few weeks in post, including matters relating to ISO accreditation, occupational health, emergency preparedness, near miss recording and H&S culture.

3. Chief Executive Report

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

- The Statutory Instrument (SI) was laid in Parliament week commencing 21 November, with an expected effective date of 1 January 2023.
- David Goldstone will attend the Public Accounts Committee with the Clerks of the Houses and the interim head of the Client Team in early February.
- Work on the future operating model as a result of the Client Team moving inhouse to be a joint Parliamentary team continues, including in relation to communications and engagement. The plans for communication and engagement, have been developed and a draft narrative, are due to be taken to the Client Board in early 2023.
- Joint working with the inhouse teams continues to develop, with notable progress on the masterplan and the process for sharing project and commercial information.
- Temporary accommodation project – This will be overseen by the R&R Steering Group, with the DA, Client Team and Inhouse teams each responsible for specific identified workstreams.
- The first DA conference had been held in person, with very positive feedback including from Non-Executive Board members who were able to attend.



4. Programme Report (including surveys) and Developing New Proposals

Matt White spoke to the Programme Dashboard, which aligns to the new task brief. The dashboard focusses on milestones, risks and survey works as well as tracking progress on key activities owned by other parties. The milestones that are at risk, so amber not green, represent a slight delay in the establishment of the Programme Board, and the volume of analysis and engagement required for the delivery of the Options assessment and shortlisting process.

It was confirmed that regular credit checks are undertaken on all DA suppliers, to provide assurance on their continued financial standing.

5. Financial Position and Budget

5.1 P7 Financial Report

The Board noted the P7 Financial Report.

5.2 2023/24 Budget, Q2 Forecast and Supplementary Estimate

The Board approved, for submission through the Parliamentary governance process:

- (1) the proposed 2023/24 budget, noting the assumptions on some new and increased activities and therefore some staff recruitment and;
- (2) the 2022/23 Q2 Forecast position and the proposed Supplementary Estimate technical adjustment, the latter reflecting the consequences for the DA of the transfer of the Sponsor Body inhouse and including the need for £3m of non-cash capital funding in relation to the DA taking on the lease for its office space.

6. People Matters

David Goldstone provided a verbal update to the Board, noting that, in line with our Equality, Diversity and Inclusion (EDI) Strategy, declaration rates for ethnicity, disability and sexual orientation have increased since last year.

7. Legal Matters

7.1 Revised Programme Delivery Agreement and Authority to Occupy (64 Victoria Street)

The Board:

- (1) noted the status of the draft Deed of Amendment and Restatement of the Programme Delivery Agreement with the Corporate Officers ('the PDA DoA');
- (2) noted the status of the draft Agreement to Occupy with the Corporate Officer of the House of Commons in respect of the office premises at 64 Victoria Street ('the ATO') and;



(3) delegated to a sub-committee of the Board consisting of Mike Brown, Anne Baldock and David Goldstone the approval of the PDA DoA and authorised such person or persons as the sub-committee shall agree to execute the PDA DoA on behalf of Delivery Authority.

7.2 Submission of Special Resolution to the Sponsor Body Setting Out Changes to Articles

The Board:

- (1) noted that the SI provides for a change in the member and guarantor of the Delivery Authority;
- (2) approved the submission to the Sponsor Body and the Company's auditor of the form of special resolution at Appendix A (the 'Special Resolution') to amend the Delivery Authority's Articles and;
- (3) instructed the Company Secretary to make the necessary filings at Companies House.

8. Feedback to Interim Sponsor Body Chief Executive

Interim Sponsor Body Chief Executive, Dr Patsy Richards joined the meeting. Chair Mike Brown provided a verbal update from the meeting.

9. Other Matters

9.1 Social Value Strategy

Matt White and Head of Sustainability, Omar Rouchdy spoke to the Social Value Strategy, noting the extensive work and consultation undertaken since the last formal Board discussion in April 2022.

The Board approved the Social Value Strategy.

9.2 Data and Digital (D&D) Quarterly Update

Chief Information Officer (CIO), Martin Bellamy spoke to the D&D Quarterly update. The following points were noted:

- Backups of all data held in the R&R Microsoft environment are now in place.
- The joint feasibility study with Parliament on coordination on digital matters is progressing well.
- The transition to the new Digital Services Supplier has been largely smooth.
- The first delivery of the Modern Workplace project, the project to improve collaboration through enhanced use of Teams and Sharepoint, will be in January.



10. Items Referred from the Committees and Advisory Groups to the Board

D&D Advisory Group member, Susan Cooklin provided feedback to the Board on behalf of the D&D Advisory Group on its work to date and its emerging views on the organisation's D&D arrangements. This feedback provided assurance on D&D management arrangements and D&D investment plans, emphasised the importance of continued vigilance on cyber security and identified opportunities for cost benchmarking and IT-enabled business process improvements.

11. AOB

The meeting was formally closed by the Chair.